

Very Late Arrival form

If any student arrives very late for an examination, the school must complete the VLA form within seven days of the exam date. You must ensure all sections are completed.

Instruction notes – read and understand before completion:

- This form should be completed to notify us of a very late arrival for an exam after the scheduled start time. You can find useful information such as the series code and entry code here: [Entries | OxfordAQA International Qualifications](#)
- Please complete a separate form for each student and each affected component.
- Submit the form immediately after the exam or within seven days the latest. We may contact you to ask for more information about the late arrival before we provide you with an outcome.
- Return the form to irregularities@aqa.org.uk including your centre number and “Very Late Arrival” in the email subject line. Please retain a copy of the form for your records.

Centre details			
Centre number		Centre name	
Phone number		Email address	
Candidate details			
Student name(s)			
Candidate number(s)			
Examination details			
Level, Subject and specification code			
• eg A-level Mathematics 9665			
Exam series			
• eg May/June GCSE series 6Y25			
• eg May/June AS/A-level 6X25			
Exam Date			
• DD/MM/YYYY			
Component Code			
• eg MA04			
Details of very late arrival			
Time student came under centre staff supervision (local time): eg 2:30 PM			
Actual centre starting time (local time): eg 2:00 PM			
Actual centre finishing time (local time): eg 3:30 PM			
Student starting time (local time): eg 2:40 PM			
Student finishing time (local time): eg 3.40 PM			

Was the student given the full-time allowance? Yes ☐ No ☐

Reason given for late arrival (to be completed by school).

What assurances can you provide that the student did not access and was not made aware of the paper's content prior to sitting the exam?

Is there any additional information/ evidence that you would like to provide and has this been attached in the email? i.e. statement from student.

Yes

No

The Head of School has been made aware of the need to submit the form and approves the submission.

Yes

No

The Head of School or Exam officer will need to complete the section below to confirm they support the late arrival notification, and they have notified the student we may not accept the reason as valid.

Name

Job Title

Date

Signature