

Timetable Variation and Confidentiality Declaration for Overnight Supervision

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

Scheduled Time of Examination	Date	Time
Rescheduled 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 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 the awarding body applying sanctions and penalties in accordance with the JCQ e-publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures*.

Candidate Name	Signature	Date
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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 the awarding body applying sanctions and penalties in accordance with the JCQ e-publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures*.

Status of supervisor
(e.g. member of centre staff, parent, carer, guardian)

Name of supervisor (Please print name)	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 the appropriate awarding body.

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 Level 1 and 2 examinations (e.g. GCSE examinations) or more than 6 hours for Level 3 examinations (e.g. GCE AS/A2 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 the relevant awarding body 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 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 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. The awarding body **must** be informed immediately of any known or suspected contravention of these conditions.
11. The awarding body 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 the awarding bodies would allow such concessions to be made in the future.