



EXAMINATION VENUE CONFIRMATION FORM

Please complete the following details as soon as they can be confirmed, as outlined in Section 4.4 of the ILEX Centre Accreditation Handbook 2010/11. Please note, delays in notifying us of these details may jeopardise your students from sitting their examinations at your centre and/or result in correspondence and examination/assessment materials being sent to the incorrect contact and/or venue.

1. EXAMINATION VENUE ADDRESS:

N.B. This is the venue where your students will sit their examinations - This information will be issued to students via their Candidate Admission Permits

Name of venue

Location of venue

Address line 1

Address line 2

Address line 3

Address line 4

Postal town

Postcode

Venue telephone number

Venue fax number

Venue seating capacity

2. ADDRESS FOR EXAMINATION/ASSESSMENT MATERIALS TO BE SENT:

N.B. This is the address where examination papers/assessment materials and stationery will be delivered

Address line 1

Address line 2

Address line 3

Address line 4

Postal town

Postcode

3. CHANGE IN EXAMINATION OFFICER DETAILS:

N.B. This section should be completed if the contact details have changed since your centre applied for Centre Accreditation

Name of new contact

Job title

With effect from?

Direct contact telephone number

Direct email address

Fax number

4. ANY OTHER EXAMINATION VENUE RELATED CHANGES:

Please specify

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5. RETURN DETAILS:

I confirm that I am authorised by my centre to supply the information given above and, at the date of signing, the information provided is a true and accurate record to the best of my knowledge.

Signature

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Post held

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Date

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Once completed, please return this form to:

**Awards-Operations Department, ILEX, Kempston Manor,
Kempston, Bedford, MK42 7AB**

Email: info@ilex.org.uk