

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 prior to the first viewing of the audio-visual document. Students who arrive after the audio-visual document has been started will not be admitted to the session and will be considered absent.
 - Day 2, students who arrive late and after the audio-visual document has been started will be allowed to participate in the session when the audio-visual document has finished.
- 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.