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**Request for Change of Timetable**

**National Qualifications 2024**

The official start times of exams should be strictly adhered to by all centres. However, to meet the needs of varying local circumstances, your head of centre has flexibility to advance or delay the start time of exams by up to a maximum of half an hour from the time specified in the exam timetable.

Your head of centre is responsible for confirming the amended details, in writing, to the chief invigilator, invigilators and teaching staff affected by the change, and to all candidates.

Requests to advance or delay the start of exams by more than half an hour must be made to SQA by your head of centre, using the form overleaf. They must clearly state the reasons for the proposed change as requests will only be granted in exceptional situations. Requests should be emailed to coincidents@sqa.org.uk.

Note: If the reason for any request relates to a personal or medical condition, you do not need to specify the nature of the condition. You will need to advise of any agreed assessment arrangements such as extra time.

**Adjusting the start time of exams with a duration of one hour or more**

If your centre chooses to advance the start time of the exam, candidates must not be released from the exam room until half an hour after the official starting time.

If your centre chooses to delay the start time of the exam, the candidates involved must be under supervised isolation from 30 minutes after the official starting time until the delayed start of their exam, when they will come under the supervision of the invigilator.

Your centre is responsible for ensuring that, during any period of supervision, candidates have no access to the internet, phones (including mobile phones) or any other electronic devices.

**Adjusting the start time of exams with a duration of less than one hour**

If your centre chooses to advance or delay the start time of an exam that has a duration of less than one hour, you **must** put the following arrangements in place:

* Candidates must be supervised during breaks between papers.
* Candidates must remain in the exam room for the entire exam.
* When advancing the start time, candidates must be supervised until 30 minutes after the official start time of the exam.

Your centre is responsible for ensuring that, during any period of supervision, candidates have no access to the internet, phones (including mobile phones) or any other electronic devices.

**Please consider the following points when submitting a request:**

* The proposed times for there-arranged exammust be the sameduration as the timetabled exam.
* Candidates should be allowed at least 30 minutes between exams to prepare and/or check their equipment.
* Candidates should be entitled to at least 30 minutes lunch break, although shorter times may be considered, but only if agreed by both the candidate and a parent/guardian.

**Request for Change of Timetable 2024**

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| Centre name:  | Centre number: |
| Course | **Level** | **Paper** | **Exam date** | **Official time of exam** | **Candidate****Group or Name** | **Proposed arrangements** | **Reason for proposed change (including any extra time entitlement)** |
| **From** | **To** | **From** | **To** |
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| Head of Centre signature: | **Date:** |

Please email your completed form to coincidents@sqa.org.uk