



## 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 2011/2012. 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

**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

Post held

Date

Once completed, please return this form to:

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

Email: [info@ilex.org.uk](mailto:info@ilex.org.uk)