

## Timetable Deviation and Additional Sessions

### What is a timetable deviation?

A timetable deviation involves moving an exam to another time on the day the exam is scheduled to take place, or to another day altogether. You may need to ask for a timetable deviation.

Reasons for a timetable deviation:

- the candidate having to attend a **hospital appointment**.
- the candidate taking part in a **sporting event** at international level.

If the student wants to ask for a timetable deviation must:

- inform **at least four weeks** before the examination date.
- complete **Timetable Deviation Form**.
- submit Form to the Secondary Coordinator.

In the case of a medical emergency, only a **medical certificate from the Hospital Center** will be accepted. In this case, the examination will take place the following Saturday after notifying the office.

## Timetable Deviation and Additional Sessions Form

Read the guidance notes at the end of the form before you fill it in.

Parent/Guardian Name and Surname:

Center: Sierra Bernia School

\_\_\_\_\_

Student Name and Surname:

Date:

\_\_\_\_\_

\_\_\_\_\_

Scheduled date and time for component						AM/PM	Proposed date and time for Timetable Deviation (fulfill by institution)						AM/PM
D	D	M	M	Y	Y		D	D	M	M	Y	Y	
							Key Time for examination (HH:MM)			Duration of examination (HH:MM)			
Please list other exams to be taken on the same day									Time of exam (HH:MM)		Duration of exam (HH:MM)		

Reasons for application (tick the appropriate box)	
<input type="checkbox"/>	Candidate is participating in an international event
<input type="checkbox"/>	Candidate has hospital/medical appointment
<input type="checkbox"/>	Bus/transport difficulties
<input type="checkbox"/>	Other (please specify):

Signed	
Name _____	Date _____