**2024 National Qualifications Change of Timetable Checklist**

To allow us to consider your request, please complete the following section and return it with your proposed arrangements. Please read each statement carefully and tick the relevant boxes to confirm that you will comply with these requirements.

**Centre Name:** Click or tap here to enter text. **Centre No:** Click or tap here to enter text.

As the presenting centre, I can confirm that:

|  |  |
| --- | --- |
| The proposed arrangements for the exam(s) affected are of the same duration as the timetabled exam, including where candidates require extra time. |  |
| Candidate(s) have been allocated at least 30 minutes break between exam papers. Where a shorter break has been applied, the candidate and their parent/guardian has agreed to this arrangement. |  |
| The candidate(s) will be isolated and supervised by centre staff during all intervals/breaks between each exam paper. |  |
| Our centre will ensure that the candidate(s) has/have no access to the internet, phones (including mobile phones) or any other electronic device during the period of isolation. |  |

**Head of Centre signature** Click or tap here to enter text. **Date** Click or tap here to enter text.

**For SQA use only**

|  |  |
| --- | --- |
| Exam duration of proposed arrangements have been checked. |  |
| Centre has confirmed all security requirements above will be adhered to. |  |

**Checked by:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

**Checked by (Supervisor):** Click or tap here to enter text.

**Date response issued to centre:** Click or tap here to enter text.