

CANDIDATE LATE ARRIVAL FORM

A. CENTRE & EXAM DETAILS

- Centre Name: _____
- Centre Code: _____
- Dzongkhag / Thromde: _____
- Examination Series: _____
- Examination Centre: _____

B. CANDIDATE DETAILS

- Candidate Name: _____
- Candidate Index Number: _____
- Subject: _____
- Paper Code: _____
- Date: _____
- Scheduled Start Time: _____
- Actual Arrival Time: _____

C. CATEGORY OF LATE ARRIVAL (*Tick ✓*)

- Late (within 1 hour of start time)
- Very Late** (after 1 hour of start time) → Must be reported to BCSEA

D. REASON FOR LATE ARRIVAL

(Provide clear explanation – attach evidence if available)

E. SECURITY & SUPERVISION CHECKLIST (*Tick ✓*)

- Candidate was supervised immediately upon arrival
- Candidate was kept isolated from other candidates
- Candidate had no communication with others
- Candidate had no access to question paper/content prior to entry
- Mobile phone/electronic devices were checked and secured

If any **NO**, give details:

F. ENTRY & TIME MANAGEMENT

- Time allowed to sit exam: Full Reduced
- Extra time granted: _____
- New finishing time: _____

G. INCIDENT & REPORTING (IF APPLICABLE) (Tick ✓)

- Report submitted to BCSEA
- Supporting documents attached (medical, transport issue, etc.)

H. DECLARATIONS

Invigilator Declaration

I confirm that all procedures for late arrival were followed and there was no breach of examination security.

- Name: _____
- Signature: _____
- Date: _____

Supervising Examiner

I verify that this case has been handled in accordance with BCSEA guidelines for the conduct of examination.

- Name: _____
- Signature: _____
- Date: _____

Convenor - Head of the Centre

I confirm that this late arrival case has been reviewed and reported where required.

- Name: _____
- Signature: _____
- Date: _____

IMPORTANT COMPLIANCE NOTES (FOR CENTRE USE)

- “Very Late Arrival” (after 1 hour) must be formally reported.
- Candidate must be under continuous supervision until seated.
- No contact rule must be strictly enforced.
- Any suspicion of prior exposure → report as malpractice risk.
- Retain this form for inspection, and result processing.