



Late arrivals – what happens when a candidate is late to an exam?

What is a late arrival?

If a candidate arrives late for an exam, this is a 'late arrival'.

We recommend you have a procedure in place to deal with any late candidates.

For example:

- Make sure candidates know how to contact your centre, if needed. Give candidates a telephone number and contact name at your centre so they can tell you that they will be late.
- You must share the information below with candidates so that they understand what to do if they are late for an exam.
- Make sure invigilators and other colleagues involved in running exams know what to do if a candidate arrives late for their exam.

What should you do if a candidate arrives late to an exam?

- If the exam is still in progress, you can allow the candidate to sit the exam. However, whether we mark the candidate's script will depend on several factors, including whether they had access to any electronic devices (see 'Instructions for candidates who arrive late to an exam', below).
- Complete an Exam Day – Form 3 and send it to Cambridge, where relevant.
- See section 5.1.10 of the Cambridge Handbook for regulations about late arrivals.

Instructions for candidates who arrive late to an exam

Before the exam series starts, you must share the following information with candidates so that they understand what to do if they are late for an exam.

While travelling to the exam:

- candidates should avoid using electronic devices such as mobile phones or smart watches. Candidates should turn any electronic devices off, where possible.
- if candidates need to use their phone while travelling to their exam (for example, to book or pay for transport, or to contact their centre to advise them of their late arrival) they should only use essential apps or webpages. They should avoid using non-essential apps or webpages, such as social media.
- candidates must not speak or communicate with other candidates who may be taking the exam, or who have already sat the exam. This includes verbal, face-to-face, social media or messaging.
- candidates can revise using printed notes or classwork; however, they should not use any electronic devices.

After the exam, follow the relevant instructions below.

1. Candidate arrived late, after the Key Time but during the exam or a period of Full Centre Supervision

If you allowed the candidate to take the exam, they must write a statement after their exam and before they leave exam conditions. They should do this on our Exam Day – Form 3. In their statement they must:

- explain their reason for being late.
- explain if they were supervised, for example, by a parent or guardian.
- confirm if they had access to, and used, any electronic device(s). For example, a mobile phone. If yes, what did they use it for?
- confirm if they had contact with other people, for example, with other candidates or teachers. How did they contact them? For example, verbal, face-to-face, or via another means.

You must submit the completed Exam Day – Form 3 to us.

2. Candidate arrived late, after the Key Time and after the exam has finished

The candidate should not have been allowed to take the exam. If you haven't already done so, mark the candidate as absent on the attendance register.

You do not need to tell us about this late arrival.