



The Nelson Thomlinson School

Timetable Clash Resolution Information

Summer 2023 Examination Series

Timetable clashes arise where a candidate is entered to take **two or more examinations at the same time on the same day**. All timetable clashes must be managed by The Nelson Thomlinson School as follows, in accordance with Sections 7 and 8 of the Joint Council for Qualifications' *Instructions for conducting examinations*'.

Resolution 1: Candidates who have two or more examinations timetabled for the same session and the total time is three hours or less

An exam day is split into two sessions (morning and afternoon), and where a candidate is taking two or more exams in a session and the total combined time is **three hours or less**, the exams must be taken consecutively within the timetabled session. Centres are not allowed to vary the timetable and move an exam to an earlier or later session.

The centre will determine the order in which the exam papers are taken, and candidates will be given a supervised rest break of **no more than 20 minutes** between papers; this rest break must be conducted in the examination room, under formal examination conditions. Candidates **cannot** use this time to revise.

Where candidates are scheduled to sit two or more examinations consecutively in an afternoon session, and exams are scheduled to finish after 3.30pm, candidates and parents/carers must ensure that arrangements are in place for candidates to be collected from school/make their way home. The start times and durations for all examinations will be shown on candidates' exam timetables which are available to candidates and parents/carers via EduLink.

Resolution 2: Candidates who have two or more examinations timetabled for the same session and the total time is more than three hours

Where a candidate is scheduled to sit two or more exams in a session and the total combined time is **more than three hours including approved extra time allowances and/or supervised rest breaks**, the centre is permitted to move one of the exams to a different session within the same day.

The centre will determine which exam will be moved into an earlier or later session, with the exception of AS and A Level Mathematics and Further Mathematics, which must be sat by candidates in the session scheduled by the relevant awarding body.

Where an exam is moved to a different session within the same day, all candidates will be under centre supervision between examinations. Candidates may revise during the period of centre supervision using their own resources however, candidates must not:

- be in possession of a mobile phone, watch, or any other electronic communication or storage device;
- have access to the internet;
- have contact with any other candidate who has already taken the examination which they are due to take;
- be coached by a member of centre staff.

Candidates must ensure that they bring their lunch and drinks into school with them; candidates will not be able to access the school canteen or leave the school site to purchase their lunch whilst under centre supervision.

Any breaches of the above by any candidate whilst under centre supervision will constitute malpractice.

Resolution 3: Candidates who have three or more examinations scheduled on the same day

Where a candidate is scheduled to take three or more exams timetabled for the same day and the total duration of those papers is:

- **more than** six hours for GCE examinations (including approved extra time allowance and supervised rest breaks); or
- **more than** five and a half hours for GCSE examinations (including approved extra time allowance and supervised rest breaks)

centres must explore all options to accommodate candidates to sit their exams on the day they are timetabled however, if such options have been exhausted, centres can, **at their discretion and as a last resort**, move an exam to the following morning, including Saturdays. **Candidates are not allowed to take examinations on an earlier day than that scheduled on the awarding body's timetable.**

Where a candidate takes an examination the following morning, **the centre must appoint a member of centre staff or an invigilator to supervise the candidate at all times while they are on the premises sitting examinations.** Candidates must be under centre supervision from 30 minutes after the awarding body's published starting time for the delayed examination and the centre must ensure that there is no contact with any other candidates.

The supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/carer who must ensure that the candidate does not have advanced warning of the content of the examination which has been deferred to the following morning. **This means that the candidate must not meet or communicate with anyone who may have knowledge of the content of the deferred exam and includes any form of electronic communication/storage device, e.g. telephone, email, internet and social media. This also extends to television and radio which could report key details of the day's examinations.**

Where a centre is required to move an exam to a following morning, the Joint Council for Qualifications *Overnight Supervision Declaration form* and supporting guidance notes must be read, agreed and signed by the candidate, the candidate's supervisor and Mr D S Northwood as Head of Centre.

Any infringement of the conditions governing overnight supervision arrangements will constitute malpractice.