

## Timetable Variation and Confidentiality Declaration for Overnight Supervision For International Centres

**THIS FORM MUST BE RETURNED TO THE SPECIAL REQUIREMENTS TEAM**

by post: Special Requirements Team (Timetable Variations) Edexcel, One90 High Holborn, London WC1V 7BH

or by email: [special.requirements@edexcel.com](mailto:special.requirements@edexcel.com)

or by fax: +44 (0)207 190 5606 / +44 (0)207 190 5607

**PLEASE NOTE:** A timetable variation is only permitted if there is a timetable clash with an examination belonging to one of the JCQ awarding bodies: AQA, OCR, WJEC, CCEA, City & Guilds.

**PLEASE DO NOT SUBMIT THIS FORM IF THIS CONDITION IS NOT MET.**

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

<b>Scheduled Time of Examination (UK time)</b>	<b>Date</b>	<b>Time</b>
<b>Rescheduled Time of Examination (UK time)</b>	<b>Date</b>	<b>Time</b>
<b>Rescheduled Time of Examination (time in country of origin)</b>	<b>Date</b>	<b>Time</b>
<b>Reason for timetable variation</b>		

### A. Declaration by Candidate

I certify that I will 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. **I understand that communication includes any form of electronic communication, e.g. telephone (including mobiles), fax, e-mail and Internet.** 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 Edexcel applying sanctions and penalties in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures.**

Candidate name:	Signature:	Date:

## B. Declaration by Supervisor

I, ..... (insert name), certify that the candidate named above will be personally supervised by me at all times from the time supervision of the candidate 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, e-mail and Internet.**

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 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 declarations of the candidate and supervisor, 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 for 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 Level 1 and 2 examinations (e.g. GCSE examinations) or 6 hours for Level 3 examinations (e.g. GCE 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. If the candidate wishes to proceed on this basis you should submit a request for special consideration to Edexcel for the final paper which has been sat.

2. Candidates who take an examination on a later day than that published in the timetable **must** either be sitting examinations or under supervision from 30 minutes after the awarding body's published starting time for the delayed examination, until the time when they begin their examination, in order 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 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.
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, fax, e-mail and Internet. 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 filled out and signed no later than two weeks before the date of the examination affected** in order that those involved understand their obligations. **A copy of the form should be retained by the centre and the supervisor.**
7. Completed forms **must not** be enclosed with the scripts. The scripts should be sent to the examiner/awarding body in the normal way.
8. **All completed forms must be sent to the Special Requirements team at Edexcel via post, email or fax.**
9. The head of centre **must** be satisfied that the arrangements meet Edexcel's requirements.
10. Edexcel **must** be informed immediately of any known or suspected contravention of these conditions.
11. . 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.

