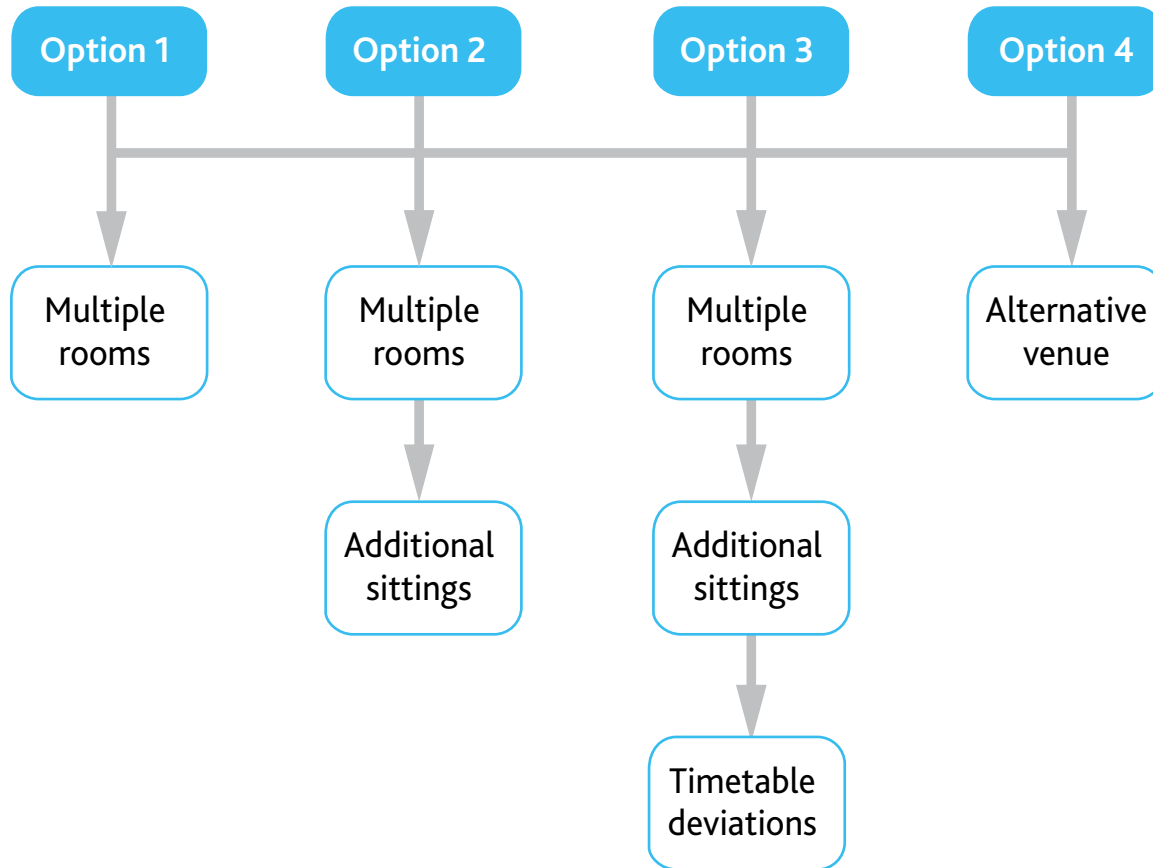


What if I can't fit all candidates in the same room for an exam?

See below for your options, and more details on the right...



Option 1: Multiple rooms

You can run the same exam in more than one exam room. Check the suitability of rooms at your centre when planning which rooms can be used for holding exams. Plan to run your exam with the same start time and ensure that each room has the correct amount of invigilators.

You do not need to tell us if you plan to use multiple rooms. See section 4.5 of the *Cambridge Handbook* for more information on preparing the exam room.

Option 2: Additional sittings

If you don't have enough suitable rooms/facilities for all of your candidates to start the exam at the same time, you can apply for Additional Sittings. The exam can have different start times if:

- all sittings are held in the same session (AM, PM or EV).
- you can demonstrate your plan for Full Centre Supervision for the relevant candidates.

You must tell us if you plan to use Additional Sittings. Please read Section 1.2.4 of the *Cambridge Handbook* and apply using *Preparation - Form 8*.

Option 3: Timetable deviations

If you still do not have enough rooms or time for all your candidates to take their exam in the same session, you can apply for a timetable deviation. The exam may be able to move sessions if:

- it is moving to a later session – eg. AM to PM
- you can demonstrate your plan for Full Centre Supervision for the relevant candidates.

We don't allow timetable deviations that bring an exam into an earlier session.

You must apply for our permission to use Timetable Deviations. Please read Section 1.2.3 of the *Cambridge Handbook* and apply using *Preparation - Form 2*.

Option 4: Alternative venue

If you have looked at multiple rooms, additional sittings and timetable deviations, and still cannot find a way for your candidates to sit the exam at your centre you can apply for an alternative venue. You may be able to apply to hold your exam in an alternative venue if:

- you have found a suitable venue for all candidates, you cannot split your candidates between two venues.
- you can demonstrate your plan for the safe transportation of question papers and answer scripts, if applicable.

You must apply for our permission to use Alternative Venues. Please also read our guidance around alternative venues in our *Guidance on running exams in the November 2020 series* and read section 2.6 of the *Cambridge Handbook* and apply using *Entries - Form 5*.