



AQA CCEA OCR Pearson WJEC

Guidance notes concerning transferred candidates for the academic year 2016/17

Applications for transferred candidate arrangements will only be accepted in exceptional circumstances. For example, where a candidate is unable to attend the centre for his/her examinations as a consequence of a serious medical condition or suspension/exclusion.

An awarding body will only approve an application for a transferred candidate arrangement if it can be satisfied that the security and integrity of the affected examination(s) will be maintained at all times. The host centre **must** be in a position to adhere to the JCQ publication *Instructions for conducting examinations* **before, during and after the examination(s).**

The host centre **must** comply with the regulations governing the secure storage of question papers and other confidential materials. The examination(s) **must** be conducted in full accordance with the requirements of the JCQ publication *Instructions for conducting examinations*.

Please read the following guidance notes before completing the application form.

1. Introduction

- The awarding body's regulations should be checked for any restrictions on transferred candidate arrangements which may apply to private candidates.
- **Examination officers should seek advice from the appropriate awarding body if they are uncertain as to the acceptability of a proposed reason for transfer.**

2. Reasons for requests

Acceptable reasons for requesting transfers include the following:

✓	A diagnosed medical condition which prevents the candidate from taking the examination(s) at the entering centre. A specific reason must be stated on page 2 of the application form.
✓	Pregnancy.
✓	A candidate has moved house after entries have been made.
✓	A candidate has been excluded or suspended from the entering centre.
✓	A candidate is in the armed forces and has transferred to another base.
✓	A candidate is representing his/her country at an International level in a recognised sporting event . (Centres must provide appropriate supporting evidence, i.e. an official letter from the organisers of the sporting event, signed and dated on headed paper, which makes specific reference to the candidate.)
✓	A candidate is taken into custody or is sentenced.
✓	A candidate is subject to witness protection, leading to his/her re-location, or a child protection order. (Please specify on page 2 of the application form.)

Please note that acceptable reasons for requesting transfers are subject to the candidate(s) transferring to an examination centre **approved** by one or more of the JCQ awarding bodies for general qualification examinations.

Unacceptable reasons for requesting transfers include the following:

×	A candidate in Wales or Northern Ireland sitting examinations below Year 11 (Year 12 in Northern Ireland) - since a further assessment opportunity will be available to candidates.
×	A candidate who is taught at a different centre to that which made the original entry, e.g. a consortium arrangement.
×	A candidate's personal arrangements such as a wedding or holiday arrangements.
×	School field trips, exchange visits, work experience or gap year.
Where a candidate has entries in different subjects involving more than one centre, giving rise to a timetable clash in a particular session, a transferred candidate arrangement will be accepted up to the published deadline for the series concerned. Applications received after the published deadline will be at the discretion of the awarding body.	

The list of acceptable and unacceptable reasons is not exhaustive. An awarding body reserves the right to use its discretion when accepting or rejecting an application for a transferred candidate arrangement.

3. Components

- These arrangements cover **externally assessed timetabled written components** for the following qualification types:
AEA, BTEC, Cambridge Nationals, Cambridge Technicals, Edexcel Awards, Edexcel Certificates, Edexcel International GCSE, ELC, FSMQ, GCE, GCSE and OCR Level 3 Certificates.
- **Non-examined components, e.g. GCSE controlled assessment and GCE coursework components, and practical components are specifically excluded from transferred candidate arrangements.**
- **GCE AS and A2 Modern Foreign Language Speaking Tests** - where a candidate has moved from one part of the country to another or is in hospital, an application for a transferred candidate arrangement **must** be submitted to the relevant awarding body.

(Where a host centre is used to accommodate a candidate for a GCE AS or A2 MFL Speaking Test, contact **must** take place between the host centre and the entering centre. The host centre **must** be conversant with the subject specific instructions prior to conducting the Speaking Test.)

4. Application procedure

- Download Form JCQ/TC from the JCQ website - <http://www.jcq.org.uk/exams-office/forms>
- Form JCQ/TC **must** be completed by the entering centre and then forwarded to the host centre for completion. Once completed by both centres, the form **must** be sent to the **appropriate awarding body**.
- A separate form **must** be completed for each examination series and forwarded to the **appropriate awarding body**. The form **must** be signed both by the entering centre and the host centre. (If forms are sent by e-mail, an electronic signature **is not** acceptable.)
- The host centre **must** be a registered centre for general qualifications examinations with one or more of the JCQ awarding bodies.
- When an awarding body has agreed a transferred candidate arrangement, it will send question papers, together with ancillary documents and materials to the host centre. (N.B. Centres may be sent a PDF version of the question paper on the day of the examination.)
- **The candidate's entry remains with the entering centre.** The candidate will retain the centre, candidate and UCI/ULN numbers already allocated. If a candidate's entry is to be changed, you **must** contact the awarding body conducting the examination.

Examination officers must not confirm transferred candidate arrangements until approval has been obtained from the awarding body concerned.

5. Closing date for requests

Requests must be submitted as early as possible, and **no later than the date below for the respective examination series:**

Examination series	Date
November 2016	4 October 2016
January 2017	1 December 2016
June 2017	17 April 2017

Awarding bodies will **not** be able to guarantee arrangements if requests are received after the above-mentioned dates. Examination centres should contact individual awarding bodies for details of the costs associated with this service.

6. Responsibilities of the entering centre

The entering centre must:

- provide the host centre with a copy of any pre-release material received, unless the awarding body says otherwise. If the awarding body has stipulated that the pre-release material must be kept under secure conditions until the appointed time for the examination, the entering centre **must** contact the awarding body to request that such material is additionally sent directly to the host centre;
- be responsible for marking any internally assessed components and submit internally assessed marks to the awarding body;
- make available for moderation purposes candidates' work;
- process a request for an access arrangement and/or order modified papers;
- provide the host centre with confirmation of the approval for the respective access arrangement(s). For GCSE and GCE qualifications, this will be a copy of the approval sheet as printed from *Access arrangements online* ;
- ensure that the host centre is able to facilitate the approved access arrangement(s);
- **inform the relevant awarding body of an amendment to an entry detailed on the transferred candidate form, after an application for a transferred candidate arrangement has been processed;**
- inform the relevant awarding body if an approved transferred candidate arrangement is no longer required. This **must** be on centre headed paper;
- at the time of the examination(s), either write '**transferred to**' or '**T**' (**centre number**) on the attendance register. This will inform the examiner that the script will arrive separately. Do not write 'Absent';
- inform the candidate that he/she will have to provide suitable evidence of identification to the host centre;
- forward to the candidate their results and certificates;
- request any post-results services such as late certification, Access to Scripts or Enquiries about Results;
- **pay for the transferred candidate arrangement. (The entering centre is responsible for the payment of fees for transferred candidates and will receive an invoice from the awarding body.)**

7. Responsibilities of the host centre

The host centre must:

- adhere to the JCQ publication *Instructions for conducting examinations before, during and after the examination*;
- ensure that where a person is appointed to facilitate an access arrangement, i.e. a Reader or a Scribe, he/she is appropriately trained and understands the rules of the particular access arrangement;
- check the identity of the transferred candidate;
- 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. If the candidate fails to attend, please write 'Absent' on the attendance register and send it in the envelope provided. A transferred candidate **must not** be added to any of your own attendance registers and their script **must not** be enclosed with your candidates' scripts;
- make sure that the entering centre submits any request for special consideration to the awarding body.