



AQA

CCEA

Edexcel

OCR

WJEC

Application for GCSE, GCE, ELC and free-standing Functional Skills examinations - Transferred Candidates

This document should be used in conjunction with the guidance notes concerning transferred candidates. Please refer to the notes for acceptable reasons for transfer.

When a candidate is unable to sit an examination at his/her centre of entry (the entering centre) **due to exceptional circumstances**, it may be possible for arrangements to be made for the examination to take place at an alternative **registered centre** (the host centre).

This form should be completed by both parties so that the request can be submitted to the awarding body conducting the examination. **A separate form must be completed for each awarding body. All parts of this form must be completed before submitting it to the awarding body conducting the examination. Failure to complete all parts of the form will significantly delay the process.**

Part 1 - To be completed by the entering centre (please write clearly)

Entering centre number

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Entering centre name _____

Entering centre contact name (Dr/Mr/Mrs/Ms) _____

Entering centre tel. number

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Entering centre fax number

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Entering centre e-mail address (to be used for acknowledgement purposes only) _____

NB: An official school/college email address to be provided, and not hotmail, google, yahoo or any other personal email addresses

Candidate number

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Candidate name _____

UCI

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Reason for transfer request (see section 3 of the guidance notes) _____

Part 2 – To be completed by the host centre (please write clearly)

Host centre number

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Host centre name

Host centre contact name
(Dr/Mr/Mrs/Ms)

Host centre tel. number

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Host centre fax number

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Host centre e-mail address
(to be used for acknowledgement purposes only)

NB: An official school/college email address to be provided, and not hotmail, google, yahoo or any other personal email addresses

Host centre address

Registered with the following JCO awarding bodies

This declaration MUST be signed by the head of the host centre or the examinations officer

The host centre is a registered centre for General Qualifications examinations with one or more of the JCO awarding bodies. I have read the *Guidance notes concerning Transferred Candidates*, and confirm that the above candidate has been accepted to sit the above examination(s) at this centre. The examination(s) will be conducted in full accordance with the JCO publication *Instructions for conducting examinations*.

Position (must be head of centre or exams officer)	Name (please print in block capitals)	Signature	Date

Please return to the awarding body which is conducting the examination(s):

Entry Exceptions Centre Support AQA Stag Hill House Guildford Surrey GU2 7XJ Fax: 01483 453 605	Entries Section CCEA Clarendon Dock 29 Clarendon Road Belfast BT1 3BG	Special Requirements Edexcel One90 High Holborn London WC1V 7BH Fax: 020 7190 5606/5607	Centre Services OCR 1 Hills Road Cambridge CB1 2EU Fax: 01223 552 646	GCSE/GCE Section WJEC 245 Western Avenue Cardiff CF5 2YX
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