

Information for teachers on examination scheduling in AECs

1. Overview

- 1.1. The following is intended as a guide to the way that examinations are scheduled in Approved Examination Centres (AECs – i.e. the teacher's own studio).
- 1.2. It is the responsibility of RAD offices to schedule examinations.
- 1.3. In exceptional circumstances the examination day may need to vary from the guidelines below.

2. Working days

- 2.1. Examinations in most countries/regions will start at 10am unless otherwise requested or advertised by the local RAD office.
- 2.2. Examinations in most countries/regions will not normally start before 9am.
- 2.3. To request an earlier start, the desired time should be clearly indicated when submitting entry forms.
- 2.4. All examinations will be finished by 7pm.
- 2.5. The examination day (excluding breaks) will not exceed six hours.
- 2.6. Where the order of sets dictates that one half of the day will be longer than the other, a longer morning and a shorter afternoon will be scheduled.

3. Breaks

- 3.1. Examiners will not normally work for more than two hours without a break.
- 3.2. Breaks will be spread evenly throughout the day.
- 3.3. If a break is required at a specific point during the day this should be marked clearly on the entry form or in accompanying notes/correspondence. RAD offices will endeavor to provide teachers with their preferences, but this is not guaranteed.
- 3.4. For quality assurance purposes, examiners' breaks will not be shortened.

4. Timings

- 4.1. These timings are intended as a guide to the way that an examination day will be scheduled. Timings will not always be exactly as specified below.
- 4.2. A normal working day for examinations consists of 7½ hours in total. Examiners cannot examine for longer than 7½ hours in one day.

Breakdown	Full Day	Half Day
Examining time	6 hours	3 hours
Breaks	½ hour	¼ hour
Lunch break	1 hour	n/a
Total:	7½ hours	3¼ hours

- 4.3. Examining times and average breaks:

Examining time (hours)	Break 1 (minutes)	Break 2 (minutes)	Break 3 (minutes)
3	15	n/a	n/a
3½	30	n/a	n/a
4	15	45	n/a
4½	15	60	n/a
5 – 6	15	60	15

5. Monitoring and review

- 5.1. *Information for Teachers on Examination Scheduling in AECs* is monitored on a regular basis by the Examinations Strategy and Operations Committee.
- 5.2. These guidelines are reviewed on an annual basis and are signed off by the Director of Examinations.

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Circulation:

- National Directors, Managers and representative offices
- RAD websites



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