

# Managing Exam Timetable Clashes

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## **What is an Exam Timetable Clash?**

When you have two or more exams timetabled for the same session, this is an Exam Timetable Clash.

## **How is a clash managed?**

In most cases the exams are sat after each other, with a break long enough to collect exam papers and give out the next paper. The candidates must remain silent during this time as there may be candidates with extra time still doing the exam or sitting a different paper in the same room. The order in which papers are sat is decided by factors such as the number of candidates and the length of the papers.

If candidates are taking two or more papers timetabled in a session and the total time is more than three hours including extra time and/or supervised rest breaks (as awarded by the school), one or more of the papers will be sat in a later or earlier session within the same day. This is a timetable variation.

## **How are timetable variations managed?**

All affected candidates are isolated from the rest of the school and are supervised by one or more invigilators. The period of supervision starts from the end of the exam in the morning session until the start of the afternoon exam. During this time they are not allowed to buy lunch or go to the canteen. They must bring a packed lunch and drink to school. They may use the time under supervision to relax, revise or talk to other candidates under supervision. They must not be in possession of an electronic communication/storage device or have access to the internet. These (e.g. mobile phone) must be handed in to an invigilator before the morning session.

When candidates are entered for three or more examinations timetabled for the same day and the total duration for those papers is more than:

six hours for AS and A Level examinations and Cambridge Assessment International Education examinations (Pre-U and IGCSE) including extra time and/or supervised rest breaks or;

five and a half hours for GCSE examinations, including extra time and/or supervised rest breaks;

either of the following will happen:

The candidate(s) may be offered the opportunity to sit all of the examinations on the scheduled day, with a reasonable break before the exam over the five and a half or six hour limit. During this break they will be under supervision, as outlined above. In

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addition, the exams officer will submit a request for special consideration to the relevant awarding body for the final paper which has been taken.

or

Candidates may be allowed to take examinations the following morning. They must be supervised on journeys to and from school and overnight by their parent/guardian. The supervisor must undertake to supervise the candidate from the time when he/she leaves the supervision of the centre until supervision of the candidate is transferred back again to the appointed person at the centre. The candidate must not meet or communicate with any candidate who has already taken the examination or any person who has knowledge of the content of the examination. Communication includes any form of electronic communication, e.g. telephone, e-mail, internet and fax. A supervised candidate must not be in possession of, nor have access to, a mobile telephone or any other form of electronic communication/storage device. In all cases, the Timetable Variation and Confidentiality Declaration for overnight supervision form must be completed and signed by the candidate and supervisor before the overnight supervision is to commence so that those involved understand their responsibilities.

The option to pursue may be influenced by the total duration of the candidate's exams the next day or other personal circumstances. The exams office is aware of exam clashes and associated timetabling issues and will contact affected candidates.