

How to apply for a timetable deviation

What is a timetable deviation?

A timetable deviation involves moving an exam to another time on the day the exam is scheduled to take place, or to the next day.

Key Time

You will need to check your Key Time before you ask for a timetable deviation. The Key Time is the point in the morning or afternoon when your candidates need to either be in the exam or under Full Centre Supervision.

This means they must be supervised by teachers or invigilators without access to any form of external communication, such as telephones, mobile phones, computers, tablets and all electronic devices (with or without internet access), or to any candidates who may have already sat the exam.

You can find out your Centre's Key Time at www.cie.org.uk/keytime

If an exam finishes before the Key Time, your candidates must be kept under Full Centre Supervision until the Key Time is reached. Likewise,

if an exam begins after the Key Time your candidates must be supervised from the Key Time until the start of the exam.

Reasons for a timetable deviation

You can ask for a timetable deviation for a candidate if:

- more than 3 hours and 45 minutes of their exams are timetabled for one session (either morning or afternoon)
- more than 6 hours of their exams are timetabled for one day.

You can also ask for an individual timetable deviation if any of your candidates have a valid reason for not being able to sit an exam at the scheduled time.

Valid reasons may include:

- the candidate having to attend a hospital appointment
- the candidate having to attend court as a witness
- the candidate taking part in a sporting event at international level.

If this happens the candidate will need to be supervised by a member of staff, or another responsible adult, such as a parent, from the start of the timetabled exam until they sit the exam themselves.

Individual timetable deviations will not be approved for candidates where:

- there is a clash with another board's exam, which is at the same level and in the same or a similar subject
- there is a clash with a school function or closure that is not a national event
- they are taking part in an event which is not at international level
- the candidate is not directly involved in the clash
- the exam coincides with family holidays, public holidays, national holidays and religious holidays.



Important information

If you work in a UK school regulations for timetable deviations are different. Please see section 1 of the *Cambridge Handbook* for more information.



Additional sessions for practical exams and listening tests

If your Centre does not have enough space to hold practical or listening exams for all the candidates at the same time, you can carry out one or more additional sessions by following the steps below.

1. Ask for a timetable deviation at least four weeks before the practical or listening exam.
2. Make seating plans and attendance records for each session and keep these until the exam results are published and certificates issued.
3. Send copies of the seating plans and attendance records with the supervisor's report for any practical exams.

Any candidates who take their exams in additional sessions will need to be supervised by members of staff, or another responsible adult, from the start of the first session until they take the exam themselves.

Things to consider when applying for a timetable deviation

- You cannot reschedule any exam for a day before the date published on the timetable.
- Your Head of Centre should contact us with their suggestion for resolving a clash of two or more exams. If possible their solution should mean that the candidates can sit all their exams on the day they were timetabled. If this is not possible, then the rescheduled date should be no later than 24 hours after the original timetable date.
- You can arrange supervised rest breaks between exams for candidates taking more than one exam in a session, as long as the exam papers can be kept secure during this time.
- So that exam papers can be kept secure, you must not return any question papers to candidates for at least 24 hours after the end of the last exam session for that paper. During this time you will need to make sure that the papers are kept under secure conditions.

- If a candidate needs to be supervised overnight, you will need to arrange for the supervisor to provide a written guarantee of security, confirming that they will collect the candidate from the Centre and deliver them back in time for the exam. You will also need to complete 'Preparation - Form 7' and return it to us.
- During this time you will need to make sure the candidate does not have any contact with anyone else, and that they do not have access to any form of external communication, including any telephones, mobile phones, computers, tablets and all electronic devices (with or without Internet access), or to any candidates who may have already sat the exam.

How to apply for a timetable deviation

Complete 'Preparation – Form 2' for each syllabus and component you want to reschedule.

Download the form from www.cie.org.uk/forms. Ensure that all details of the deviation are completed in the relevant boxes including the time your Centre wants to start the deviated exam. You can fill the form in on screen and send it as an attachment by email.

Preparation – Form 2



Timetable Deviation and Additional Sessions

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

Centre number: Centre Name:

Exam series:

Syllabus and component number:

Scheduled date and session for component	AM/PM	Proposed revised date and time for component						
		S	M	T	W	T	F	S
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)

Clash with another Cambridge exam

Restrictions on space and/or equipment - request for split session. **Please detail start times of split sessions in the Centre Contact's box below.**

Exams totalling more than six hours in a day

Candidate is representing his/her country at an international event

Candidate has hospital/medical appointment

Candidate is appearing in court as a witness

Transport difficulties

Other (please specify)

Candidate number: Please provide full details of your proposed arrangements that ensure the integrity of the exam and that candidates cannot gain any information from others that have sat the exam at the correct checked time.

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.

Preparation – Form 2

Learn more! For more information please visit the Exam Officers section of our website at www.cie.org.uk/examsofficers or contact Customer Services by calling +44 (0)1223 553554 or emailing info@cie.org.uk