



ExE159

SECURITY AND EXAMINATION ARRANGEMENTS

Office use only

Issued: _____
For return by: _____

- Please complete this form and return it to the Council at the address below.

Centre details

Centre name: _____ Centre number:

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Arrangements

1 Please detail the location of the room that will be used to store question papers and other security materials.

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2 Please describe the container used to store the materials (safe, cabinet etc)

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It should be noted that the examination room(s) should provide good ventilation and lighting, sufficient space for candidates to be seated, and a clock in a prominent position and visible to all candidates.

Signature: _____ (Principal) Date: _____

Office use only

Date of visit: _____ Time: _____

Signature: _____ (Visitor)

Comments:

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