

2011-2012 Examinations

Overseas timetable declaration for centres outside the United Kingdom



All centres outside the United Kingdom must complete either Section 1 or Section 2 of this form and return it to AQA. (Please refer to the notes overleaf before completing the form)

Centre Number	Centre Name				
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Section 1 – for centres conducting examinations at the scheduled UK start times

We agree to conduct all examinations at the time scheduled by AQA in the UK

Signed _____ Head/Examinations Officer Date _____

Section 2 – for centres applying for approval to vary examination start times

	Examinations held in the period November 2011 to March 2012	Examinations held in the period April 2012 to October 2012
	<i>Series BG11, 1A12, 3G12</i>	<i>Series 6G12, 6A12, 6V12, 6M12</i>
Time Difference	GMT (plus/minus)* _____ hours	BST (plus/minus)* _____ hours

*Delete as appropriate

	Proposed Starting Times (not before 8.30am UK time for morning exams) (not before 1pm UK time for afternoon exams)			
	UK Time	Local Time	UK Time	Local Time
AM				
PM				

Proposed arrangements for the supervision of candidates where the start time differs from the published UK start time (see Sections 1 and 2 of the notes overleaf):

Signed _____ Head/Examinations Officer Date _____

This form **must** be returned by **1 October 2011** to:

Overseas Centre Support
AQA, Stag Hill House
Guildford
Surrey, GU2 7XJ

☎ Direct: 0044-1483-477616
☎ Fax: 0044-1483-303968
✉ E-Mail: overseascentresupport@aqa.org.uk

Timetable declaration for centres outside the United Kingdom

Centres outside the United Kingdom are reminded of AQA's *Conditions for Overseas Centre Registration* and the requirements relating to timetable variations detailed in Section 2 of the JCQ *Instructions for conducting examinations*. A copy of the *Conditions for Overseas Centre Registration* is available at:

http://www.aqa.org.uk/admin/library/AQACONDITIONS_OVERSEAS_CENTRES

In particular, centres should note the requirement that

1. Examinations **must** be conducted at the equivalent local time to the published starting time of general qualifications in the United Kingdom. For a morning examination this is **9.00am** and for an afternoon examination this is **1.30pm**

Any centre outside the UK wishing to apply to vary the starting time of their examinations from the UK published starting time **9.00am** and **1.30pm** (either GMT or BST as appropriate) to take into account different time zones must obtain permission for this change. Please submit details of proposed changes using this form. You **must** send such requests by **1 October** for the relevant academic year.

2. Supervision of candidates

Candidates who take an examination later than the UK published starting time **must be kept under supervision** from 30 minutes after the UK published starting time for the paper concerned until the time when the candidates begin their examination. In some cases this may require overnight supervision before the examination is taken. The centre must appoint a member of centre staff to supervise the candidates at all times while they are on the premises. The supervision of candidates to and from the centre and overnight may be undertaken by the candidates' parents/carers or centre staff. **The head of centre must be satisfied of any arrangement for overnight supervision of a candidate where necessary and accepts full responsibility for the security of the examinations throughout.** The JCQ form Timetable Variation and Confidentiality Declaration for Overnight Supervision must be completed two weeks before the day of the examination affected and kept on file within the centre. The form is available at:

http://www.jcq.org.uk/exams_office/instructions_for_conducting_examinations/

AQA may request copies.

3. Separate approval is required for each academic year.
4. Any unauthorised change to examination start and finish times will be treated as maladministration.