

# Create your centre's exam timetable – template

Read the guidance notes on the following page, and refer to the relevant [timetable](#), before you complete this exam timetable template for your centre.

Centre number	Your <b>AM</b> Key Time	Your <b>PM</b> Key Time	Your <b>EV</b> Key Time (if applicable)	Your administrative zone

Date of exam	AM PM EV	Syllabus code	Component code	Syllabus/Component title	Exam times		Exam duration		Full Centre Supervision required? Y/N	Full Centre Supervision		Number of invigilators	Number of candidates	Invigilators
					Start time	Finish time	Hours	Mins		Start time	Finish time			

Make sure all exams are timetabled in accordance with our Key Time, Full Centre Supervision and invigilator requirements regulations found in the 'Key Times and Full Centre Supervision' section and section 4.6 of the [Cambridge Handbook](#). Your country specific Key Time information is available on our [website](#).

## 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 the 'Key Times and Full Centre Supervision' section and section 4.6 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).