

AQA

CCEA

Edexcel

OCR

WJEC

Guidance notes concerning Transferred Candidates

Applications for transferred candidate arrangements will only be accepted in exceptional circumstances e.g. where a candidate is unable to attend the centre for his/her examinations as a consequence of a serious medical condition or suspension/exclusion.

An awarding body will only approve an application for a transferred candidate arrangement if it can be satisfied that the security and integrity of the affected examination(s) will be maintained at all times. The host centre **must** be in a position to adhere to the JCQ publication *Instructions for conducting examinations* **before, during and after the examination(s)**.

The host centre **must** comply with the regulations governing the secure storage of question papers and other confidential materials, as well as ensuring the examinations are conducted in line with the requirements of the JCQ publication *Instructions for conducting examinations*.

1. Introduction

- **Please read the following guidance notes before completing the application form.**
- Private candidates should consult the regulations of the appropriate awarding body to check any restrictions on transferred candidate arrangements which may apply to them.
- Candidates following distance learning courses should make an entry arrangement at a local school or college willing to accept an entry.
- Examination officers should seek advice from the appropriate awarding body if they are uncertain as to the acceptability of a proposed reason for transfer.

2. Components

- These arrangements cover **externally assessed timetabled written components** for GCSE, GCE, ELC and free-standing Functional Skills qualifications.
- It is expected that candidates sitting timetabled Principal Learning units and Functional Skills examinations as part of a Diploma qualification will sit such examinations at the home centre.
- **Practical or controlled tests** such as **Art & Design**, and **Music aural examinations** should normally be dealt with under the JCQ Alternative Site arrangements. In such circumstances, examination officers should complete the appropriate **JCQ Alternative site form** (www.jcq.org.uk/).
- **Controlled Assessments and coursework** are specifically **excluded** from transferred candidate arrangements.
- **Modern Foreign Language Speaking Tests** where a candidate has moved from one part of the country to another or is in hospital will be processed as a transferred candidate arrangement.

3. Reasons for requests

Acceptable reasons for requesting transfers include the following:

✓	illness/pregnancy prevents a candidate from taking the examination at the entering centre;
✓	a candidate has moved house after entries have been made;
✓	a candidate has been suspended/excluded from the entering centre;
✓	a candidate is in the armed forces and has transferred to another base;
✓	a candidate is representing his/her country at an International level in a sporting event (centres must provide appropriate supporting evidence, i.e. an official letter from the organisers of the sporting event);
✓	a candidate has entries in different subjects involving more than one centre, giving rise to a timetable clash in a particular session. (Applications must be submitted before the relevant deadline date.)
Please note that acceptable reasons for requesting transfers are subject to the candidate(s) transferring to an examination centre approved by one or more of the JCQ awarding bodies.	

Unacceptable reasons for requesting transfers include the following:

×	a candidate sitting examinations below Year 11 (Year 12 in Northern Ireland) - since a further assessment opportunity will be available to candidates;
×	a candidate who is taught at a different centre to that which made the original entry, e.g. consortium arrangement;
×	a candidate's <u>personal arrangements</u> such as a wedding or holiday arrangements;
×	<u>school field trips, exchange visits, work experience or gap year.</u>

4. Application procedure

- The application form JCQ/TC should be completed by the entering centre and then forwarded to the host centre for completion. Once completed by both centres, the forms should be sent to the **appropriate** awarding body. (If confirmation has not been received two weeks prior to the first examination, please contact the awarding body.)
- A separate application form should be completed for each examination series and forwarded to the **appropriate** awarding body.
- The host centre **must** be a registered centre for General Qualifications examinations with one or more of the JCQ awarding bodies.
- When a transfer has been agreed, the awarding body will send question papers, together with ancillary documents and materials to the host centre.
- **The candidate's entry remains with the entering centre.** The candidate will retain the centre, candidate and UCI numbers already allocated. If a candidate's entry is to be changed, you must contact the awarding body conducting the examination.

Examination officers should not confirm transferred candidate arrangements until approval has been obtained from the awarding body concerned.

5. Closing date for requests

Requests must be submitted as early as possible and normally at **least 4 weeks** before the date of the first examination of the series:

Examination series	Date
November 2010	11 October 2010
January 2011	1 December 2010
March 2011	1 February 2011
June 2011	12 April 2011

Awarding bodies will **not** be able to guarantee arrangements if requests are received within 4 weeks of the start of the examination series. Examination centres should contact individual awarding bodies for details of the costs associated with this service.

6. Responsibilities of the entering centre

The entering centre must:

- provide the host centre with a copy of any pre-release material received, unless the awarding body says otherwise. In the event that the awarding body has stipulated that the pre-release material must be kept under secure conditions until the appointed time for the examination, the entering centre **must** contact the awarding body to request that such material is additionally sent directly to the host centre;
- be responsible for marking any internally assessed components;
- submit internally assessed marks to the awarding body;
- make available for moderation purposes any controlled assessments or coursework samples. There may be a need to liaise with the host centre in order to do this;
- submit estimated (forecast) grades to the awarding body;
- process a request for an access arrangement;
- provide the host centre with confirmation of the approval for the respective access arrangement(s). For GCSE and GCE qualifications, this will be a copy of the approval sheet as printed from *Access arrangements online*;
- inform the relevant awarding body of an amendment to an entry detailed on the transferred candidate form, **after** an application for a transferred candidate arrangement has been processed;
- at the time of the examination(s), write 'transferred to' (centre number) on the attendance register. This will inform the examiner that the script should arrive separately. Do not write 'Absent';
- inform the transferred candidate that he/she will have to provide suitable evidence of identification to the host centre;
- forward to the candidate their results and certificates;
- request any post-results services such as late certification, Access to Scripts or Enquiries about Results;
- pay for the transferred candidate arrangement (the entering centre is responsible for the payment of fees for transferred candidates and will receive an invoice from the awarding body).

7. Responsibilities of the host centre

The host centre must:

- check the identity of the transferred candidate;
- complete an attendance register for each examination, which **must** be sent to the awarding body/examiner **with the script** in the plastic envelope provided by the awarding body. If the candidate fails to attend, please write 'Absent' on the attendance register and send it in the envelope provided. A transferred candidate **must not** be added to any of your own attendance registers and their script **must not** be enclosed with your candidates' scripts;
- refer to the instructions issued by QCDA under its Secure Script Carriage Service for general qualifications, if in England (<http://www.qcda.gov.uk/qualifications/exams/3929.aspx>)
- make sure that the entering centre submits any request for special consideration to the awarding body.

8. Starting times of examinations

Examinations **must** start at 9.00 a.m. and 1.30 p.m. UK time unless otherwise stated on the timetable. For reasons of examination security, examinations in overseas centres **must** also start at the correct UK starting time. Any request from an overseas centre to alter the starting time from the local equivalent of the UK starting time **must** be submitted to the awarding body in writing for approval.

For any candidate subject to a timetable variation he/she **must** be supervised at all times as per **section 2 of the JCQ publication *Instructions for conducting examinations***.