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Registered with the Charity Commission for Northern Ireland NIC101695

Joint Council of Qualifications (JCQ) Centre Number: 71209

LATE ARRIVAL POLICY AND PROCEDURES FOR STUDENTS SITTING GCSE AND GCE MUSIC EXAMINATIONS 2024

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of UCM. A candidate who arrives late and is permitted by the Centre to sit the examination, will be allowed the full time for the examination.

For aural / listening papers

In order to sit the examination, the student must arrive and be under supervision no later than the earliest possible ending time for the examination anywhere in Northern Ireland.

1. The Examinations Officer will note the time of arrival and the reason for lateness.
2. The examinations officer will take all reasonable steps to ensure the students' work is entirely their own, including requiring students to remove all mobile phones, smart watches and electronic devices from their person and leave them turned off in a bag in the Office. Any revision notes, or anything that may be perceived as such, including labels on bottles etc. must also be deposited in the Office.
3. The student will then remain under the supervision of the Examinations Officer until the aural / listening paper taking place in the building is completed. As long as there is no contact whatsoever with any departing students, it will then be permitted for any late arriving student meeting these conditions to sit the examination.
4. The Invigilator will write a detailed report and send it to the Council for Curriculum, Examinations and Assessment (CCEA).

For written papers with no sound requirements

In order to sit the examination, the student must arrive and be under supervision no later than the earliest possible ending time for the examination anywhere in Northern Ireland.

1. The Examinations Officer will note the time of arrival and the reason for lateness.

2. The Examinations Officer will ensure that the students removes all mobile phones, smart watches and electronic devices from their person and leave them turned off in a bag in the office. Any revision notes or anything that may be perceived as such including labels on bottles etc. must also be deposited in the office.
3. Any student meeting these criteria will then be allowed to join the students already writing the examination. Should this be the same as above?
4. The Invigilator will note the late time of starting and the allocated the set time for the examination to be completed. The student will be able to see these timings.
5. The invigilator will send a detailed report to CCEA.

13 March 2024