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Bhutan Council for School Examinations and Assessment
Ministry of Education and Skills Development
Royal Government of Bhutan

bcsea

LATE ARRIVAL REPORT FORM

A EXAMINATION DETAILS

CENTRE NAME

CENTRE CODE

DZONGKHAG / THROMDE

EXAMINATION YEAR

DATE OF EXAMINATION

SUBJECT

PAPER / COMPONENT CODE

SCHEDULED START TIME

B CANDIDATE DETAILS

CANDIDATE NAME

CANDIDATE INDEX NUMBER

ACTUAL ARRIVAL TIME

TOTAL MINUTES LATE

C LATE ARRIVAL STATUS

Select one option only.

- ○ Candidate arrived within 30 minutes after the start of the examination and was permitted to sit the examination without additional time.
- ○ Candidate arrived more than 30 minutes after the start of the examination and was NOT permitted to sit the examination.
- ○ Candidate arrived late for a BCSEA rescheduled examination and was permitted to sit the examination after verification that examination security had not been compromised.

D REASON FOR LATE ARRIVAL

Provide details of the circumstances leading to the late arrival:

DETAILS

E CANDIDATE STATEMENT

To be completed by the candidate.

I hereby state that the reason for my late arrival is:

STATEMENT

CANDIDATE SIGNATURE

DATE

F PARENT / GUARDIAN VERIFICATION

I confirm that the information provided by the candidate is true to the best of my knowledge.

PARENT / GUARDIAN NAME

SIGNATURE

DATE

G CONVENOR VERIFICATION

I confirm that I have reviewed this case and verified the circumstances surrounding the candidate's late arrival.

CONVENOR NAME

SIGNATURE

DATE

H RESCHEDULED EXAMINATION SECURITY DECLARATION

Complete only for BCSEA rescheduled examinations.

- ☐ Candidate had no contact with candidates who sat the paper earlier.
- ☐ No breach of examination security was identified.
- ☐ Candidate was permitted to sit the examination.

DETAILS (IF APPLICABLE)

I SUPERVISING EXAMINER (SE) REPORT

Action taken:

- ☐ Candidate admitted to examination.
- ☐ Candidate not admitted and treated as absent.
- ☐ Case reported immediately to BCSEA as an extreme case.

SUMMARY OF FINDINGS

J DOCUMENTS ATTACHED

- [ ] Candidate Statement
- [ ] Parent/Guardian Verification
- [ ] Supporting Evidence (if any)
- [ ] Rescheduled Examination Security Report (if applicable)

OTHER DOCUMENTS

K BCSEA REPORTING

- [ ] Detailed report prepared and enclosed in the miscellaneous box.
- [ ] All relevant documents attached for submission to BCSEA.

SE NAME

SE SIGNATURE

DATE