



AQA

CCEA

OCR

Pearson

WJEC

Guidance notes on alternative site arrangements

In addition to these guidance notes centres **must** also refer to the JCQ publication *Instructions for conducting examinations* –

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

1. **An on-line submission must only be made for timetabled written examinations in the following qualifications:**
AEA, AQA Applied General qualifications, AQA Level 1, Level 2 and Level 3 Technical qualifications, BTEC (BTEC Firsts, BTEC Nationals and BTEC Tech Awards), Cambridge Nationals, Cambridge Technicals, Edexcel Awards, Edexcel International GCSE, ELC, FSMQ, GCE, GCSE, OCR Level 3 Certificates, WJEC Level 1 and Level 2 General qualifications, WJEC Level 1 and Level 2 Vocational Awards and Certificates and WJEC Level 3 Certificates and Diplomas.
2. **An on-line submission must not be made for non-timetabled assessments**, e.g. GCSE controlled assessments, GCE coursework, GCE/GCSE non-examination assessments or practical assessments.
3. **An on-line submission must only be made when a centre intends to conduct an examination for any candidates at an address other than the centre's registered address** (see the JCQ publication *Instructions for conducting examinations*).
4. **Alternative site arrangements do not cover transferred candidate arrangements.**
5. **Any queries about the suitability of the proposed site must be discussed with the JCQ Centre Inspection Service before completing the form online.**
6. Question papers and examination stationery **must** be kept under secure conditions at the centre's registered address until **90 minutes before the published starting time for the examination**. The question papers will then be taken to the examination venue by a member of centre staff.
7. **It is the centre's responsibility to ensure that question papers and examination stationery are transported in a secure manner within 90 minutes of the published starting time for the examination.**
8. Material **must not** be transported **under any circumstances before the day of the examination**.
9. **The head of centre is responsible for ensuring that the examination(s) will be conducted in accordance with the JCQ publication *Instructions for conducting examinations*.**

The notification of intent to conduct examinations at an alternative site must be submitted on-line no later than six weeks before the start of the examination series.

For advice:

Centres in England and Scotland

e-mail: [jqcinspectionsservice@qa.org.uk](mailto:jcqinspectionsservice@qa.org.uk)

Tel. 01483 556 271

Centres in Wales

e-mail: centres@wjec.co.uk

Tel. 02920 265 077

Centres in Northern Ireland

e-mail: centresupport@ccea.org.uk

Tel. 028 9026 1293