



## 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 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. **There is not a requirement to complete this form for those candidates who arrive within one hour of the awarding body's published starting time for the examination.**
4. **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.**
5. **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.**
6. In such circumstances you **must** submit this form to the appropriate awarding body **within seven working days of the date of the paper concerned.**
7. Fill in the details at the top of the form, **specifying the examination series**, e.g. November 2011, January 2012, March 2012 or June 2012.
8. In the boxes provided, fill in the details of the 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).
9. You **must** complete the box headed 'Time candidate came under centre staff supervision'.
10. In the box '**Reason for Late Arrival**', state precisely the nature of the circumstances resulting in the candidate's late arrival. You should give details of any special arrangements made for the candidate to reach the centre.
11. 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.
12. **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.
13. The centre should additionally provide a signed statement which confirms that the candidate was supervised by their parent/carer from the point of being contacted by the centre until he/she was handed over to centre personnel. The parent/carer must confirm that the candidate did not have access to any form of electronic communication/storage device, principally a mobile phone. The centre must be in a position to confirm that the candidate did not communicate with a fellow candidate whilst on the centre's premises.
14. Complete the declaration. The head of centre **must** sign the declaration for the report to be accepted.
15. Two copies of this form **must** be sent to the awarding body concerned. Completed forms **must not** be enclosed with the scripts. The scripts **must** be sent to the awarding body/examiner in the normal way.
16. 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.**

**Completed forms should be sent 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	Business Assurance Group <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