Application for Examination Venue Approval Form

**N.B.** An Examination Venue is a venue used 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.

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| Main Centre Name |  |
| Main Centre Number |  |
| Additional Examination Venue full address (including the name of the institution at the address) |  |
| Additional examination venue telephone number |  |

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| Is disabled access available? | Yes ☐ | Details: | |
| No ☐ |
| Is there a separate reception /  waiting area? | Yes ☐ | Details: | |
| No ☐ |
| 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; the photographs need to show the rooms as set up for the examination) | | | |
| 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 ☐ Wall Clock ☐ Suitable Signage ☐ | | | |
| Is there audio recording equipment available? | | Yes ☐ No ☐ | |
| Are the examination rooms suitably quiet? | | Yes ☐ No ☐ | |

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| Head of Centre Name |  |
| Head of Centre Signature |  |
| Date |  |