

Policy for timetabling UK examinations in international centres (LATAM, CARIBBEAN AND THE AMERICAS: -10 GMT to -2 GMT)

For internal and external use

January 2012

Issue 1.0

Regulation, Standards and Research

Policy for timetabling UK examinations in international centres (LATAM, CARIBBEAN AND THE AMERICAS)

Prepared by Karen Hughes and Charlotte Whitehead. Owned by Head of Recognition and Standards.

Authorised by Responsible Officer 15/02/2012

January 2012 version 1.0

Contents

Scope of Policy	3
Policy Statement	3-5
Regulatory References	5
Policy Review Date	5
Useful Contacts	5
Related Documents	6
Appendix 1	6-8

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As part of our commitment to quality assurance Pearson seeks to provide learners with guidance and support to help them achieve their learning and development goals while meeting any regulatory requirements. Our policies are reviewed on a yearly basis to ensure that they remain fit for purpose.

Scope of policy

This policy is for internal and external use and applies to all Edexcel International academic examinations taken in LATAM, CARIBBEAN AND THE AMERICAS.

Policy Statement

In order to maintain the integrity and security of Edexcel's academic examinations international centres in LATAM, CARIBBEAN AND THE AMERICAS will be required to adopt the following procedures in relation to examination timings.

JANUARY, MARCH AND NOVEMBER SERIES

All centres in GMT -10 to -2 follow the following regulations:

Centres taking ANY Edexcel International academic examinations, including GCE A levels, Applied GCES, GCSEs and International GCSEs, will be required to ensure that students are kept under supervision from **9.00 GMT** for morning examinations and from **13.30 GMT** for afternoon examination sessions. In cases where these timings are in advance of the beginning of the school day, centres must ensure that parents/ guardians keep students under supervision from **9.00 GMT** until they arrive at the centre. This must be recorded in the **Timetable Variation and Confidentiality Declaration for Overnight Supervision For International Centres** form which must be retained by the centre for 6 months.

Supervision timings	-10	-9	-8	-7	-6	-5	-4	-3.5	-3	-2	GMT 0
Candidate latest SUPERVISION START TIMES for MORNING exam	23.00	24.00	1.00	2.00	3.00	4.00	5.00	6.30	6.00	7.00	9.00
Candidate latest SUPERVISION START TIMES for AFTERNOON exam	3.30	4.30	5.30	6.30	7.30	8.30	9.30	10.00	10.30	11.30	1.30

JUNE SERIES

For the June series the UK follows British Summer Time (BST) which is GMT +1.

All centres in GMT -10 to -2 must follow the following regulations:

Centres taking ANY Edexcel International academic examinations, including GCE A levels, Applied GCEs, GCSEs and International GCSEs, will be required to ensure that students are kept under supervision from **9.00 BST** (8 am GMT) for morning examinations and from **13.30 BST** (12.30pm GMT) for afternoon examination sessions. In cases where these timings are in advance of the beginning of the school day, centres must ensure that parents/guardians keep students under supervision from **9.00 BST** (8 am GMT) until they arrive at the centre. This must be recorded in the **Timetable Variation and Confidentiality Declaration for Overnight Supervision For International Centres** form which must be retained by the centre for 6 months.

Supervision timings	-10	-9	-8	-7	-6	-5	-4	-3.5	-3	-2	GMT 0	+1 (UK BST)
Candidate latest SUPERVISION START TIMES for MORNING exam	22.00	23.00	24.00	1.00	2.00	3.00	4.00	4.30	5.00	6.00	8.00	9.00
Candidate latest SUPERVISION START TIMES for AFTERNOON exam	2.30	3.30	4.30	5.30	6.30	7.30	8.30	9.00	9.30	10.30	12.30	1.30

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Centres are reminded that exam question papers must be collected from the student at the end of the exam and should not be retained by students in any circumstance.

Regulatory References

Ofqual requires all awarding organisations to establish and maintain their compliance with regulatory conditions and criteria. As part of this process, policies that relate to Pearson's status as an awarding organisation will reference the particular conditions and criteria that they address.

This policy addresses the following regulatory criteria and conditions:

Compliance with regulatory documents	A8.1
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Edexcel may use appropriate means to check that these conditions have been adhered to and will take action if there is evidence of any contravention. This could lead to the disqualification of any candidates involved and could affect whether Edexcel will allow such concessions to be made in the future.

Policy Review Date

March 2013

Useful Contacts

For more information on Edexcel qualifications please contact Regional Office:

Latin America

Edexcel Latin America Office
One90 High Holborn
London WC1V 7BH

Tel: +44 (0)20 7190 4173
latinamerica@edexcel.com
caribbean@edexcel.com

United States and Canada

europa@edexcel.com

Or

Edexcel Service Operations:
Email: serviceoperations@edexcel.com
Tel: +44 (0) 844 463 2535
Or alternatively contact your Regional Development Manager

Related Documents

General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures

<http://www.jcq.org.uk/attachments/published/1114/JCQ%20Suspected%20Malpractice%2011-12.pdf>

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Appendix 1

Timetable Variation and Confidentiality Declaration for International Centres

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Timetable Variation and Confidentiality Declaration for International Centres

THIS FORM MUST BE RETAINED BY THE CENTRE FOR 6 MONTHS AFTER THE EXAMINATION

Centre Number						Centre Name					
Candidate's Number						Candidate's Name					
Specification Title						Module/unit / paper number					
Centre email address											

A. Declaration by Candidate

I certify that I will not meet or communicate with any candidate who has already taken / will be taking the examination or any person who has knowledge of the content of the examination. **I understand that communication includes any form of electronic communication, e.g. telephone (including mobiles), fax, e-mail and Internet (including social media).** I also certify that I will comply with the arrangements made by my examination centre.

I understand that any infringement of these conditions may result in Edexcel applying sanctions and penalties in accordance with the JCQ publication General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures (<http://www.jcq.org.uk/attachments/published/1114/JCQ%20Suspected%20Malpractice%2011-12.pdf>).

Candidate name:	Signature:	Date:

B. Declaration by Supervisor (may include parent or guardian if approved by Head of Centre)

I, (insert name), certify that the candidate named above will be personally supervised by me at all times from the time supervision of the candidate is handed over to me by the appointed person at the centre, until I transfer responsibility for supervision of the candidate back to the appointed person at the centre.

I understand that 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 (including mobiles), fax, e-mail and Internet (including social media).**

I understand that I must escort the candidate to or from the examination centre and ensure that supervision is transferred to the appointed person at the centre.

I understand that any infringement of these conditions may result in Edexcel applying sanctions and penalties in accordance with the JCQ publication General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures.

Status of supervisor (e.g. member of centre staff, parent, carer, guardian)

Name of supervisor:	Signature:	Date:
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C. Declaration by Head of Centre

Given the declarations of the candidate and supervisor, I certify that I will do all that I might reasonably be expected to do to ensure that these conditions are fulfilled. I will report any known or suspected contraventions to Edexcel.

Head of Centre (please print name):	Signature:	Date:
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Please refer to the Policy for timetabling UK examinations in international centres.

Additional Notes for overnight supervision for candidates with a timetable variation:

1. The centre **must** appoint a **member of centre staff** to supervise the candidate **at all times** whilst he/she is on the premises.
2. The supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/guardian/carer or centre staff. The centre should determine a method of supervision which ensures the candidate's well being. 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.
3. 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, fax, e-mail and Internet (including social media).. 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.**
4. The head of centre **must** be satisfied that the arrangements meet Edexcel's requirements.
5. Edexcel **must** be informed immediately of any known or suspected contravention of these conditions.
6. Edexcel may use appropriate means to check that these conditions have been adhered to and will take action if there is evidence of any contravention. This could lead to the disqualification of any candidates involved and could affect whether Edexcel will allow such concessions to be made in the future.

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