

6. How will you ensure the security of the question papers when you move them from your Centre to the alternative venue? When will you arrange for the scripts to be transported to the alternative venue from the Centre?
7. How will you ensure the security of the candidates' answer scripts when you move them from the alternative venue back to your Centre (on a daily basis)? When will you arrange for the scripts to be transported back to the Centre from the alternative venue?
8. How will you store the confidential question papers on the day of the exam? (Insert 'N/A' below if this question is not relevant).

Please tick to confirm that the alternative venue meets all the relevant requirements set out in Parts 4 and 5 of the *Cambridge Handbook*.

Signed (Head of Centre) Date
(DD/MM/YY)

Name

If you submit this form electronically please tick the check box as an alternative to signing the form.

Returning this form

Return this form to info@cie.org.uk. Please include your Centre number and 'Form 5 Alternative Venue' in the email subject line. Save a copy of the form for your own records. If you are Associate Centre and work with us through a Cambridge Associate please submit this form directly to your Cambridge Associate.

Guidance notes

Completing the form

- Complete and submit your application for an alternative venue well in advance of the exams concerned. We will consider emergency applications during the examination series where appropriate.
- Answer all the questions on the form, providing as much detail as possible.
- When answering questions 6–8 please refer to Parts 4 and 5 of the *Cambridge Handbook* to make sure your proposed arrangements meet our regulations.
- The Head of Centre or a senior member of staff (authorised by the Head of Centre) must sign the form.
- We will let you know the outcome of your application, in writing, as soon as possible.

Regulations

- Question paper packets must not be opened before the timetable date.
- In exceptional circumstances we may approve requests to split candidates across both venues. If we do approve an application to split candidates across both venues you must agree arrangements for getting question papers to the alternative venue with us. **Do not** open question paper packets to supply question papers for candidates taking the exam at the alternative venue.
- Your proposed security arrangements must comply fully with Part 4.2 of the *Cambridge Handbook*.
- You cannot use an alternative venue unless you have our written permission to do so.

Best practice guidance

To ensure the security of the question papers and candidate answer scripts it is vital that you follow the appropriate security procedures. It is best practice to:

1. Transport question papers to the alternative venue on the day of the exam.
2. Transport live question papers in a locked container in the presence of two senior members of staff (**live question papers must be in sealed question paper packets**).
3. Store question papers and candidate scripts in a secure area that meets our regulations if they remain at the alternative venue between exams held on the same day.
4. Transport candidate answer scripts back to the Centre on the day of the exam (scripts must be **sealed** within the return envelopes).

Attendance registers

If you have candidate(s) taking an exam at an alternative venue, do not submit a separate attendance register for them. Mark them as 'present' on the main attendance register and return their scripts in the same packet as the other candidates taking the exam.

Deadlines

You must send us a copy of this form by the following deadlines:

- June series – 17 April
- November series – 30 September

This is an interactive PDF. To complete it on screen we recommend you use Adobe Reader 9 or later or Adobe Acrobat. You can download Adobe Reader for free at <http://www.adobe.com/products/reader.html>
If you use an earlier version of Adobe Reader your data will not be saved.