

Timetable Deviation and Additional Sessions

Read the guidance notes at the end of the form before you fill it in.

Centre number	<input type="text"/>	Centre Name	<input type="text"/>
Exam series	<input type="text"/>		
Syllabus and component number	<input type="text"/>		

Scheduled date and session for component						AM/PM	Proposed revised date and time for component						(HH:MM)
D	D	M	M	Y	Y		D	D	M	M	Y	Y	
Key Time for exam (HH:MM)		GMT/UTC		LOCAL		Duration of exam (HH:MM)							
Please list other exams to be taken on the same day						Exam	Exam board	Start Time of exam (HH:MM)	Duration of exam (HH:MM)				

Reasons for application (tick the appropriate box)	
<input type="checkbox"/>	Clash with another Cambridge exam
<input type="checkbox"/>	Restraints on space and/or equipment - request for split session. Please detail start times of split sessions in the Centre Comments box below.
<input type="checkbox"/>	Exams totalling more than six hours in a day
<input type="checkbox"/>	Candidate is representing his/her country at an international event
<input type="checkbox"/>	Candidate has hospital/medical appointment
<input type="checkbox"/>	Candidate is appearing in court as a witness
<input type="checkbox"/>	Transport difficulties
<input type="checkbox"/>	Other (please specify)

Candidate number	Please provide full details of your proposed arrangements that ensures the integrity of the exam and that candidate(s) cannot gain any information from others that have sat the exam at the correct sheduled time.
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Signed (Head of Centre) **Date** (DD/MM/YY)

Name

If you submit this form electronically please tick the check box as an alternative to signing the form.

Returning this form

Return this form to info@cie.org.uk. Please include your Centre number and 'Form 2 Timetable Deviation' in the subject line of your email. Save a copy of the form for your own records. If you are an Associate Centre please forward this form directly to your associate who will submit it to Cambridge.

Guidance notes

Background

Timetable clashes occur when, for various reasons, candidates are unable to take papers in the timetabled sessions. If the total duration of the exams a candidate is scheduled to take in one session is more than **three hours and 45 minutes** you can apply for a timetable deviation. If the duration is less than three hours and 45 minutes the candidate must take the exams in the scheduled sessions with a supervised break in between.

We will only consider requests to move a paper to the following day if the total duration of papers to be taken on one day exceeds six hours.

You can start an exam at any time within the session as long as you strictly follow our regulations regarding Key Times and Full Centre Supervision. Please refer to section 1.2 of the *Cambridge Handbook* for more details.

Completing the form

- Complete a separate form for each component or notification of additional sessions. If you are completing the form for all the candidates entered for a component write 'ALL' in the appropriate boxes.
- We require the proposed start time of the deviated exam/sessions. Please complete the proposed start time in the box provided for one exam deviation and if conducting split sessions, please provide the session start times in the Centre comments box.
- Please give a clear explanation for the application and full details of your proposed arrangements to ensure that the integrity of the exam is maintained and that the candidate(s) cannot gain any information from candidates that have sat the exam at the correct scheduled time.

Processing the form

We will let you know the outcome of your application as quickly as possible. Do not carry out a timetable deviation until you have received written permission from us.

Deadlines

The deadlines for submitting this form are:

- June exam series – 17 April
- November exam series – 30 September

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