



## WHAT IS A TRANSFERRED CANDIDATE ARRANGEMENT?

A transferred candidate arrangement is where a candidate sits their examinations at another registered centre **after** entries have been made.

This may be due to:

- a **diagnosed** medical condition which prevents the candidate from taking their examination(s) at the entering centre;
- the candidate moving house **after** entries have been made;
- the candidate being excluded or suspended from the entering centre;
- the candidate representing their club or country at an international level in a recognised sporting event;
- the candidate being taken into custody or sentenced;
- the candidate being subject to witness protection, leading to their relocation, or a child protection order.



## A TRANSFERRED CANDIDATE ARRANGEMENT IS SPECIFICALLY FOR TIMETABLED EXAMINATION COMPONENTS.

Non-examination assessment components, i.e. GCE coursework components, GCE/ GCSE non-examination assessment components, portfolios and practical components, are excluded from transferred candidate arrangements. On-demand tests are also excluded from transferred candidate arrangements.



## WHEN IS A TRANSFERRED CANDIDATE ARRANGEMENT NOT ALLOWED?

- A candidate's personal arrangements, such as a wedding or holiday arrangements.
- School field trips, exchange visits, work experience or a gap year.



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

The examinations officer at the entering centre must complete Part 1 of the online transferred candidates form. Form JCQ/TC is completed using the Centre Admin Portal (CAP). CAP can be accessed using any of the awarding bodies' secure extranet sites.

The host centre for the candidate's examinations must then complete Part 2 of the form and submit it online.



**Remember:** The candidate's entries must be in place **before** a transferred candidate arrangement can be processed online.

**Keep to the deadline – the deadline for transferred candidate arrangements for the June series is 21 March.**

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)

If you need to subsequently withdraw the transferred candidate arrangement, this must be done online using the Centre Admin Portal.



## WHAT ARE THE ARRANGEMENTS FOR QUESTION PAPERS?

When an awarding body has agreed a transferred candidate arrangement question papers will be sent to the host centre. Centres may be sent a PDF version of the question paper on the day of the examination.



## WHAT ARE THE ARRANGEMENTS FOR CONDUCTING THE EXAMINATIONS?

The examinations officer at the host centre **must**:

- be familiar with the JCQ document *Instructions for conducting examinations*;
- ensure the invigilators conducting the examinations have been thoroughly trained and understand the relevant sections of the JCQ document *Instructions for conducting examinations*;
- ensure that where the candidate requires a reader and/or a scribe they have been thoroughly trained and understand the rules of the access arrangement;
- check the identity of the transferred candidate;
- accurately complete an attendance register for each examination, which **must** be sent to the awarding body/examiner **with the script** in the plastic envelope provided by the awarding body.