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NOTIFICATION OF INTENT TO CONDUCT GCSE, GCE AND ELC EXAMINATIONS, BASIC SKILLS, FUNCTIONAL SKILLS, KEY SKILLS, PRINCIPAL LEARNING UNITS WITHIN A DIPLOMA AND EXAMINED VOCATIONAL QUALIFICATIONS AT AN ALTERNATIVE SITE FOR THE WHOLE ACADEMIC YEAR OR A SINGLE EXAMINATION SERIES

Please refer to the notes overleaf before completing this form.

Centre Name: Centre Number:

The examinations indicated below are to be held at: (if more than one site please complete separate form)

Address Post Code:

Distance from registered address

Reason for moving examination(s) to an alternative site

Any queries about the suitability of the site proposed must be discussed with the appropriate awarding body in advance.

If **all** examinations are being held at an alternative site for the **entire academic year** please tick box

If **all** examinations are being held at an alternative site for a **single series** please tick box

Examination(s) start date: Examination(s) end date:

Date	am/pm	Awarding Body	Title of Examination(e.g. GCSE English Paper 1 or OCR Certificate in Professional Competence (CPC) in National Road Haulage Level 3)	Number of Candidates

Conduct of the examinations at the alternative site will be undertaken by:

I confirm that all examinations held at the alternative site will be conducted in accordance with the JCQ *Instructions for conducting examinations*

Head of centre (Please print name)	Signature	Date

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Guidance notes on alternative sites and completing this form

1. This form is to be used **only** when a centre intends to conduct an examination for **all** candidates at an address other than the centre's registered address held by an awarding body (see the JCQ publication *Instructions for conducting examinations paragraph 5.2*). It is **not** to be used to inform JCQ of any consortium arrangements or transferred candidate arrangements.
2. Question papers and examination stationery **must** be kept at the registered address until **one hour before the published UK start time for the examination**, when they should be taken to the examination venue by a member of centre staff.
3. **It is the centre's responsibility to ensure that question papers and examination stationery are transported in a secure manner within one hour of the published UK start time for the examination.**
4. Material **must not** be transported **before the day of the examination under any circumstances.**

The completed form(s) should be sent to the JCQ Centre Inspection Service as soon as possible and no later than six weeks before the start of the examination series or six weeks before the start of the first examination series affected when completing the form for an entire academic year.

Please return the form(s) to the appropriate address:

Centre numbers in ranges:	Please return form to:
GQ Ranges 10000 - 67999	Senior Administrator JCQ Centre Inspection Service Stag Hill House
69000 - 70999	Guildford
All VQ centres in England and Scotland	GU2 7XJ
	Tel. 01483 476 271 Fax. 01483 303 968
	e-mail: jqcinspectionsservice@aqa.org.uk

Centre numbers in the range:	Please return form to:
68000 - 68999	Mike Jermyn WJEC 245 Western Avenue
	Cardiff
	CF5 2YX
	Tel. 02920 265 130 Fax. 02920 575 994
	e-mail: mike.jermyn@wjec.co.uk

Centre numbers in the range:	Please return form to:
71000 - 71999	Bronagh Murray CCEA 29 Clarendon Road Belfast
	BT1 3BG
	Tel. 028 9026 1293 Fax. 028 9026 1290
	e-mail: bmurray@ccea.org.uk