

Late arrivals

Read the guidance notes at the end of the form before you fill it in. Make sure you fill in all the boxes before you send us the form.

Centre number	<input type="text"/>
Centre name	<input type="text"/>
Candidate number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Candidate name	<input type="text"/>
Exam series	<input type="text"/>
Syllabus code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Component code	<input type="text"/> <input type="text"/>

Timetabled exam date	<input type="text"/>
Timetabled exam session	<input type="text"/>
Key time for session (local time)	<input type="text"/>
Timetabled start time for exam (local time)	<input type="text"/>
Time candidate arrived (local time)	<input type="text"/>
Exam start time for late arrival (local time)	<input type="text"/>
Reason why candidate was late (to be completed by centre):	<input type="text"/>
Give details of any contact with others or access to external communication the candidate had, for example a mobile phone, after the Key Time for the exam (to be completed by centre):	<input type="text"/>

Candidate statement

The candidate must provide a written statement. They must provide a response to all four prompts.

- Reason for being late.

- Any supervision they had, for example, if they were supervised by a parent or guardian.

- If they had access to, and used, any electronic device(s), for example, a mobile phone. If yes, what did they use it for?

- If they had contact with others, for example, with their friends or teachers.

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

Name	<input type="text"/>	Date (DD/MM/YY)	<input type="text"/>
Job title	<input type="text"/>	Signature	<input type="text"/>

Guidance notes

Complete this form to tell us when one of your candidates arrives late for an exam, after the Key Time. Read section 5.1.9 of the Cambridge Handbook before you fill it in.

Complete a separate form for each candidate and component affected. Please make sure all sections of the form are completed before sending it to us.

Submit the form immediately after the exam. We may contact you to ask for more information about a late arrival before we give you 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, submit this form through your Cambridge Associate.

This is an interactive PDF. To complete it on screen we recommend you use Adobe Reader 9 or later or Adobe Acrobat. If you use a lower version of Adobe Reader your data will not be saved. You can download Adobe Reader for free at <http://www.adobe.com/products/reader.html>