

Timetabling GCE/GCSE/International GCSE examinations in international centres Policy

For internal and external use

April 2014

Issue 1.1

Quality, Standards and Research

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The key role of Pearson Education Ltd (Pearson) is to secure standards for those qualifications we certificate. As part of our commitment to quality assuring standards and therefore protecting learners, Pearson provides guidance and support to help centres and their learners achieve their learning and development goals. Pearson also ensures that any regulatory requirements our regulators impose on us are met, and that we support centres to meet those requirements.

Pearson regulatory policies are integral to our approach and articulate in a consistent way how we meet our regulatory requirements. They are reviewed annually to ensure that they remain fit for purpose. These regulatory policies apply to Pearson business units where UK regulated qualifications are developed, implemented or delivered.

Scope of policy

This policy applies to all Pearson GCE, GCSE and international GCSE examinations conducted in UK and international centres. Examinations which are only conducted outside of the UK (such as the IAL) are covered under a separate policy.

Policy statement

In order to maintain the integrity and security of Pearson Academic and General Examinations, all international centres are required to adopt the following procedures in relation to the timing of examinations and the supervision of candidates who are sitting examinations.

Timing of examinations and student supervision

Rules for the timing of examinations for each region are listed in **Appendices B (for May/June exams)** and **C (for January and November exams)** of this document.

Where student supervision is required outside the normal school day centres may rely on parental/guardian supervision. In such cases any parental/guardian supervision must be recorded on the 'Confidentiality declaration for overnight supervision of candidates' form which is reproduced as Appendix A. The declaration must be appropriately signed before the supervision is to commence, collected by the centre prior to the supervision period and retained by the centre for 6 months. This declaration may be subject to monitoring by Pearson.

After examination

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

Policy review date

April 2015

Useful contacts

Please contact your Regional Development Manager or Pearson International Account Services:

Email: internationalEO@pearson.com

Tel: +44 (0) 1204 770 696

Timetabling GCE/GCSE/International GCSE examinations in international centres policy

Author Portfolio Manager Schools and Colleges - Owned by Operations Manager, Mathematics, Business & IC - Authorised by Responsible Officer

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Related documents

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

<http://www.jcq.org.uk/exams-office/malpractice/suspected-malpractice-in-examinations-and-assessments-2013-2014>

Appendix A

Timetable variation and confidentiality declaration for overnight supervision for international centres

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

Scheduled time of examination	Date	Time
Re-scheduled time of examination	Date	Time
Reason for timetable variation		

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 Pearson 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/exams-office/malpractice/suspected-malpractice-in-examinations-and-assessments-2013-2014>

Candidate name: (Please PRINT)	Signature:	Date:
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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 candidates 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, email and internet (including social media)**

I understand that I must escort the candidate to 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 declaration of the candidate, 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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Notes for overnight supervision of candidates with a timetable variation

1. **If the total duration of all the papers to be taken in one day is more than 5 hours 30 minutes for International GCSE examinations or more than 6 hours for IAL examinations, centres may wish to arrange overnight supervision.**

N.B The candidate may be offered the opportunity to sit all of the examinations on the scheduled day. You should submit a request for special consideration to Pearson for the final paper which has been taken.

2. Candidates who take an examination on a later day than that published in the timetable **must** either be sitting examinations or under centre supervision from 30 minutes after the published starting time for the delayed examination, until the time when they begin their examination. This is to ensure that there is no contact with other candidates.

3. The centre **must** appoint a **member of centre staff** to supervise the candidate **at all times** whilst he/she is on the premises.

4. 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 **must** 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.

5. 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.**

6. In all cases, the Timetable variation and confidentiality declaration for overnight supervision form **must be completed before the overnight supervision is to commence** so that those involved understand their responsibilities.

A copy of the form must be retained by the centre and the supervisor.

7. Completed forms **must not** be enclosed with the scripts. The scripts **must** be sent to the awarding body/examiner in the normal way.

8. All completed forms must be kept available at the centre for inspection, and should be retained on file until the closing date for enquiries about results for the series concerned. This form must not be sent to an awarding body.

9. The head of centre **must** be satisfied that the arrangements meet awarding body requirements.

10. Pearson **must** be informed immediately of any known or suspected contravention of these conditions.

11. Pearson 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 Pearson would allow such concessions to be made in the future.

Appendix B - MAY/JUNE EXAMINATION SERIES

Exam timings for countries in time-zones 0 to +3 BST

Examination start time is set at local time as indicated below for each time zone.

Notes

1. Centres can start examinations by up to 30 minutes earlier, or later than, the published starting time for the examination session without the need to complete any paperwork.
2. **Permission must be requested in advance if a centre wishes to vary the start times listed below in excess of 30 minutes. This request must be made in writing to the Special Requirements Team at uk.special.requirements@pearson.com**

TIME ZONE (BST)	COUNTRIES	MORNING SESSION LOCAL START TIME	AFTERNOON SESSION LOCAL START TIME
0	IRELAND	09.00	13.30
0	NIGERIA	09.00	13.30
0	PORTUGAL	09.00	13.30
+1	EGYPT	10.00	14.30
+1	FRANCE	10.00	14.30
+1	GERMANY	10.00	14.30
+1	SOUTH AFRICA	10.00	14.30
+1	SPAIN	10.00	14.30
+1	SWITZERLAND	10.00	14.30
+2	CYPRUS	11.00	15.30
+2	GREECE	11.00	15.30
+2	JORDAN	11.00	15.30
+2	KENYA	11.00	15.30
+2	KUWAIT	11.00	15.30
+2	QATAR	11.00	15.30
+2	SAUDI ARABIA	11.00	15.30
+2	TANZANIA	11.00	15.30
+2	TURKEY	11.00	15.30
+3	RUSSIA	12.00	16.30
+3	UAE	12.00	16.30

Exam timings for countries in time-zones +4 to +8 BST

Notes

Where possible, centres should arrange that the start times of examinations ensure candidates do not finish the exam before the 'release time' listed in the column below.

Where the release time is after a centre's normal school day, exams may be scheduled to end earlier, **but not before** the 'earliest release time' for each time-zone listed below. On finishing the exams the candidates must be kept under supervision until the 'release time from supervision' to ensure they do not meet or communicate with any candidate who has not yet taken the examination.

Wherever possible, supervision of candidates should be on the centre's premises by a member of centre staff. Where this is not possible because the supervision period is outside of the centre's normal school day, centres may release candidates to parental/guardian supervision until the end of the supervision period. Any parental/guardian supervision of a candidate must be recorded on the Confidentiality Declaration form included as Appendix A.

TIME ZONE (BST)	COUNTRIES	Morning session		Afternoon session	
		Release time (from supervision)	Earliest release time (to supervision)	Release time (from supervision)	Earliest release time (to supervision)
+4	Maldives Pakistan	14.00	11.00	18.30	15.30
+4.5	INDIA SRI LANKA	14.30	11.30	19.00	16.00
+5	BANGLADESH	15.00	12.00	19.30	16.30
+5.5	MYANMAR	15.30	12.30	20.00	17.00
+6	THAILAND	16.00	13.00	20.30	17.30
+7	CHINA HONG KONG MALAYSIA SINGAPORE	17.00	14.00	21.30	18.30
+8	JAPAN	18.00	15.00	22.30	19.30

Appendix C - January and November examination series

Exam timings for countries in time-zones 0 to +4 GMT

Examination start time is set at local time as indicated below for each time zone.

Notes

- Centres can start examinations by up to 30 minutes earlier than, or later than, the published starting time for the session, without the need to complete any paperwork.
- Permission must be requested in advance if a centre wishes to vary the start times listed below in excess of 30 minutes. This request must be made in writing to the Special Requirements Team at uk.special.requirements@pearson.com**

TIME ZONE (GMT)	COUNTRIES	MORNING SESSION LOCAL START TIME	AFTERNOON SESSION LOCAL START TIME
0	IRELAND	09.00	13.30
0	PORTUGAL	09.00	13.30
+1	FRANCE	10.00	14.30
+1	GERMANY	10.00	14.30
+1	NIGERIA	10.00	14.30
+1	SPAIN	10.00	14.30
+1	SWITZERLAND	10.00	14.30
+2	EGYPT	11.00	15.30
+2	SOUTH AFRICA	11.00	15.30
+2	CYPRUS	11.00	15.30
+2	GREECE	11.00	15.30
+2	TURKEY	11.00	15.30
+3	JORDAN	12.00	16.30
+3	KENYA	12.00	16.30
+3	KUWAIT	12.00	16.30
+3	QATAR	12.00	16.30
+3	SAUDI ARABIA	12.00	16.30
+3	TANZANIA	12.00	16.30
+4	RUSSIA	13.00	17.30
+4	UAE	13.00	17.30

Exam timings for countries in time-zones +5 to +9 GMT

Notes

Where possible, centres should arrange that the start times of examinations ensure candidates do not finish the exam before the 'release time' listed in the column below.

Where the release time is after a centre's normal school day, exams may be scheduled to end earlier, **but not before** the 'earliest release time' for each time-zone listed below. On finishing the exams the candidates must be kept under supervision until the 'release time from supervision' to ensure they do not meet or communicate with any candidate who has not yet taken the examination.

Wherever possible, supervision of candidates should be on the centre's premises by a member of centre staff. Where this is not possible because the supervision period is outside of the centre's normal school day, centres may release candidates to parental/guardian supervision until the end of the supervision period. Any parental/guardian supervision of a candidate must be recorded on the Confidentiality Declaration form included as Appendix A.

TIME ZONE (GMT)	COUNTRIES	Morning session		Afternoon session	
		Release time (from supervision)	Earliest release time (to supervision)	Release time (from supervision)	Earliest release time (to supervision)
+5	Maldives Pakistan	15.00	12.00	19.30	16.30
+5.5	INDIA SRI LANKA	15.30	12.30	20.00	17.00
+6	BANGLADESH	16.00	13.00	20.30	17.30
+6.5	MYANMAR	16.30	13.30	21.00	18.00
+7	THAILAND	17.00	14.00	21.30	18.30
+8	CHINA HONG KONG MALAYSIA SINGAPORE	18.00	15.00	22.30	19.30
+9	JAPAN	19.00	16.00	23.30	20.30