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NOTIFICATION OF INTENT TO CONDUCT GCSE, GCE, ELC, BASIC SKILLS, FUNCTIONAL SKILLS, KEY SKILLS AND PRINCIPAL LEARNING EXAMINATIONS 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 JCQ Centre Inspection Service 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 exam series** please tick box

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

Date	am/pm	Awarding Body	Title of Examination (e.g. GCE AS English Literature Unit 6391)	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 5.3**). 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.**

Functional Skills 'window' examinations

If a centre wishes to conduct a Functional Skills examination, which is set within a window, at an alternative site, the JCQ Alternative Site form **must** be completed and sent to the JCQ Centre Inspection Service.

The centre **must** only move question papers and examination stationery between sites **within the published window** for conducting the examination. The centre **must** ensure that question papers and examination stationery are transported securely to the alternative site. A member of centre staff **must** be responsible for this.

The alternative site to be used for the conduct of the examination **must** store the question papers and examination stationery securely, as per **section 1.3, page 5** of the JCQ publication *Instructions for conducting examinations*.

The centre and the alternative site **must** both maintain a log detailing when materials were transferred to and from sites. This log **must** be made available for inspection purposes.

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 (where an alternative site is being used for a single examination series, e.g. June 2012 series); or
- six weeks before the start of the first examination series of the academic year (where an alternative site will be used for all examinations during the academic year 2011/2012).

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

Centre numbers in ranges:	Please return form to:
10000 - 67999 & 69000 - 70999	JCQ Centre Inspection Service Stag Hill House Guildford GU2 7XJ Tel. 01483 556 271 Fax. 01483 303 968 e-mail: jqcinspectionsservice@aqc.org.uk

Centre numbers in the range:	Please return form to:
68000 - 68999	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 Campbell CCEA 29 Clarendon Road Belfast BT1 3BG Tel. 028 9026 1293 Fax. 028 9026 1290 e-mail: bcampbell@ccea.org.uk