

Pearson English International Certificate (PTE General)

PTE General and Young Learner Report on test taker admitted late to the test room.

Centre name:	Test session:
Centre number:	Test taker number:
Test taker name:	

Date of Test DD/MM/YY	am/pm	Level

Time of arrival and reason for late arrival

Actual start time		Finishing time	
Test taker start time		Finishing time	

Security of the test/test taker

Declaration	
<i>I am satisfied that the information provided on this form is accurate</i>	
Name: Authorizing contact	Date: / /

For office use only	
Name:	Date: / /

Notes on the completion of form

[Type here]

Complete a separate report form for each test taker arriving more than 30 minutes after the published starting time for each test. Send the form within seven working days of the date of the paper concerned.

Important Reminder

A test taker arriving late for a test and after the scheduled finishing time should not normally be allowed to take the examination (see *Instructions for the Conduct of Examinations*).

- In the box ‘Time of arrival and reason for late arrival’, state the time the test taker arrived at the centre, state precisely the nature of the circumstances resulting in the test taker’s late arrival and give details of any special arrangements made for the test taker to reach the centre.
- In the appropriate boxes, state the actual time at which the centre started and finished the examination and the time at which the test taker concerned started and finished.
- In the box headed ‘Security of the test/test taker’, state whether or not any possible breach of test security arose from the test taker’s late arrival, including information about the extent to which the test taker was under supervision from the actual starting time of the test.
- Complete the declaration. The authorizing contact at the centre must complete the ‘Declaration’ section of the form.
- This form must be sent to **PLT Operations at 80 Strand, London WC2R 0RL**. Completed forms must **not** be enclosed with the scripts.