



AQA

CCEA

OCR

Pearson

WJEC

Timetable variation and confidentiality declaration for overnight supervision

Centre Number						Centre Name						
Candidate Number						Candidate Name						
Specification Title						Unit/paper number						

Scheduled time of examination	Date	Time
Re-scheduled time of examination	Date	Time
Reason for timetable variation		

A. Declaration by candidate

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), e-mail, Internet and social media. Therefore, I must not have access to any of these whilst under supervision.** I will also comply with the arrangements made by my examination centre.

I understand that any infringement of these conditions may result in the awarding body applying penalties in accordance with the JCQ 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 him/her is handed over to me by the appointed person at the centre, until I transfer responsibility for supervision of him/her 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), e-mail, Internet and social media. I will ensure that the candidate does not have access to any of these whilst under my supervision.**

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 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)

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 will do all that I might reasonably be expected to do to ensure that these conditions are met. I will report any known or suspected contraventions **immediately** 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 three or more papers to be taken in one day is more than 5 hours 30 minutes for GCSE examinations or more than 6 hours for GCE examinations, (AS, A2, A-level) centres may wish to arrange overnight supervision.

N.B However, the candidate should 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. Where the centre allows the candidate to take an examination scheduled for the afternoon session the following morning†, **the centre must appoint a member of centre staff or an invigilator to supervise the candidate at all times** while he/she is on the premises sitting examinations. The candidate **must** be under centre supervision from 30 minutes after the awarding body's published starting time for the delayed examination. The centre **must** ensure there is no contact with other candidates.

† If an examination from Friday afternoon is deferred, it **must** be taken the following morning, i.e. Saturday morning.

3. The supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/carer or centre staff. The centre **must** determine a method of supervision which ensures the candidate's well being.

The supervisor **must** 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.

4. 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), e-mail, Internet and social media. A candidate must not have access to any of these whilst under supervision.**

5. **The form must be completed no later than 24 hours prior to the overnight supervision commencing** so that those involved fully understand their responsibilities.

A copy of the form must be retained by the centre and the supervisor.

6. Completed forms **must not** be enclosed with the scripts. The scripts **must** be sent to the awarding body/examiner in the normal way.
7. **All completed forms must be kept on-file at the centre for inspection. Forms may be stored electronically or in hard copy paper format. They must be retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. This form must not be sent to an awarding body, unless specifically requested.**
8. The head of centre **must** be satisfied that the arrangements meet the awarding body's requirements.
9. The awarding body **must** be informed **immediately** of any known or suspected contravention of these conditions.
10. 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 the candidate(s) involved and could affect whether the awarding body would allow such arrangements to be made in the future.