



KING WILLIAM'S COLLEGE

King William's College

Exam Timetable Variation Policy

Issue Date: 05/18

Review Date: 06/20

Next Review: 06/21

Clare Broadbent (Deputy Head Academic)

Susan Gibson (Examinations Officer)

1. Purpose

- 1.1. Candidates for external public examinations can have a clash of examination times because they are taking different subjects and/or using different examination boards.
- 1.2. Examination board regulations permit the variation of a candidate's examination timetable in closely defined circumstances. In all cases the regulations of the relevant Awarding Body must be fully adhered to. These bodies include:
 - International Baccalaureate Organisation (IBO)
 - Joint Council for Qualifications (JCQ)
 - Cambridge Assessments International Education (CAIE)

2. Examinations totalling not more than 3 hours in a single session

- 2.1. Where examinations totalling not more than 3 hours in a single session are timetabled, timetable variations are not permitted by either JCQ or CAIE. Candidates are required to sit the two examinations back to back with a short supervised comfort break not exceeding 10 minutes between papers.
- 2.2. Examinations totalling more than 3 hours in a single session is a regular timetable feature of International Baccalaureate examinations. There is no 3 hour limit.

3. Examinations totalling more than 3 hours in a single session

- 3.1. Where examinations totalling more than 3 hours in a single session are timetabled, timetable variations are permitted by both JCQ and CAIE. In these circumstances it is permitted to move one examination to the alternative session of the day, but not to alter the date of the examination. Candidates must remain under formal supervision (as specified in the regulations) from the beginning of the first examination until the end of the final examination affected.
- 3.2. Where examinations totalling more than 3 hours in a single session are timetabled and it is not possible to move one examination to the alternative session in the day because of a further examination clash, the examination regulations permit a twilight examination session to be arranged so that the candidates affected can complete all the timetabled examinations on the set day.
- 3.3. As a matter of course an application for Special Consideration will be processed for the final examination in a day where the total time spent in examinations reaches the threshold specified by the relevant examination body.

4. Moving an examination to the following day

- 4.1. In exceptional cases a school may delay an examination overnight. JCQ regulations specify that this should only take place where a candidate has more than 5½ hours of GCSE examinations in any given day; for CAIE there must be at least 3 examinations totalling "significantly more than 6 hours". All other options should be considered first and overnight supervision should only be used as a last resort.
- 4.2. It is for the school to decide whether there is sufficient reason to move an examination to a different day; a parental request on its own is not sufficient.
- 4.3. If an examination is delayed overnight the school must be satisfied that the supervision arrangements are adequate and that the security of the examination is maintained. To ensure that this is the case the school will not give permission for a candidate to go home for the night but will instead arrange for the candidate to stay on school premises and be supervised at all times by a member of staff.