

AQA

CCEA

Edexcel

OCR

WJEC

Application for GCSE, GCE, ELC and free-standing Functional Skills Examinations

Transferred Candidates

This document should be used in conjunction with the guidance notes concerning transferred candidates. Please refer to the notes for acceptable reasons for transfer.

When a candidate is unable to sit an examination at his/her centre of entry (the entering centre), it may be possible for arrangements to be made for the examination to take place at an alternative **registered centre** (the host centre). This form should be completed by both parties so that the request can be submitted to the awarding body conducting the examination.

All parts of this form must be completed before submitting it to the awarding body conducting the examination. Failure to complete all parts of the form will significantly delay the process.

Part 1 - To be completed by the entering centre (please write clearly **IN BLACK INK)**

Entering centre number

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Entering centre name _____

Entering centre contact name _____

Entering centre tel. number

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Entering centre fax number

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Entering centre e-mail address _____

(an official school/college e-mail address must be provided and not Hotmail, Google, Yahoo or any other personal e-mail addresses)

Candidate number

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Candidate name _____

UCI

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Reason for transfer request _____

Part 2 – To be completed by the host centre (please write clearly)

Host centre number

Host centre name _____

Host centre contact name _____

Host centre tel. number

Host centre fax number

Host centre e-mail address
(an official school/college e-mail address must be provided and not Hotmail, Google, Yahoo or any other personal e-mail addresses) _____

Host centre address _____

Registered with the following JCQ awarding bodies _____

This declaration MUST be signed by the head of the host centre or the examinations officer

The host centre is a registered centre for General Qualifications examinations with one or more of the JCQ awarding bodies. I have read the *Guidance notes concerning Transferred Candidates*, and confirm that the above candidate has been accepted to sit the above examination(s) at this centre. The examination(s) will be conducted in full accordance with the JCQ publication *Instructions for conducting examinations*.

Position (must be head of centre or exams officer)	Name (please print in block capitals)	Signature	Date

Please return to:

Entry Exceptions Centre Support AQA Stag Hill House Guildford Surrey GU2 7XJ Fax: 01483 453 605	Entries Section CCEA Clarendon Dock 29 Clarendon Road Belfast BT1 3BG	Operations Support Edexcel One90 High Holborn London WC1V 7BH	Centre Services OCR 1 Hills Road Cambridge CB1 2EU Fax: 01223 552 646	GCSE/GCE Section WJEC 245 Western Avenue Cardiff CF5 2YX
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