

Timetabling International Advanced Level examinations policy

January 2014 examinations

For internal and external use

December 2013

Issue 1.0

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.

Scope of policy

This policy applies to International Advanced Level examinations conducted in international centres. Other related policies are as follows:

Policy for timetabling UK examinations in international centres

Policy for timetabling international papers

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 start and finish times of examinations and the supervision of candidates who are sitting examinations.

Centres can start examinations by up to 30 minutes earlier than, or later than, the published local starting time for each session without the need to complete any paperwork. If a centre wants to start examinations at times other than within 30 minutes of the published local starting time, **they must inform Pearson including details of why this is necessary.**

The supervision periods indicated in Appendix A and B of this document requires students in some regions to be supervised before or after examinations are taken. In some cases this may require centres to rely on parental/guardian supervision. In such cases any parental/guardian supervision must be recorded in the form '**Timetable variation and confidentiality declaration for overnight supervision for international centres.**' The declaration must be appropriately signed and retained by the centre for 6 months and may be subject to monitoring by Pearson. A copy of the declaration may be found on page 4 of this document.

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.

Policy Review Date

September 2014

Useful Contacts

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

Email: internationalEO@pearson.com

Tel: +44 (0) 1204 770 696

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>

Timetable Variation and Confidentiality Declaration for overnight supervision 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 | | | | | | | |

| | | |
|---|-------------|-------------|
| 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: |
|--------------------------------|------------|-------|

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 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 Pearson applying sanctions and penalties in accordance with the JCQ publication General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures.

| | | |
|---------------------|------------|-------|
| Name of supervisor: | Signature: | Date: |
|---------------------|------------|-------|

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 Pearson.

| | | |
|------------------------------------|------------|-------|
| Head of Centre (please print name) | Signature: | Date: |
|------------------------------------|------------|-------|

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/or will be taking 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 Pearson's requirements.
5. Pearson **must** be informed immediately of any known or suspected contravention of these conditions.
6. 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 will allow such concessions to be made in the future.

Appendix A

January series: Morning session

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

Notes

1. Overall supervision time, including examination duration, should be at least 3 hours
2. 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. However supervision time will need to be varied accordingly.

If a centre starts 30 minutes earlier than the published start time, supervision period must be adjusted accordingly. This will vary according to the time zone as follows:

- GMT, GMT+1: Supervision period before the examination is reduced by 30 minutes
- GMT+2,3: No change to supervision period
- GMT+4, 5, 5.5, 6, 6.5, 7, 8: An additional 30 minutes must be added to the supervision time after the examination finishes

If a centre starts 30 minutes later than the published start time, supervision period will vary as follows:

- **GMT, GMT+1, 2:** An additional 30 minutes must be added to the supervision period before the start of examinations
- **GMT+3, 4:** No change to supervision period
- **GMT+5, 5.5, 6, 6.5, 7, 8:** Supervision period is reduced by 30 minutes after the end of examinations

3. **Pearson must be informed in advance if a centre wishes to vary the start times listed below in excess of 30 minutes. The supervision period would need to be adjusted accordingly by the same duration**

| Country | Time Zone (GMT) | Local start time | Supervision period |
|----------------|-----------------|------------------|-------------------------------------|
| AFGANISTAN | +5 | 09.00 | 60 minutes after exam ends |
| AUSTRIA | +1 | 08.00 | 60 minutes before start time |
| BANGLADESH | +6 | 09.30 | 90 minutes after end of exam |
| BELARUS | +3 | 08.30 | Not required |
| BELGIUM | +1 | 08.00 | 60 minutes before start time |
| BULGARIA | +2 | 08.00 | Not required |
| CAMBODIA | +7 | 10.30 | 90 minutes after exam ends |
| CHINA | +8 | 11.30 | 90 minutes after exam ends |
| CROATIA | +1 | 08.00 | 60 minutes before start time |
| CYPRUS | +2 | 08.00 | Not required |
| CZECH REPUBLIC | +1 | 08.00 | 60 minutes before start time |
| EGYPT | +2 | 08.00 | Not required |
| ETHIOPIA | +3 | 08.30 | Not required |
| FRANCE | +1 | 08.00 | 60 minutes before start time |
| GERMANY | +1 | 08.00 | 60 minutes before start time |

Policy for timetabling IAL examinations – January 2014 examinations

Author Portfolio Manager Schools and Colleges

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| | | | |
|--------------|------|-------|-------------------------------------|
| GHANA | 0 | 08.00 | 90 minutes before start time |
| GREECE | +2 | 08.00 | Not required |
| HONG KONG | +8 | 11.30 | 90 minutes after exam ends |
| HUNGARY | +1 | 08.00 | 60 minutes before start time |
| INDIA | +5.5 | 09.00 | 90 minutes after exam ends |
| INDONESIA | +7 | 10.30 | 90 minutes after exam ends |
| IRELAND | 0 | 08.00 | 90 minutes before start time |
| JORDAN | +3 | 08.30 | Not required |
| KENYA | +3 | 08.30 | Not required |
| KUWAIT | +3 | 08.30 | Not required |
| MALAYSIA | +8 | 11.30 | 90 minutes after exam ends |
| MALDIVES | +5 | 09.00 | 60 minutes after exam ends |
| MOROCCO | 0 | 08.00 | 90 minutes before start time |
| MYANMAR | +6.5 | 10.00 | 90 minutes after exam ends |
| NETHERLANDS | +1 | 08.00 | 60 minutes before start time |
| NIGERIA | +1 | 08.00 | 60 minutes before start time |
| PAKISTAN | +5 | 09.00 | 60 minutes after exam ends |
| PHILLIPPINES | +8 | 11.30 | 90 minutes after exam ends |
| PORTUGAL | 0 | 08.00 | 90 minutes before start time |
| QATAR | +3 | 08.30 | Not required |
| RUSSIA | +4 | 09.00 | Not required |
| SAUDI ARABIA | +3 | 08.30 | Not required |
| SINGAPORE | +8 | 11.30 | 90 minutes after exam ends |
| SOUTH AFRICA | +2 | 08.00 | Not required |
| SPAIN | +1 | 08.00 | 60 minutes before start time |
| SRI LANKA | +5.5 | 09.00 | 90 minutes after exam ends |
| TAIWAN | +8 | 11.30 | 90 minutes after exam ends |
| TANZANIA | +3 | 08.30 | Not required |
| THAILAND | +7 | 10.30 | 90 minutes after exam ends |
| TURKEY | +2 | 08.00 | Not required |
| UAE | +4 | 09.00 | Not required |
| UZBEKISTAN | +5 | 09.00 | 60 minutes after exam ends |
| VIETNAM | +7 | 10.30 | 90 minutes after exam ends |

Appendix B

January series: Afternoon session

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

Notes

1. All candidates must remain under supervision until the end of the examination
2. 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. However supervision time will vary accordingly.

If a centre starts 30 minutes earlier than the published start time, supervision period must be adjusted accordingly. This will vary according to the time zone as follows:

- **GMT, GMT+1, 2, 3,:** Supervision period before the examination is reduced by 30 minutes
- **GMT+4:** No change to supervision period
- **GMT+5, 5.5, 6, 6.5, 7, 8:** A 30 minute supervision period is required after the examination finishes.

If a centre starts 30 minutes later than the published start time, supervision period will vary as follows:

- **GMT, GMT+1, 2, 3,:** Supervision period before the examination is increased by 30 minutes.
- **GMT+4:** A 30 minute supervision period is required before the examination starts
- **GMT+5, 5.5, 6, 6.5, 7, 8:** No change to supervision period

3. **Pearson must be informed in advance if a centre wishes to vary the start times listed below in excess of 30 minutes. The supervision period would need to be adjusted accordingly by the same duration.**

| Country | Time Zone (GMT) | Local start time | Supervision period |
|----------------|-----------------|------------------|--------------------------------------|
| AFGANISTAN | +5 | 13.00 | Not applicable |
| AUSTRIA | +1 | 12.00 | 2 hours before examination starts |
| BANGLADESH | +6 | 14.00 | Not applicable |
| BELARUS | +3 | 12.30 | 60 minutes before examination starts |
| BELGIUM | +1 | 12.00 | 2 hours before examination starts |
| BULGARIA | +2 | 12.00 | 90 minutes before examination starts |
| CAMBODIA | +7 | 15.00 | Not applicable |
| CHINA | +8 | 16.00 | Not applicable |
| CROATIA | +1 | 12.00 | 2 hours before examination starts |
| CYPRUS | +2 | 12.00 | 90 minutes before examination starts |
| CZECH REPUBLIC | +1 | 12.00 | 2 hours before examination starts |
| EGYPT | +2 | 12.00 | 90 minutes before examination starts |
| ETHIOPIA | +3 | 12.30 | 60 minutes before examination starts |
| FRANCE | +1 | 12.00 | 2 hours before examination starts |
| GERMANY | +1 | 12.00 | 2 hours before examination starts |
| GHANA | 0 | 12.00 | 3.5 hours before examination starts |

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| | | | |
|--------------|------|-------|--------------------------------------|
| GREECE | +2 | 12.00 | 90 minutes before examination starts |
| HONG KONG | +8 | 16.00 | Not applicable |
| HUNGARY | +1 | 12.00 | 2 hours before examination starts |
| INDIA | +5.5 | 13.30 | Not applicable |
| INDONESIA | +7 | 15.00 | Not applicable |
| IRELAND | 0 | 12.00 | 3.5 hours before examination starts |
| JORDAN | +3 | 12.30 | 60 minutes before examination starts |
| KENYA | +3 | 12.30 | 60 minutes before examination starts |
| KUWAIT | +3 | 12.30 | 60 minutes before examination starts |
| MALAYSIA | +8 | 15.30 | Not applicable |
| MALDIVES | +5 | 13.00 | Not applicable |
| MOROCCO | 0 | 12.00 | 3.5 hours before examination starts |
| MYANMAR | +6.5 | 14.30 | Not applicable |
| NETHERLANDS | +1 | 12.00 | 2 hours before examination starts |
| NIGERIA | +1 | 12.00 | 2 hours before examination starts |
| PAKISTAN | +5 | 13.00 | Not applicable |
| PHILLIPPINES | +8 | 16.00 | Not applicable |
| PORTUGAL | 0 | 12.00 | 3.5 hours before examination starts |
| QATAR | +3 | 12.30 | 60 minutes before examination starts |
| RUSSIA | +4 | 13.00 | 30 minutes before examination starts |
| SAUDI ARABIA | +3 | 12.30 | 60 minutes before examination starts |
| SINGAPORE | +8 | 16.00 | Not applicable |
| SOUTH AFRICA | +2 | 12.00 | 90 minutes before examination starts |
| SPAIN | +1 | 12.00 | 2 hours before examination starts |
| SRI LANKA | +5.5 | 13.30 | Not applicable |
| TAIWAN | +8 | 16.00 | Not applicable |
| TANZANIA | +3 | 12.30 | 60 minutes before examination starts |
| THAILAND | +7 | 15.00 | Not applicable |
| TURKEY | +2 | 12.00 | 90 minutes before examination starts |
| UAE | +4 | 13.00 | 30 minutes before examination starts |
| UZBEKISTAN | +5 | 13.00 | Not applicable |
| VIETNAM | +7 | 15.00 | Not applicable |

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Appendix C – Global Timetable

IAL Global Timetable – Morning exams

Exams start 0900 IST

| Time zone | Exam time |
|-------------------|--|
| GMT (Ireland) | Supervision required (0600-0800 GMT), Exam starts 0800 local time (0800 GMT) |
| GMT+1 (France) | Supervision required (0630-0800 GMT), Exam starts 0800 local time (0900 GMT) |
| GMT+2 (Cyprus) | Exam starts 0800 local time (1000 GMT) |
| GMT+3 (Saudi) | Exam starts 0830 local time (1130 GMT) |
| GMT+4 (UAE) | Exam starts 0900 local time (1200 GMT) |
| GMT+5 (P'stan) | Exam starts 0900 local time (1230 GMT), Supervision required (1200-1230 GMT) |
| GMT+5.5 (India) | Exam starts 0900 local time (1300 GMT), Supervision required (1230-1300 GMT) |
| GMT+6 (B'desh) | Exam starts 0930 local time (1330 GMT), Supervision required (1300-1330 GMT) |
| GMT+6.5 (Myanmar) | Exam starts 1000 local time (1400 GMT), Supervision required (1330-1400 GMT) |
| GMT+7 (Thailand) | Exam starts 1030 local time (1430 GMT), Supervision required (1400-1430 GMT) |
| GMT+8 (HK) | Exam starts 1130 local time (1530 GMT), Supervision required (1500-1530 GMT) |

IAL Global Timetable – Afternoon exams

Exams start 1300 IST

| Time zone | Exam time |
|-------------------|---|
| GMT (Ireland) | Supervision required (0930 GMT - 1200 GMT) Exam starts 1200 local time (1200 GMT) |
| GMT+1 (France) | Supervision required (0930 GMT - 1130 GMT) Exam starts 1200 local time (1130 GMT) |
| GMT+2 (Cyprus) | Supervision required (0930 GMT - 1030 GMT) Exam starts 1200 local time (1030 GMT) |
| GMT+3 (Saudi) | Supervision required (0930 GMT - 1030 GMT) Exam starts 1230 local time (1030 GMT) |
| GMT+4 (UAE) | Exam starts 1300 local time (1030 GMT) |
| GMT+5 (P'stan) | Exam starts 1300 local time (1130 GMT) |
| GMT+5.5 (India) | Exam starts 1330 local time (1130 GMT) |
| GMT+6 (B'desh) | Exam starts 1400 local time (1200 GMT) |
| GMT+6.5 (Myanmar) | Exam starts 1430 local time (1230 GMT) |
| GMT+7 (Thailand) | Exam starts 1500 local time (1300 GMT) |
| GMT+8 (HK) | Exam starts 1600 local time (1400 GMT) |