

# Policy for timetabling international papers (ASIA: +6.5 GMT to +9 GMT)

For internal and external use

**September 2012**

Issue 1.0

Regulation, Standards and Research

---

**Policy for timetabling international examinations in ASIA**

Prepared by Karen Hughes and Michelle Hosemann. Owned by Head of Recognition and Standards.

Authorised by Responsible Officer XXX

September 2012 version 1.0

## Contents

---

Scope of Policy	3
Policy Statement	3-4
Regulatory References	4
Policy Review Date	5
Useful Contacts	5
Related Documents	5
Appendix 1 - International examination papers	5-7

*References to third-party material made in this document are made in good faith. Pearson does not endorse, approve or accept responsibility for the content of materials, which may be subject to change, or any opinions expressed therein. (Material may include textbooks, journals, magazines and other publications and websites.)*

All the material in this publication is copyright © Pearson Education Limited 2012

---

### **Policy for timetabling international examinations in ASIA**

Prepared by Karen Hughes and Michelle Hosemann. Owned by Head of Recognition and Standards.

Authorised by Responsible Officer XXX

September 2012 version 1.0

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 international Edexcel academic examinations taken in the Asia Pacific region.

## Policy Statement

---

In order to maintain the integrity and security of Edexcel's academic examinations international centres in Asia Pacific region will be required to adopt the following procedures in relation to international examination timings.

Pearson classifies the Asia Pacific region as China, Hong Kong, Macau, Japan, Korea, Taiwan, Singapore, Malaysia, Brunei, Indonesia, Thailand, Cambodia, Laos, Vietnam, Myanmar and Philippines.

### JANUARY, MARCH, JUNE and NOVEMBER SERIES

#### All centres in GMT +6.5 to +9 follow the following regulations:

Centres in the Asia Pacific region must adhere to the normal starting time for morning sessions (9.00 a.m. local time) and afternoon sessions (1.30 p.m. local time) for examination papers as listed in Appendix 1.

Centres must not release students before the times as indicated below

Release timings	+6.5	+7	+8	+9
Candidate <b>EARLIEST</b> release times for 9am <b>MORNING</b> exam	11.30	11.00	10.00	1hr after commencement of examination
Candidate <b>EARLIEST</b> release times for 1.30pm <b>AFTERNOON</b> exam	16.00	15.30	14.30	1hr after commencement of examination

*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.*

There are no other changes to the timetabling rules that have been developed for international centres taking UK examinations.

Please refer to policies: [www.edexcel.com/iwantto/Pages/GCE-time-int.aspx](http://www.edexcel.com/iwantto/Pages/GCE-time-int.aspx)

---

#### Policy for timetabling international examinations in ASIA

Prepared by Karen Hughes and Michelle Hosemann. Owned by Head of Recognition and Standards.

Authorised by Responsible Officer XXX

September 2012 version 1.0

## 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
--------------------------------------	------

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

---

August 2014

## Useful Contacts

---

For more information on Edexcel qualifications please contact your Regional Office:

### North Asia

Edexcel International  
Suite 1208, Tower D  
Beijing Global Trade Center  
36 North Third Ring Road East  
Dongcheng District  
Beijing, China, 100013

Tel: +86 (0)10 5735 5000

Fax: +86 (0)10 5825 7951

[china@edexcel.com](mailto:china@edexcel.com)

---

### Policy for timetabling international examinations in ASIA

Prepared by Karen Hughes and Michelle Hosemann. Owned by Head of Recognition and Standards.

Authorised by Responsible Officer XXX

September 2012 version 1.0

## South East Asia

Edexcel International  
23/25 First Lok Yang Road, Jurong  
Singapore 629733

Tel: +65 6319 9206

Fax: +65 6319 9172

[southeastasia.edexcel@pearson.com](mailto:southeastasia.edexcel@pearson.com)

Or alternatively contact

Edexcel Service Operations:

Email: [serviceoperations@edexcel.com](mailto:serviceoperations@edexcel.com)

Tel: +44 (0) 844 463 2535

## 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>

---

### **Policy for timetabling international examinations in ASIA**

Prepared by Karen Hughes and Michelle Hosemann. Owned by Head of Recognition and Standards.

Authorised by Responsible Officer XXX

September 2012 version 1.0

## Appendix 1

---

### International papers

		2013	2014	
Level	Subject	June	Jan	June
International GCSE	Biology	Yes		Yes
International GCSE	Chemistry	Yes		Yes
International GCSE	Chinese			Yes
International GCSE	Economics			Yes
International GCSE	English as a Second Language			Yes
International GCSE	English Language A			Yes
International GCSE	English Language B			Yes
International GCSE	English Literature			Yes
International GCSE	Mathematics A	Yes	Yes	Yes
International GCSE	Mathematics B	Yes	Yes	Yes
International GCSE	Physics	Yes		Yes
International GCSE	Science Double Award	Yes		Yes
GCE	Economics			Yes
GCE	Mathematics (all units)	Yes	Yes	Yes
GCE	Biology	Yes		Yes
GCE	Chemistry	Yes	Yes	Yes
GCE	Physics	Yes	Yes	Yes

---

#### Policy for timetabling international examinations in ASIA

Prepared by Karen Hughes and Michelle Hosemann. Owned by Head of Recognition and Standards.

Authorised by Responsible Officer XXX

September 2012 version 1.0