

Late Arrivals

Unless otherwise stipulated in the *Administration Manual*, the following procedures apply to late arrivals:

- For the Listening session, students who arrive after the DVD has been started the first time will not be admitted to the session and will be considered absent.
- For the Reading session, students who arrive after the halfway point of the session will be considered absent.
- For the Writing session, students who arrive late will be allowed to participate in the session. If required, the test supervisor can grant additional time equal to that by which they were late.