



AQA

CCEA

Edexcel

OCR

WJEC

**Report on Candidate Admitted Very Late to Examination Room - Level 1, 2 and 3 qualifications**

**For guidance on how to complete this form, please see overleaf**

Awarding Body  Examination Series

Centre No  Centre Name

Candidate No  Candidate Name

Level	Date	Specification Title	Spec Code	Comp/Unit Code

Time of Arrival	Reason for Late Arrival

Actual Starting Time	Actual Finishing Time
Candidate's Starting Time	Candidate's Finishing Time

**Was the candidate given the full time allowance?** Yes/No

**Security of the examination/candidate**

**Declaration**

I am satisfied that the information provided on this form is accurate

Signed ..... Name ..... Date .....  
(Head of centre) (BLOCK CAPITALS please)

**For Awarding Body Use Only**

Signed ..... Date ..... Awarding Body .....

Name ..... Designation ..... Telephone .....

Decision: Accepted / Rejected (letter to follow/attached)

### Notes on the Completion of this Form

1. **A candidate who arrives after the start of the examination** may be allowed to enter the examination room and to sit the examination. **This is entirely at the discretion of the centre.**
2. A candidate who arrives after the start of the examination **should** be allowed the full time for the examination.
3. **A candidate will be considered very late if they arrive more than one hour after the awarding body's published starting time for an examination of more than one hour.**
4. **For examinations of less than one hour, a candidate will be considered very late if they arrive after the awarding body's published finishing time for the examination or 30 minutes after the awarding body's published starting time, whichever is later.**
5. In such cases you **must** submit this form to the appropriate awarding body within seven working days of the date of the paper concerned.
6. Fill in the details at the top of the form, specifying the examination series concerned, e.g. November 2009, January 2010, March 2010 or June 2010.
7. In the boxes provided, fill in the details of the particular examination for which the candidate arrived late, including level (e.g. GCSE, GCE, ELC, Functional Skills or examined Principal Learning units within a Diploma), the date of the examination and the component affected (e.g. Paper 1).
8. In the box 'Time of Arrival', state the time the candidate arrived at the centre.
9. In the box 'Reason for Late Arrival', state precisely the nature of the circumstances resulting in the candidate's late arrival and give details of any special arrangements made for the candidate to reach the centre.
10. In the appropriate boxes, state the actual time at which the centre started and finished the examination and the time at which the candidate concerned started and finished their examination.
11. **You must complete the box headed 'Security of the examination/candidate'**, stating whether or not any possible breach of examination security arose from the candidate's late arrival, including information about the extent to which the candidate was under supervision from the actual starting time of the examination.
12. Complete the declaration. The head of centre **must** sign the declaration for the report to be accepted.
13. Two copies of this form **must** be sent to the awarding body concerned. Completed forms **must not** be enclosed with the scripts. The scripts should be sent to the examiner/awarding body in the normal way.
14. One copy of the form will be returned to you showing the awarding body's decision. **This should be kept on your centre's files until the closing date for Enquiries about Results for the series concerned.**

### Please return to:

Candidate Support <b>AQA North</b> Devas Street Manchester M15 6EX	Candidate Support <b>AQA South</b> Stag Hill House Guildford GU2 7XJ
Special Requirements Section <b>CCEA</b> 29 Clarendon Road Belfast BT1 3BG	Compliance <b>Edexcel</b> One90 High Holborn London WC1V 7BH
Assessment Processes <b>OCR</b> Syndicate Buildings 1 Hills Road Cambridge CB1 2EU	GCE/GCSE Section <b>WJEC</b> 245 Western Avenue Cardiff CF5 2YX