



PRESTWICH ARTS COLLEGE

IF YOU ARRIVE LATE ON THE DAY OF THE EXAM....

There will not be any other chances for you to sit the exam you miss in the same exams session so if you are running late it is vital that you get to school as quickly as possible.

Even if you arrive after the start of the exam, where possible, you will be allowed to sit the exam although it may not be possible to allow you the full time. Permission into the exam room is at the discretion of the school and each authorised late entry is considered individually at the time.

When you arrive leave your coat, bag and anything that is not allowed in the exam room in the allocated area outside the exam room and come in quietly. As soon as you enter the exam room you will be under exam conditions so only bring authorized equipment with you or you may be disqualified.

You will be asked to sit in one of the allocated late desks. When you get your paper check that it is the right paper and level. You will be read any notices about the paper. Read the instructions printed on the front of the paper and then begin as quickly as possible. The invigilator will record your details and the time you begin the exam.

At the end of the examination, you will be asked to stay behind to complete a 'Statement of Lateness' and this information may need to be sent off with your exam.

You will be considered very late if you arrive more than one hour after the published starting time for an examination which lasts one hour or more ie. after 10.00 am for a morning examination or after 2.30 for an afternoon examination. For examinations that last less than one hour, a candidate will be considered very late if they arrive after the awarding body's published finishing time of the examination.

If you are very late for an exam then the school must inform the exam board and it is possible that they may not accept your work.

Officially, under JCQ exam board regulations, morning exams begin at 9.00am, and afternoon exams begin at 1.30pm. However, schools are granted a half hour window either side of these times in order to allow the exams to fit in to a different school day timetables. **Please check your exam start times carefully as they will vary from exam to exam depending on the length of the paper. Some exams may start during registration or lunch.**