



## Create your centre's exam timetable

### Guidance notes

To help you create an exam timetable for your centre which meets our regulations, you must complete the following steps:

1. Check which administrative zone your centre is in by using our [administrative zone tool](#).
2. [Download the exam timetable](#) which is allocated to your administrative zone. Each zone has a specific timetable and it is essential you use the timetable allocated to your administrative zone.
3. Find the Key Times for your centre using our [Key Times tool](#). You must know your Key Times before you create your centre's exam timetable.
4. Decide if you need to conduct periods of Full Centre Supervision. You must follow the regulations in 'Key Times and Full Centre Supervision' of the [Cambridge Handbook](#).
5. Make sure you have enough invigilators for the amount of candidates taking each exam.
6. Create your centre's exam timetable using this exam timetable template. Keep a copy of all the timetables you produce each series on file in your centre until after results release.

All our regulations are in the [Cambridge Handbook](#). If you have any questions about the creation of your Centre's exam timetable please contact the Compliance Team: [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org).