

Timetable Clash Information

This information is taken from the Joint Council for Qualifications instructions for conducting examinations booklet:

7.3 The security of the examination(s) must always be maintained. **Candidates must always be supervised** in line with paragraph 7.8.

7.4 **If candidates are taking two or more examinations in a session and the total time is three hours or less**, the centre may decide the order of the examinations within the timetabled session.

7.5 Candidates may also be given a supervised break of no more than twenty minutes between papers **within a session**. This must be conducted within the examination room, under formal examination conditions at all times*. **This means that candidates cannot use this time to revise.**

7.6 **If candidates are taking two or more examinations timetabled for the same session and the total time is more than three hours including approved extra time allowances and/or supervised rest breaks†, the centre may conduct one examination in a later or earlier session within the same day.** The centre may determine the examination which is to be conducted in a later or earlier session within the same day.

7.7 If the centre does this, the security of the examination must still be maintained. Candidates must be supervised in line with the requirements in points a) to d) below and in paragraph 7.8:

- a. **candidates who take an examination earlier than the awarding body's published starting time must be kept under centre supervision (which the centre must arrange) until one hour after the published starting time for that examination.**
- b. **for examinations that last less than one hour, candidates must be supervised, and question papers must be kept in the centre's secure storage facility until the awarding body's published finishing time for that examination.**

- c. candidates who take an examination later than the awarding body's published starting time must be kept under centre supervision from 30 minutes after the published starting time for that examination until they begin it

7.8 'Centre supervision' means that a member of centre staff, or an invigilator, will always be in the same room as the candidate(s). **Candidates may revise using their own resources whilst under centre supervision between examinations but must not:**

- a. **be in possession of an electronic communication/storage device or have access to the internet.** (Laptops/phones/smartwatches are not permitted. Students wanting to revise will need to use alternative revision methods)
- b. **have contact with any candidate who has sat the examination.**
- c. **be coached by a member of centre staff.**

*For candidates with approved supervised rest breaks, the rest break may be conducted outside of the examination room, with the candidate being supervised at all times†.

†Where reference is made to supervised rest breaks, this is a supervised rest break as defined in section 5.1 of the JCQ document Access Arrangements and Reasonable Adjustments.