

Ulster College of Music

Late arrival policy for students sitting GCSE and GCE music examinations from 2018

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.

- The Examinations Officer will note the time of arrival and the reason for lateness.
- The examinations officer will ensure that the students removes all mobile phones, smart watches and electronic devices from their person and leave them turned of 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.
- 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.
- **The Invigilator will write a detailed report and sent it to CEA.**

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.

- The Examinations Officer will note the time of arrival and the reason for lateness.
- The examinations officer will ensure that the students removes all mobile phones, smart watches and electronic devices from their person and leave them turned of 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.
- Any student meeting these criteria will then be allowed to join the students already writing the examination.
- **The Invigilator will note the late time of starting and allocated the set time for the examination to be completed. The student will be able to see these timings.**
- **The invigilator will send a detailed report to CEA.**

