

Late arrivals

Read the guidance notes at the end of this form before you fill it in. Please ensure that all boxes are completed before sending us this form.

Centre number

Centre name

Candidate number

Candidate name

Syllabus code

Component code

Exam series

Timetabled exam date

Timetabled exam session

Key Time for session (local time)

Timetabled start time for exam (local time)

Time candidate arrived (local time)

Exam start time for late arrival (local time)

Reason for candidate's lateness (to be completed by centre)

Please give details of any contact with others or access to external communication, for example a mobile phone, from the Key Time for the exam? (to be completed by centre)

The candidate must provide a written statement below, including their reason for being late, any supervision they had, if they had access to, and used, any electronic device(s), or had any contact with others

The Head of Centre or Exams Officer should sign the box below to confirm they support the late arrival notification and they have notified the candidate we may not accept their script as valid

Name

Date

Job title

Signature

Guidance notes

- This form should be completed to tell us when one of your candidates arrives late for an exam, after the Key Time. It should be read in conjunction with section 5.1.9 of the Cambridge Handbook
- Complete a separate form for each candidate and component affected
- You may wish to provide further evidence relating to a candidate's late arrival, for example a statement from a parent. If so, send this in an email along with the completed form
- Submit the form immediately after the exam. We may contact you to ask for more information about a late arrival before we provide you with an outcome.

Return this form to info@cambridgeinternational.org including your centre number and 'Late Arrival' in the email subject line. Keep a copy of this form for your own records. If you are an Associate Centre, you should submit this form through your Cambridge Associate.

