

The Cherwell School

Candidate Late Arrival Policy 2017-2018

Candidate late arrival for exams is followed up immediately by Deputy Year Leaders, who contact home and, wherever possible, make arrangements for candidates to come in to school as soon as possible. Where lateness is persistent, Year Leaders or SLT are responsible for contacting parents/carers to ensure that arrangements are put in place so this does not continue.

Where a late arrival is timed such that a candidate may sit the examination without transgressing regulations, candidates will normally be given the opportunity to sit the examination, with disruption to other candidates being kept to a minimum.

*If a candidate arrives late, they **must** report to the Exams Office and should not go straight to the exam venue.*