

## Communication Professional cover sheet

Please read the attached notes before completing this form.			
<b>Examination series</b>			
<b>Centre No</b>			
<b>Candidate No</b>		<b>Candidate name</b>	

<i>Examination for which a Communication Professional was used</i>			
<b>Awarding body</b>	<b>Specification title</b>	<b>Specification entry code</b>	<b>Unit/ component</b>
Additional information (if appropriate)			
Sign Language Interpretation has been used to give access to the questions, in accordance with the JCQ regulations. The question number(s) of any single-word answer(s) that were signed by the candidate have been identified in the box above.			
<b>Communication Professional</b>		Date	
Name (Please print)			
Signature			
<b>Head of centre/Exams officer</b>		Date	
Name (Please print)			
Signature			
<i>To be completed by the examiner</i>			
I have read the Communication Professional's cover sheet.			
I have marked the script in accordance with the instructions given.			
Comments (if appropriate) for awarding body attention			
<b>Examiner</b>		Date	
Name (Please print)			
Signature			

## Notes on the completion of the Communication Professional cover sheet

### Centre:

- **Examination scripts:** the form **must** be completed and placed inside the candidate's completed script when handwritten. Where the candidate's completed script has been typed, please refer to the relevant awarding body's instructions.
- The script **must** be produced in accordance with the regulations in **Chapter 5, section 5.13 of the JCQ publication *Access Arrangements and Reasonable Adjustments*. Failure to comply may constitute malpractice which could lead to the disqualification of the candidate.**
- The information required in the boxes on the form **must** be correct and complete.
- Any single word answers signed by the candidate **must** be written on the script by the Communication Professional and the question numbers identified on the cover sheet.
- In the box marked ***Additional Information*** indicate whether any problems were experienced with the production of the script, which should be drawn to the attention of the examiner.
- The form **must** be signed by the Communication Professional and countersigned by the head of centre/examinations officer in order for the script to be accepted.