

Timetabling international papers policy (ASIA: +6.5 GMT to +9 GMT)

For internal and external use

October 2013

Issue 1.0

Quality, Standards and Research

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Policy for timetabling international examinations in ASIA

Owned by Head of Regulation.

Updated by Portfolio Manager Schools and Colleges. 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, 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 is for internal and external use and applies to International GCSE and GCE international papers taken in the Asia Pacific region. Other related policies are as follows:

Policy for timetabling UK examinations in international centres

Policy Statement

In order to maintain the integrity and security of Pearson's academic examinations international centres in Asia Pacific region are required to follow the following procedures in relation to examination timings of the international papers (**R code**). These papers are timetabled according to local time.

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.

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JANUARY and JUNE SERIES

Centres 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 all international paper (R code) examinations.

Country example	Time Zone	Morning examinations	Afternoon examinations
Myanmar	GMT +6.5	Students must be supervised from 07.30	Students must be supervised from 12.00
Cambodia Indonesia Thailand Vietnam	GMT +7	Students must be supervised from 08.00	Students must be supervised from 12.30
China Hong Kong Malaysia Singapore	GMT +8	Students must be supervised from 09.00	Students must be supervised from 13.30
Eastern Indonesia Japan Korea	GMT +9	Earliest release is 10.00	Earliest release is 14.30

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>

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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 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.

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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:
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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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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.**

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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.

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