

Timetabling International Advanced Level examinations policy

May/June 2014 examinations

For internal and external use

January 2014

Issue 1.0

Quality, Standards and Research

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Policy for timetabling IAL examinations – May/June 2014 examinations

Author Portfolio Manager Schools and Colleges - Owned by Operations Manager, Mathematics, Business & IC - Authorised by Responsible Officer
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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 (students), Pearson provides guidance and support to help centres and their learners achieve their learning and development goals. Pearson also ensures that any requirements our regulators impose on us are met, and that we support centres to meet those requirements.

Pearson policies, including 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 (IAL) examinations conducted in international centres. Other related policies are as follows:

- Policy for taking UK examinations in international centres.

Policy statement

It should be noted that the International Advanced Level qualifications (IAL) are not available to students in the United Kingdom and examination start times are not based on UK GMT/BST. Therefore start times for IAL exams will differ from those of the GCE A level.

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 IAL examinations and the supervision of candidates who are sitting examinations.

Start times

Start times for each region are listed in Appendices B and C of this document. Centres can start the International Advanced Level examinations up to 30 minutes earlier, or later than, the published local start time for each examination session without the need to complete any paperwork.

In exceptional circumstances Pearson may allow a centre to start examinations at times other than within 30 minutes of the published local start time. Centres must request permission from Pearson in advance, including details of why this is necessary. Requests must be made in writing to the Special Requirements Team at **uk.special.requirements@pearson.com**.

Requests for a variation to start times that could threaten the integrity of the examination will not be approved.

Student supervision

The examination start times indicated in Appendices B and C of this document require students in some regions to be supervised before or after examinations are taken. Wherever possible supervision should be by a member of centre staff, or an invigilator, who must supervise students at all times while they are on the premises. For details on the supervision requirements of all students, centres

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should make reference to the JCQ publication 'General and Vocational Qualifications: Instructions for the conduct of examinations'¹.

Where the supervision period is outside the normal school day centres may rely on parental/guardian supervision. In such cases any parental/guardian supervision must be recorded on the JCQ form 'Confidentiality declaration for overnight supervision of candidates' 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 should not be retained by students **in any circumstance**.

¹ <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

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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 (JCQ).

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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)

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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

Global start time and supervision period - morning session

May/June examination series

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

Notes

1. All candidates must remain under supervision for the periods detailed below.
2. 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.

If a centre starts 30 minutes earlier than or later than the published start time, the supervision period must be adjusted accordingly.

3. **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

GLOBAL START TIME AND SUPERVISION PERIOD - Morning session

TIME ZONE (BST)	COUNTRIES	LOCAL START TIME	SUPERVISION PERIOD
0	IRELAND	08.30	07.00-08.30
0	NIGERIA	08.30	07.00-08.30
0	PORTUGAL	08.30	07.00-08.30
+1	EGYPT	09.00	08.00-09.00
+1	FRANCE	09.00	08.00-09.00
+1	GERMANY	09.00	08.00-09.00
+1	SOUTH AFRICA	09.00	08.00-09.00
+1	SPAIN	09.00	08.00-09.00
+1	SWITZERLAND	09.00	08.00-09.00
+2	CYPRUS	09.00	n/a
+2	GREECE	09.00	n/a
+2	JORDAN	09.00	n/a
+2	KENYA	09.00	n/a
+2	KUWAIT	09.00	n/a
+2	QATAR	09.00	n/a
+2	SAUDI ARABIA	09.00	n/a
+2	TANZANIA	09.00	n/a
+2	TURKEY	09.00	n/a
+3	RUSSIA	09.00	n/a
+3	UAE	09.00	n/a
+4	MALDIVES	09.00	10.30-11.30
+4	PAKISTAN	09.00	10.30-11.30
+4.5	INDIA	09.00	10.30-12.00
+4.5	SRI LANKA	09.00	10.30-12.00
+5	BANGLADESH	09.30	11.30-12.30
+5.5	MYANMAR	10.00	11.30-13.00
+6	THAILAND	10.30	12.00-13.30
+6	VIETNAM	10.30	12.00-13.30
+7	CHINA	11.30	13.00-14.30
+7	HONG KONG	11.30	13.00-14.30
+7	MALAYSIA	11.30	13.00-14.30
+7	SINGAPORE	11.30	13.00-14.30
+8	JAPAN	12.30	14.00-15.30

Appendix C

Global start time and supervision period – afternoon session

May/June examination series

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.

If a centre starts 30 minutes earlier than or later than the published start time, supervision period must be adjusted accordingly.

3. **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

GLOBAL START TIME AND SUPERVISION PERIOD - Afternoon session

TIME ZONE (BST)	COUNTRIES	LOCAL START TIME	SUPERVISION PERIOD
0	IRELAND	12.00	10.00-12.00
0	NIGERIA	12.00	10.00-12.00
0	PORTUGAL	12.00	10.00-12.00
+1	EGYPT	13.00	11.00-13.00
+1	FRANCE	13.00	11.00-13.00
+1	GERMANY	13.00	11.00-13.00
+1	SOUTH AFRICA	13.00	11.00-13.00
+1	SPAIN	13.00	11.00-13.00
+1	SWITZERLAND	13.00	11.00-13.00
+2	CYPRUS	13.00	12.00-13.00
+2	GREECE	13.00	12.00-13.00
+2	JORDAN	13.00	12.00-13.00
+2	KENYA	13.00	12.00-13.00
+2	KUWAIT	13.00	12.00-13.00
+2	QATAR	13.00	12.00-13.00
+2	SAUDI ARABIA	13.00	12.00-13.00
+2	TANZANIA	13.00	12.00-13.00
+2	TURKEY	13.00	12.00-13.00
+3	RUSSIA	13.00	n/a
+3	UAE	13.00	n/a
+4	MALDIVES	14.00	n/a
+4	PAKISTAN	14.00	n/a
+4.5	INDIA	14.30	n/a
+4.5	SRI LANKA	14.30	n/a
+5	BANGLADESH	15.00	n/a
+5.5	MYANMAR	15.30	n/a
+6	THAILAND	16.00	n/a
+6	VIETNAM	16.00	n/a
+7	CHINA	17.00	n/a
+7	HONG KONG	17.30	n/a
+7	MALAYSIA	17.00	n/a
+7	SINGAPORE	17.00	n/a
+8	JAPAN	18.00	n/a