Create your centre's exam timetable – template

Read the guidance notes on the following page, and refer to the relevant timetable, before you complete this exam timetable template for your centre.

Centre number	Your **AM** Key Time	Your **PM** Key Time	Your **EV** Key Time (if applicable)	Your administrative zone
IT488	11	15		3

Date of exam	AM PM EV	Syllabus code	Component code	Syllabus/Component title	Exam times Start time	Exam times Finish time	Exam duration Hours	Exam duration Mins	Full Centre Supervision required? Y/N	Full Centre Supervision Start time	Full Centre Supervision Finish time	Number of invigilators	Number of candidates	Invigilators
10/05/22	PM	0610	61	Biology/ATP	14:30	15:30	01	00	No			2	42	
11/05/22	PM	0610	31	Biology/Theory	14:30	15:45	01	15	No			1	4	
11/05/22	PM	0610	41	Biology/Theory	14:30	15:45	01	15	No			1	38	
13/05/22	AM	0470	22	History/Paper 22	10:00	12:00	02	00	No			2	32	
13/05/22	PM	9990	31	Psychology/Theory	14:30	16:00	01	30	No			1	1	
18/05/22	AM	9709	32	Mathematics/Paper 3	10:00	11:50	01	50	No			1	1	
20/05/22	AM	0470	42	History/ATC	14:30	15:30	01	00	No			2	32	
23/05/22	AM	0495	12	Sociology/Paper 12	10:00	12:00	02	00	No			1	5	
25/05/22	PM	9990	41	Psychology/ 41	14:30	16:00	01	30	No			1	1	
27/05/22	AM	0495	22	Sociology/Paper 22	10:00	11:45	01	45	No			1	5	
10/06/22	PM	0610	11/21	Biology/MC	14:30	15:15	00	45	No			2	42	

Make sure all exams are timetabled in accordance with our Key Time, Full Centre Supervision and invigilator requirements regulations found in the 'Key Times and Full Centre Supervision' section of the *Cambridge Handbook*. Your country specific Key Time information is available on our website.

Create your centre's exam timetable
Guidance notes

To help you create an exam timetable for your centre which meets our regulations, you must complete the following steps:

1. Check which administrative zone your centre is in by using our administrative zone tool.
2. Download the exam timetable which is allocated to your administrative zone. Each zone has a specific timetable and it is essential you use the timetable allocated to your administrative zone.
3. Find the Key Times for your centre using our Key Times tool. You must know your Key Times before you create your centre's exam timetable.
4. Decide if you need to conduct periods of Full Centre Supervision. You must follow the regulations in the 'Key Times and Full Centre Supervision' section of the *Cambridge Handbook.*
5. Make sure you have enough invigilators for the amount of candidates taking each exam.
6. Create your centre's exam timetable using this exam timetable template. Keep a copy of all the timetables you produce each series on file in your centre until after results release.

All our regulations are in the *Cambridge Handbook*. If you have any questions about the creation of your Centre's exam timetable please contact the Compliance Team: info@cambridgeinternational.org.