



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 qualifications (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 Applied Certificates, Diplomas and Extended Diplomas.

For any other qualification please contact the relevant awarding body for guidance.

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, MFL Speaking Tests or practical assessments. **If an alternative site is required for a non-timetabled assessment you must contact the awarding body for guidance.**
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 awarding body's 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 securely within 90 minutes of the awarding body's 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 as per 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.

However, if the notification is for a candidate to sit an examination at home or in hospital due to a medical condition, it may not be possible to submit the information six weeks in advance. In these circumstances a late submission should be made as soon as the details are known.

NB The use of an alternative site is not an arrangement that requires advance approval. The online form is completed to notify the JCQ Centre Inspection Service that the centre will be conducting examinations away from the registered address. Once the form has been submitted, it is not necessary to contact the JCQ Centre Inspection Service for confirmation that the arrangement has been approved.

For advice:

Centres in England and Scotland

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

Tel: 01483 556 271

Centres in Wales

e-mail: [jqcinspectionsservice@wjec.co.uk](mailto:jcqinspectionsservice@wjec.co.uk)

Tel: 02920 265 077

Centres in Northern Ireland

e-mail: centresupport@ccea.org.uk

Tel: 028 9026 1293