

Starting times for examinations and supervising candidates

JCQ
Instructions
for conducting
examinations
(ICE) section 6

Centres in the UK can start exams up to 30 minutes earlier than, or later than, the awarding bodies' published starting time for the session.

No awarding body permission needed

No paperwork to complete

To maintain the security of the exam, all candidates must start within these windows



Exceptions

- Timetable clashes
- Arrangements described in ICE paragraph 7.2
- Candidates who arrive late for their exam



Morning session

Centres can start exams at any point during these times

8.30am

Earliest centre starting time

9.00am

Published starting time

9.30am

Latest centre starting time

Afternoon session

Centres can start exams at any point during these times

1.00pm

Earliest centre starting time

1.30pm

Published starting time

2.00pm

Latest centre starting time

CCEA EXAMS

8.45am

Earliest centre starting time

9.15am

Published starting time

9.45am

Latest centre starting time

How long must candidates be kept under centre supervision?



Exams lasting one hour or more

(ICE 6.8 and 6.9)

Centre starts the exam earlier

Until **one hour** after the published starting time

Centre starts the exam later

From **30 minutes** after the published starting time until they start the exam



Exams lasting less than one hour

(ICE 6.10 and Appendix 2)

Centre starts the exam earlier or later

Until the published finishing time of the exam



Question papers must also be kept secure



Example — where a centre starts an exam earlier than the published starting time

Afternoon session
Exam: 1h 15min

Candidates remain under centre supervision

1.00pm

Exam starts

2.15pm

Exam ends

2.30pm

The awarding bodies' published starting time is **1.30pm**

For exams lasting one hour or more, candidates must be supervised until **one hour** after the published starting time