

## Timetable Deviation application

Read the guidance notes at the end of the form before you fill it in.

<b>Centre number</b>	<input type="text"/>	<b>Centre name</b>	<input type="text"/>
<b>Exam series</b>	<input type="text"/>	<b>Candidate number(s)</b>	<input type="text"/>
<b>Syllabus and component number</b>	<input type="text"/>		

Scheduled date and session for exam						Session	Proposed revised date and time for exam						Time (HH:MM)
D	D	M	M	Y	Y		D	D	M	M	Y	Y	
<b>Key Time for exam (HH:MM) (local time)</b>							<b>Duration of exam (HH:MM)</b>						
<b>Please list other exams to be taken on the same day</b>						<b>Syllabus/Component</b>	<b>Exam board</b>	<b>Start time of exam (HH:MM)</b>				<b>Duration of exam (HH:MM)</b>	

<b>Reason for application</b>
<input type="text"/>

<b>Please provide full details of your proposed arrangement that ensures both the integrity of the exam and that the candidate(s) cannot gain any information from others that have sat the exam during the scheduled session</b>
<input type="text"/>

<b>Signed (Head of Centre)</b>	<input type="text"/>	<b>Date (DD/MM/YY)</b>	<input type="text"/>
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<b>Name</b>	<input type="text"/>
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If you submit this form electronically please tick the check box as an alternative to signing the form.

## Guidance notes

### Background

Timetable clashes occur when, for various reasons, candidates are unable to take papers in the timetabled sessions. If the total duration of the exams a candidate is scheduled to take in one session is more than **three hours and 45 minutes** you can apply for a timetable deviation. If the duration is less than three hours and 45 minutes the candidate must take the exams in the scheduled sessions with a supervised break in between.

We will only consider requests to move a paper to the following day if the total duration of papers to be taken on one day exceeds six hours.

You can start an exam at any time within the session as long as you strictly follow our regulations regarding Key Times and Full Centre Supervision. Please refer to section 1.2 of the *Cambridge Handbook* for more details.

### Completing the form

- You must complete all sections of the form
- Complete a separate form for each timetable deviation application.
- If you are completing the form for all the candidates entered for a component write 'ALL' in the appropriate box.

### Returning this form

Return this form to [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org). Please include your centre number and 'Form 2 Timetable Deviation' in the subject line of your email. If you are an Associate Centre please forward this form directly to your associate who will submit it to Cambridge.

### Processing the form

We will let you know the outcome of your application as quickly as possible. Do not carry out a timetable deviation until you have received written permission from us.

### Deadlines

The deadlines for submitting this form are:

- March exam series – 21 December
- June exam series – 17 April
- November exam series – 30 September

This is an interactive PDF. To complete it on screen we recommend you use Adobe Reader 9 or later or Adobe Acrobat. You can download Adobe Reader for free at <http://www.adobe.com/products/reader.html>  
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