

Additional Sittings

Please read the guidance notes at the end of this form before you fill it in. You must ensure that all boxes are completed before sending us this form.

Centre number

Centre name

Syllabus/Component

Key Time (if applicable)

Scheduled Date

Please provide your proposed additional sittings in the table below:

	Exam Time		Full Centre Supervision required? Y/N	Full Centre Supervision	
	Start time	Finish time		Start time	Finish time
Group 1					
Group 2					
Group 3					

I confirm I have read and understand the Key Time and Full Centre Supervision regulations in the relevant Cambridge Handbook:

Signed (Head of Centre)

Date

Name

Submitting this form electronically? Tick the check box instead of signing the form.

Guidance notes

- You must read section 1.2.4 of the Cambridge Handbook before completing and submitting this form
- Complete a separate form for each additional sitting request
- You must submit this form to us at least 4 weeks before the timetabled exam date
- Do not carry out an additional sitting until you have received written permission from us.

Return this form to info@cambridgeinternational.org including your centre number and 'Additional Sittings' in the email subject line. Keep a copy of the form for your records. If you are an Associate Centre, you should submit this form through your Cambridge Associate.