









## WHAT IS AN ALTERNATIVE SITE ARRANGEMENT?

An alternative site arrangement is where an examination will be conducted away from the centre's registered address and at a venue which is not a registered examination centre.



## WHAT WOULD BE AN ALTERNATIVE SITE?

The following are examples of an alternative site. However, the list is not exhaustive:

 A hospital which is a non-registered centre	 The candidate's home	 A local church hall
 A local community hall	 A local sports hall	 Another building owned by the centre which is situated at a different location from the centre's registered address

An alternative site may additionally include centres which operate as part of a consortium, such as a multi-academy trust. A centre can transport question papers and other examination material in a secure manner to another local centre up to 90 minutes before the awarding body's published starting time for the examination.



## WHAT DO I NEED TO DO AS AN EXAMINATIONS OFFICER?

You **must** notify the JCQ Centre Inspection Service by submitting the JCQ Alternative Site form online, using the Centre Admin Portal (CAP), **no later than six weeks before the start of the examination series\***. The Centre Admin Portal (CAP) can be accessed via any of the awarding bodies' secure extranet sites.

When completing the online JCQ Alternative Site form you **must** provide the address of the alternative examination venue, details of the specific examinations taking place, when it will be used and the maximum number of candidates likely to be involved.



Don't forget to read the guidance notes before completing the online form. They can be found at: [jcq.org.uk/exams-office/online-forms](http://jcq.org.uk/exams-office/online-forms)

\*Where a candidate has a medical condition and will be completing their examinations at home or at a hospital which is not a registered examination centre, we understand that sometimes this is not known six weeks in advance of the start of the examination series. For these cases the notification should be submitted as soon as confirmed.



## WHAT ARE THE ARRANGEMENTS FOR QUESTION PAPERS?

Question papers **must** be kept in the centre's secure storage facility at the centre's registered address until 90 minutes before the awarding body's published starting time for the examination.

The question paper(s) **must** be securely packaged and securely transported to the alternative site. The centre which made the entry for the examination(s) is responsible for the transportation of the question paper(s).

A member of centre staff must take the question paper(s) to the alternative examination venue. You may use an invigilator. You may use a taxi to take the question paper(s) to the alternative site, but a member of centre staff **must** be present.



## WHAT ARE THE ARRANGEMENTS FOR INVIGILATING EXAMINATIONS AT AN ALTERNATIVE SITE?

The centre that made the entry is not only responsible for the transportation of the question paper(s) but also for invigilating the examination(s). This means that the entering centre must ensure that the examination is conducted in accordance with JCQ regulations, including the display of the relevant posters and invigilator's announcement.



## WHAT ARE THE ARRANGEMENTS AT THE END OF THE EXAM?

Where candidates have completed an exam at an alternative site, the completed scripts must be securely transported to the entering centre. Scripts must be packed in the same order as candidates appear on the attendance register before being despatched.

Scripts and accompanying attendance registers must be despatched to the address provided on the same day of the examination wherever possible and must be despatched no later than the next working day.

Scripts must be retained in the entering centre's secure room if kept within the centre overnight.