



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) **due to exceptional circumstances**, 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.

A separate form must be completed for each awarding body. 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)**

Entering centre number

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Entering centre name

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Entering centre contact name  
(Dr/Mr/Mrs/Ms)

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Entering centre tel. number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Entering centre fax number

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Entering centre e-mail address (to be used for acknowledgment purposes only)

**NB: An official school/college email address must be provided; not Hotmail, Google, Yahoo or any other personal email addresses**

Candidate number

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Candidate name

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Year group of candidate  
(Please specify e.g. Y10)

Y		
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UCI

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Specific reason for transfer request:

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**Please list any access arrangements or orders for modified papers which have been processed**

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

Host centre number 

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Host centre name \_\_\_\_\_

Host centre contact name (Dr/Mr/Mrs/Ms) \_\_\_\_\_

Host centre tel. number 

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Host centre fax number 

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Host centre e-mail address (to be used for acknowledgement purposes only) \_\_\_\_\_

**NB: An official school/college email address must be provided; not Hotmail, Google, Yahoo or any other personal email 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 the awarding body which is conducting the examination(s):**

Entry Exceptions Centre Support <b>AQA</b> Stag Hill House Guildford Surrey GU2 7XJ  Fax: 01483 453 605	Entries Section <b>CCEA</b> Clarendon Dock 29 Clarendon Road Belfast BT1 3BG	Special Requirements <b>Edexcel</b> One90 High Holborn London WC1V 7BH  Fax: 020 7190 5606/5607	Centre Services <b>OCR</b> 1 Hills Road Cambridge CB1 2EU  Fax: 01223 552 646	GCSE/GCE Section <b>WJEC</b> 245 Western Avenue Cardiff CF5 2YX
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