

MANAGING OVERNIGHT SUPERVISION ARRANGEMENTS FORM

When candidates are entered for multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers is:

- a. **more than** six hours for GCE examinations (AS, A2, A-level), including approved extra time allowances and/or supervised rest break[†]; or
- b. **more than** five and a half hours for GCSE examinations, including approved extra time allowances and/or supervised rest break[†];

candidates may, at the centre’s discretion, be allowed to take an examination scheduled for the afternoon session the following morning, including Saturdays (see paragraph 8.10). **Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.**

These arrangements **do not** apply where a GCSE candidate has five and a half hours or less of examinations in one day or where a GCE AS or A-level candidate has six hours or less of examinations in one day.

[†]Where reference is made to supervised rest breaks, this is a supervised rest break as defined in section 5.1 of the JCQ document *Access Arrangements and Reasonable Adjustments*. (JCQ ICE 8.1-2)

If the candidate opts to sit all examinations in one day, with supervised break(s) between each examination, refer back to and amend/further complete the **Resolving exam timetable clashes** form. (Also refer to ICE 8.2)

This form is used to record and manage the arrangements for overnight supervision resulting from eligible timetable clashes (as detailed in the regulations above) only once all other options for accommodating all papers on the day they are timetabled have been explored and exhausted. A copy of this completed form will be provided to the candidate and/or the candidate’s parent/carer.

Date of clash		Candidate No.		Name	
Record of arrangements					

Tick to confirm

- The requirements in the JCQ document *Instructions for conducting examinations 1 September 2025 to 31 August 2026* (8. **Overnight supervision arrangements**) have been followed
- These arrangements are being applied as a last resort as all other options for the candidate to sit all the exams on the scheduled day have been exhausted
- The JCQ *Overnight Supervision* form has been completed online using the Centre Admin Portal
- The JCQ *Overnight supervision declaration* form has been completed and signed by all required parties so they fully understand their responsibilities
- The candidate’s parent/carer or a member of centre staff has been appointed to supervise the candidate on journeys to and from the centre and overnight. This appointed supervisor(s) has been provided with a copy of the completed *Overnight supervision declaration* form
- A member of centre staff or an invigilator has been appointed to supervise the candidate at all times while on the premises during the required period of centre supervision to ensure there is no contact with other candidates
- All parties involved have been informed that any infringement of the conditions governing overnight supervision arrangements may lead to the awarding body being unable to accept the script(s) and/or the application of sanctions, as detailed in the JCQ document *Suspected Malpractice: Policies and Procedures* www.jcq.org.uk/exams-office/malpractice

Arrangements confirmed by exams officer (signature) Date

In case of query, please contact the exams officer [insert contact details]