

Overseas Registration Exam (ORE) Part 1 **Policy and Procedures**

Late Arrivals

1. INTRODUCTION

- 1.1 Candidates are expected to attend the appropriate examination venue at the time specified by King's College London.
- 1.2 All candidates must report for registration and identity verification on both days. The registration desk opens at 9am and closes at 10am, after which time late registration will not be permitted.

2. LATE ARRIVAL AT THE EXAMINATION CENTRE

- 2.1 If candidates are late, they are not allowed to enter the examination hall without completing registration and identity verification checks. Any candidate that has not been able to register as a consequence of their lateness will be ineligible to sit that paper of the ORE Part 1.
- 2.2 Registration takes place in the same building as the examinations and once candidates have completed registration they are responsible for arriving at the examination hall on time (directions and seating will be provided).

3. CANDIDATES WHO ARRIVE AFTER THE START OF THE CANDIDATE BRIEFING

- 3.1 If a candidate arrives late and registers after the start of the candidate briefing, she/he will only be permitted to enter the examination on the agreement of the Head Invigilator. Where possible, the candidate will receive a summarised briefing at the expense of the examination time.
- 3.2 If a candidate is allowed to sit the examination they may not subsequently claim that she/he was at a disadvantage from not attending the full candidate briefing.
- 3.3 No additional time will be given by way of compensation. The candidate may not claim she/he was at a disadvantage for the lost examination time.

4. OTHER CIRCUMSTANCES

- 4.1 In the unlikely eventuality a candidate gets lost, becomes ill, or is otherwise delayed then late entry to the examination hall will only be granted with very good reason at the discretion of the examination team.

- 4.2 Such late entry would only be possible for the first sixty minutes following the start of the examination and additional time will not be granted. Late entry after the first sixty minutes of the examination will not be allowed under any circumstances.
- 4.3 If a candidate believes that her/his late arrival at the examination centre was not of her/his own doing but rather the resulting of an outside agency:
- a) They must notify the King's College London- Faculty of Dentistry, Oral & Craniofacial Sciences (FoDOCS) -Examinations Team within 5 working days of the end of the examination by email (orexams@kcl.ac.uk).
 - b) Cases must be supported by documentary evidence as to the nature of the event(s) which caused the late arrival at the examination centre.
 - c) Upon reviewing the documents provided by candidates King's College London FoDOCS Examinations Team will determine whether the evidence supports the claim that the candidate's late arrival was not of their own cause. The King's College London FoDOCS Examinations Team will then advise the GDC Examinations Team of the recommendations of the Mitigating Circumstances Adjudicating Panel King's College London will advise the candidate that it has passed the relevant information onto the GDC who will inform them of their decision. The GDC may provide a refund of the examinations fee in line with their Examination Withdrawal and Refund Policy.
<https://www.gdc-uk.org/api/files/Withdrawal%20Policy.pdf>