

Managing Exam Timetable Clashes

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 from their notes or talk to other candidates under supervision. They must not be in possession of an electronic communication/storage device e.g. mobile phone or have access to the internet. These must be handed in to an invigilator before the morning session.

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

- a. more than six hours for A Level examinations and Cambridge Assessment International Education examinations (e.g. IGCSE History), including approved extra time allowances and/or supervised rest breaks; or
- b. more than five and a half hours for GCSE examinations, including approved extra time allowances and/or supervised rest breaks;

candidates are allowed to take an examination the following morning, including Saturdays. Candidates will be in **overnight supervision**. Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.

As an alternative to overnight supervision, candidates are offered the opportunity to sit all of the examinations on that day, with a reasonable break before the last exam. During this break they will be under supervision, as outlined above. The exams officer will submit a

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request for **special consideration** to the relevant awarding body for the final paper which has been taken. Extra time allowances are included, but you cannot include supervised rest breaks, in the calculation of the total duration of the papers when applying for special consideration.

Overnight Supervision

The overnight supervision arrangements are put in place to ensure that the candidates do not have advance warning of the examination deferred to the following morning. They are supervised on journeys to and from school and overnight by their parent/carer. 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. The candidate must not have access to any form of electronic communication/storage device, e.g. telephone (both landline and mobile), e-mail, internet and social media. This also extends to television and radio, which could report key details of the day's examinations.

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.

Which 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.