

**Exam Materials Receipt Log – At the point of delivery to the centre**

This log has been designed to help you – feel free to adopt it to meet your needs.

Please check that all deliveries received are addressed to your centre and are intact. If there are any problems with the delivery you **must** inform the exams officer immediately.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date/time of receipt | Name of Staff Member who received delivery | Waybill /  tracking number | Number of packages  i.e. envelopes and boxes | Awarding body | Action taken | |
| Name of person delivering material to Exams Office (include date & time) | Name of person within Exams Office collecting material (include date & time) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |