

# Centre Approvals – Application for Approval for An Additional Examination Venue



## Additional Examination Venue Approval Form

**N.B.** An Examination Venue is a venue utilised by the Main Centre and is usually used on a 'room for hire' basis or a school or other organisation where the Main Centre is delivering examinations. The examination materials will still be sent to The Main Centre and the examination needs to be delivered and coordinated by staff employed directly by the Main Centre. No assessment materials or candidate records must be held at the Examination Venue, other than for the duration of the examination delivery.

<b>Main Centre Name</b>	
<b>Main Centre Number</b>	
<b>Additional examination venue full address</b>	
<b>Additional examination venue telephone number</b>	

Is disabled access available?	Yes <input type="checkbox"/>	Details:
	No <input type="checkbox"/>	
Is there a separate reception / waiting area?	Yes <input type="checkbox"/>	Details:
	No <input type="checkbox"/>	
Examination Rooms (N.B. the minimum distance between each candidate is 1.25 meters and all candidates need to be seated facing the same direction)		
Room 1 maximum capacity		Room 2 maximum. capacity
Photographs included		Photographs included
Room 3 maximum capacity		Room 4 maximum capacity
Photographs included		Photographs included
Please confirm that each examination room you propose to use has the following resources available		
Whiteboard <input type="checkbox"/> Wall Clock <input type="checkbox"/> Suitable Signage <input type="checkbox"/>		
Is there audio recording equipment available?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Are the examination rooms suitably quiet?		Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Head of Centre Name</b>	
<b>Head of Centre Signature</b>	
<b>Date</b>	