



LONDON PROFESSIONAL ACADEMY (LPA)
LATE AND ABSENT STUDENT
POLICY

Title: LATE AND ABSENT STUDENT POLICY(LPA)

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Approved by: London Professional Academy

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LATE STUDENTS

It is the student's responsibility to arrive at the correct centre at the correct time on the correct date. A student who arrives after the start of the examination may be allowed to enter the examination room and sit the exam. Senior Management Team (SMT) will make the decision based on JCQ regulations regarding start times and whether the invigilator or a suitable staff are available to supervise throughout. The student may only enter the examination room if escorted by a member of the staff who has informed the student of the exam conditions and regulations and asked the student to surrender any unauthorised items and placed them in the wallet provided. The student must enter the room silently and place all possessions not required for the exam in the designated place.

The student will be allowed the full time allowed for the examination and only be allowed to take the exam as long as the staff can guarantee that the security of the exam has not been compromised in any way.

Late arrivals can only be allowed to take the exam if the full registration process can be completed in the registration area and the student can take his/her place in the exam room before the exam has started. The start of the exam must not be delayed to accommodate a late arrival.

Any late arrivals must be noted on the incident form/supervisor's report.

VERY LATE STUDENTS

For fixed date examinations, students must attend on the arranged exam date as there are no alternatives. A student will be considered very late if they arrive more than one hour after the published starting time for an examination which lasts one hour or more i.e. after 10.00am for a morning examination or after 14.30 pm for an afternoon examination.

For examinations that last less than one hour they will be considered very late if they arrive after the awarding organisation's published finishing time for an examination or 30 minutes after the awarding organisation's published starting time, whichever is later.

Where a student arrives very late for an examination the college will send a report to the awarding organisation by completing Form JCQ/VLA-Report (Candidate Admitted Very Late to Exam Room) as soon as possible, in any event within 7 days from the date of the exam. The report must contain the following:

- The reason the student arrived late, including any details of special arrangements made for the student to reach the centre
- The actual start and finish times of the examination
- The time the student started the examination
- The time the student finished the examination

- A statement on whether security may have been breached due to the student arriving late, including information about the extent to which the student was under supervision from the actual starting time of the examination.

The student should be warned that the awarding organisation may not accept the student's work.

ABSENT STUDENTS

If a student is absent from their examination, London Professional Academy (LPA) has no responsibility to rearrange the exam. If a student can provide a medical certificate, every effort will be made to either rearrange the exam or in the case of fixed date exams, arrange an exam entry in the next exam series.