Cyd-gyngor Cymwysterau — Joint Council for Qualifications

AQA Edexcel OCR CCEA CBAC/WJEC

Adroddiad ar Ymgeisydd Sy'n Cyrraedd yr Ystafell Arholiad yn Hwyr Iawn / Report on Candidate Admitted Very Late to Examination Room

Cymwysterau Lefel 1, 2 a 3 / Level 1, 2 and 3 qualifications

Gweler trosodd am arweiniad ar lenwi'r ffurflen hon/For guidance on how to complete this form, please see overleaf

Corff Dyfarnu/ Awarding Body		Cyfres Arholiadau/ Examination Series	
Rhif y Ganolfan/ Centre No		Enw'r Ganolfan/ Centre Name	
Rhif yr Ymgeisydd/ Candidate No		Enw'r Ymgeisydd/ Candidate Name	

Safon/ Level	Dyddiad/ Date	Teitl y Fanyleb/Specification Title	Cod y Fanyleb/Spec Code	Cod yr Uned / Cydran/ Comp /Unit Code

Yr amser y daeth yr ymgeisydd dan oruchwyliaeth staff y ganolfan / Time candidate came under centre staff supervision	Rheswm Dros Gyrraedd Yn Hwyr / Reason For Late Arrival

Amser Dechrau Penodedig/ Actual Starting Time		**Amser Gorffen Penodedig/ Actual Finishing Time**	
Amser Dechrau'r Ymgeisydd/ Candidate's Starting Time		**Amser Gorffen yr Ymgeisydd/ Candidate's Finishing Time**	

A roddwyd y lwfans amser llawn i'r ymgeisydd/ Was the candidate given the full time allowance?	**Do/Naddo Yes/No**

Diogelwch yr arholiad/ymgeisydd / Security of the examination/candidate

Datganiad / Declaration

Yr wyf yn fodlon bod y wybodaeth a ddarperir ar y ffurflen hon yn gywir /
I am satisfied that the information provided on this form is accurate

Llofnod/Signed …………………………… Enw/Name ……………………………….. Dyddiad/Date …………………
(Pennaeth y ganolfan/Head of centre) *(PRIFLYTHRENNAU/BLOCK CAPITALS please)*

At Ddefnydd y Corff Dyfarnu'n Unig / For Awarding Body Use Only

Llofnod/Signed ……………………………Dyddiad/Date ……………………… Corff Dyfarnu/Awarding Body ……………

Enw/Name ……………………………… Swydd/Designation …………………Ffôn/Telephone ………………………

Penderfyniad: Derbyn/Gwrthod (llythyr i ddilyn/yn amgaeëdig) / Decision: Accepted / Rejected (letter to follow/attached)

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Nodiadau ar Lenwi’r Ffurflen hon

1. **Gellir caniatáu i ymgeisydd sy'n cyrraedd ar ôl dechrau'r arholiad** fynd i mewn i'r ystafell arholiadau a sefyll yr arholiad. **Y ganolfan sydd i benderfynu ar hyn.**
2. Dylid caniatáu'r amser llawn am yr arholiad i ymgeisydd sy'n cyrraedd ar ôl dechrau'r arholiad.
3. **Nid yw'n ofynnol llenwi'r ffurflen hon os bydd ymgeiswyr yn cyrraedd o fewn awr i amser dechrau cyhoeddedig y corff dyfarnu am yr arholiad.**
4. **Ystyrir bod ymgeisydd yn hwyr iawn os yw'n cyrraedd fwy nag un awr ar ôl amser dechrau cyhoeddedig y corff dyfarnu am yr arholiad.**
5. **Os yw arholiadau'n llai nag awr o hyd, ystyrir bod ymgeisydd yn hwyr iawn os ydynt yn cyrraedd ar ôl amser gorffen cyhoeddedig y corff dyfarnu am yr arholiad hwnnw neu 30 munud ar ôl amser dechrau cyhoeddedig y corff dyfarnu, pa bynnag un sydd hwyraf.**
6. Mewn amgylchiadau o'r fath **rhaid** i chi gyflwyno'r ffurflen hon i'r corff dyfarnu priodol **o fewn saith diwrnod gwaith i ddyddiad y papur dan sylw**.
7. Dylid llenwi'r manylion ar ben y ffurflen, **gan nodi'r gyfres arholiadau dan sylw** e.e. Tachwedd 2011, Ionawr 2012, Mawrth 2012 neu Fehefin 2012.
8. Yn y blychau a ddarperir, llenwch fanylion yr arholiad arbennig y cyrhaeddodd yr ymgeisydd yn hwyr ar ei gyfer, gan gynnwys y **safon** (e.e. TGAU, TAG, TLM, Sgiliau Gweithredol neu unedau Prif Ddysgu a arholir o fewn Diploma), **dyddiad yr arholiad a'r gydran yr effeithir arni** (e.e Papur 1).
9. **Rhaid** i chi lenwi'r blwch 'Yr amser y daeth yr ymgeisydd dan oruchwyliaeth staff y ganolfan'.
10. Yn y blwch **'Rheswm dros Gyrraedd yn Hwyr'**, nodwch yn fanwl natur yr amgylchiadau a olygai fod yr ymgeisydd wedi cyrraedd yr arholiad yn hwyr. Dylech roi manylion unrhyw drefniadau arbennig a wnaed i'r ymgeisydd gyrraedd y ganolfan.
11. Yn y blychau priodol, nodwch yr union amser y dechreuodd ac y gorffennodd y ganolfan yr arholiad a’r amser pryd y dechreuodd ac y gorffennodd yr ymgeisydd dan sylw yr arholiad.
12. **Rhaid i chi lenwi'r blwch â’r pennawd ‘Diogelwch yr Arholiad/Ymgeisydd’**, gan nodi a ellid bod wedi torri o gwbl ar ddiogelwch yr arholiad ai peidio oherwydd bod yr ymgeisydd wedi cyrraedd yn hwyr.
13. Dylai’r ganolfan hefyd ddarparu datganiad wedi’i arwyddo sy’n cadarnhau bod yr ymgeisydd dan oruchwyliaeth rhiant/gofalwr o’r adeg y cysylltodd y ganolfan ag ef/hi tan y cymerodd staff y ganolfan ofal amdano/amdani. Rhaid i’r rhiant/gofalwr gadarnhau nad oedd unrhyw fath o ddyfais gyfathrebu/storio electronig, ffôn symudol yn enwedig, ar gael i’r ymgeisydd. Rhaid i’r ganolfan fod mewn sefyllfa i gadarnhau nad oedd yr ymgeisydd wedi cyfathrebu ag unrhyw ymgeisydd arall tra’r oedd yn y ganolfan.
14. Cwblhewch y datganiad. **Rhaid** i Bennaeth y Ganolfan arwyddo’r datganiad cyn y gellir derbyn yr adroddiad.
15. **Rhaid** anfon dau gopi uchaf o’r ffurflen hon i swyddfa’r corff dyfarnu dan sylw. **Ni** ddylid amgáu ffurflenni wedi’u llenwi gyda’r sgriptiau. **Rhaid** anfon y sgriptiau at y corff dyfarnu/yr arholwr yn y ffordd arferol.
16. Bydd un copi o’r ffurflen yn cael ei dychwelyd i chi yn dangos penderfyniad y corff dyfarnu. **Dylid cadw hwn yn ffeiliau’r ganolfan tan ddyddiad cau Ymholiadau am Ganlyniadau’r gyfres dan sylw.**

Dylid anfon y ffurflenni ar ôl eu llenwi i’r cyfeiriadau canlynol fel y bo’n briodol:

Candidate Support **AQA North** Devas Street Manceinion, M15 6EX	*Candidate Support* **AQA South** Stag Hill House Guildford, GU2 7XJ	*Special Requirements Section* **CCEA** 29 Clarendon Road Belffast, BT1 3BG
Business Assurance Group **Edexcel** One90 High Holborn Llundain, WC1V 7BH	*Assessment Processes* **OCR** Syndicate Buildings 1 Hills Road Caergrawnt, CB1 2EU	Is-adran TAG/TGAU **CBAC** 245 Rhodfa'r Gorllewin Caerdydd, CF5 2YX

Notes on the Completion of this Form

1. **A candidate who arrives after the start of the examination** may be allowed to enter the examination room and sit the examination. **This is entirely at the discretion of the centre.**
2. A candidate who arrives after the start of the examination should be allowed the full time for the examination.
3. **There is not a requirement to complete this form for those candidates who arrive within one hour of the awarding body's published starting time for the examination.**
4. **A candidate will be considered very late if they arrive more than one hour after the awarding body's published starting time for an examination of more than one hour**.
5. **For examinations of less than one hour, a candidate will be considered very late if they arrive after the awarding body's published finishing time for the examination or 30 minutes after the awarding body's published starting time, whichever is later**.
6. In such circumstances you **must** submit this form to the appropriate awarding body **within seven working days of the date of the paper concerned**.
7. Fill in the details at the top of the form, **specifying the examination series**, e.g. November 2011, January 2012, March 2012 or June 2012.
8. In the boxes provided, fill in the details of the examination for which the candidate arrived late, including **level** (e.g. GCSE, GCE, ELC, Functional Skills or examined Principal Learning units within a Diploma), **the date of the examination** and **the component affected** (e.g. Paper 1).
9. You **must** complete the box headed 'Time candidate came under centre staff supervision'.
10. In the box '**Reason for Late Arrival'**, state precisely the nature of the circumstances resulting in the candidate's late arrival. You should give details of any special arrangements made for the candidate to reach the centre.
11. In the appropriate boxes, state the actual time at which the centre started and finished the examination and the time at which the candidate concerned started and finished their examination.
12. **You must complete the box headed 'Security of the examination/candidate'**, stating whether or not any possible breach of examination security arose from the candidate's late arrival.
13. The centre should additionally provide a signed statement which confirms that the candidate was supervised by their parent/carer from the point of being contacted by the centre until he/she was handed over to centre personnel. The parent/carer must confirm that the candidate did not have access to any form of electronic communication/storage device, principally a mobile phone. The centre must be in a position to confirm that the candidate did not communicate with a fellow candidate whilst on the centre's premises.
14. Complete the declaration. The head of centre **must** sign the declaration for the report to be accepted.
15. Two copies of this form **must** be sent to the awarding body concerned. Completed forms **must not** be enclosed with the scripts. The scripts **must** be sent to the awarding body/examiner in the normal way.
16. One copy of the form will be returned to you showing the awarding body's decision. **This should be kept on your centre's files until the closing date for Enquiries about Results for the series concerned.**

Completed forms should be sent to:

Candidate Support **AQA North** Devas Street Manchester M15 6EX	Candidate Support **AQA South** Stag Hill House Guildford GU2 7XJ	Special Requirements Section **CCEA** 29 Clarendon Road Belfast BT1 3BG
Business Assurance Group **Edexcel** One90 High Holborn London WC1V 7BH	Assessment Processes **OCR** Syndicate Buildings 1 Hills Road Cambridge CB1 2EU	GCE/GCSE Section **WJEC** 245 Western Avenue Cardiff CF5 2YX