

Guidance notes concerning transferred candidates for the academic year 2018/19

On-line applications for transferred candidate arrangements will only be accepted in exceptional circumstances as below.

An awarding body will only approve an on-line 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 an on-line application.

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 when processing an on-line application.
✓	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 have 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. An awarding body reserves the right to request such evidence.)
✓	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 when processing an on-line application.)
✓	A candidate who is taught at a different centre to that which made the original entry, e.g. a consortium arrangement.
✓	A candidate is a distance learner, registered with a Distance Learning Provider, which has been approved by one or more of the JCQ awarding bodies for general qualification examinations. The candidate has been entered for a GCE or GCSE specification with a non-examination assessment component. The Distance Learning Provider is unable to conduct the specification's written examination components. (Further information on distance learners may be found within Appendix 3 of the JCQ publication <i>Instructions for conducting non-examination assessments.</i>)
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's personal arrangements such as a wedding or holiday arrangements.
×	School field trips, exchange visits, work experience or gap year.
<p>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.</p> <p>On-line applications received after the published deadline will be at the discretion of the awarding body.</p>	

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 on-line application for a transferred candidate arrangement.

3. Components

- These arrangements cover **externally assessed timetabled written components** for the following qualification types:

AEA, AQA Applied General qualifications, AQA Level 1, Level 2 and Level 3 Technical qualifications, BTEC Firsts, BTEC Nationals, BTEC Tech Awards, Cambridge Nationals, Cambridge Technicals, Edexcel Awards, Edexcel International GCSE, ELC, FSMQ, GCE, GCSE, OCR Level 3 Certificates, WJEC Level 1 and Level 2 General qualifications, WJEC Level 1 and Level 2 Vocational Awards and Certificates and WJEC Level 3 Certificates and Diplomas.

- **Non-examined components, i.e. GCE coursework components, GCE/GCSE non-examination assessment components, portfolios and practical components are specifically excluded from transferred candidate arrangements.**
- **GCE AS, A2, A-level Modern Foreign Language Speaking Tests** - where a candidate has moved from one part of the country to another or is in hospital, an on-line application for a transferred candidate arrangement **must** be submitted to the relevant awarding body.

(Where a host centre accommodates a candidate for a GCE AS, A2 or A-level 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

- **Form JCQ/TC must be completed on-line initially by the entering centre and then by the host centre.** Once completed by the host centre, the host centre **must** then submit the completed form on-line.
- A separate on-line application **must** be completed for each examination series.
- 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 on-line as early as possible and no later than the date below for the respective examination series:

Examination series	Date
November 2018	8 October 2018
January 2019	1 December 2018
June 2019	21 March 2019

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 an on-line application for an access arrangement and/or order modified papers;
- provide the host centre with confirmation of the approval for the respective access arrangement(s). This will normally 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 after an on-line 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 awarding body/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 reviews of marking;
- **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.

8. Arrangements for distance learners entering for a GCE or GCSE specification with a non-examination assessment component

Where a candidate is a distance learner, registered with a Distance Learning Provider, and has been entered for a GCE or GCSE specification with a non-examination assessment component, and the Distance Learning Provider is unable to conduct the specification's written examination components the following arrangements will apply:

- The host centre **must** have been **approved** by one or more of the JCQ awarding bodies for general qualification examinations.
- The host centre will be responsible for conducting the written examinations, as listed above in Section 7.
- The host centre **must** comply with the responsibilities as listed above in Section 7.