

Late Arrivals

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

- For the Comprehension session:
 - Day 1, students who arrive after the discussion has begun will be given the documents for individual reflection to prepare for their examination.
 - Day 2, students who arrive late during the first viewing of the video must wait until the end of the viewing before entering the classroom so as not to disturb others.
 - In the case of the second viewing of the video, students who arrive late must wait until the end of the viewing before entering the classroom so as not to disturb others
 - Students who are absent during both viewings will not be given extra time for viewing
- For the Writing session (Day 3), students who arrive late will be allowed to participate in the session. If required, the test supervisor may grant additional time equal to that by which they were late.