



**Guidance Notes for the Transfer of
ITEC Candidates**

Guidance Notes for the Transfer of ITEC Candidates

Arrangements may be requested in exceptional circumstances for candidates who have studied at a registered ITEC centre to sit examinations at a host centre (rather than the entering centre).

1a Acceptable reasons for requests

- Illness/pregnancy prevents a candidate from taking the examination at the entering centre.
- A candidate has moved house after completing the course.
- A candidate has been suspended/excluded from the entering centre.
- A candidate is a member of the armed forces and has transferred to another base.
- A candidate is representing the country in a sporting event at an international level.

1b Unacceptable reasons for requests

- A candidate's personal reasons and/or other holiday arrangements

Examinations officers should seek advice from ITEC if they are uncertain as to the acceptability of a proposed reason for transfer.

No arrangements should be confirmed until the entering centre has received written approval from ITEC.

2. The application, together with enrolment forms, should be completed by the entering centre and then sent to the host centre for completion of part 2.

- Once completed by both centres it must be sent to ITEC for approval.
- The host centre must be an ITEC registered centre.
- When the transfer has been agreed ITEC will send all relevant documents to the host centre.
- The candidate's entry remains with the entering centre. The candidate will retain the candidate number already allocated.
- Results and diplomas will be sent to the entering centre for onward transmission to the candidate.
- Any enquiries regarding results should be made by the entering centre ONLY.

3. Requests for transfer must be received by ITEC on the appropriate forms no less than 8 weeks prior to the first date of the examinations.

4. The Entering Centre is responsible for the following:

- Assessing the candidate's case study work and completing the case study assessment forms and ensuring that the candidate makes them available for inspection on the practical examination day at the host centre.

- Performing the final pre-assessment using the ITEC pre-assessment forms and marking criteria and ensuring that the documents are sent to the host centre for inspection on the day of the ITEC practical examination.
- Ensuring that the candidate makes their coursework available for inspection on the day of the ITEC practical examination.
- Any request for particular requirements and special consideration should be submitted by the entering centre.
- The ITEC 5P/5T should be forwarded to the host centre for completion.
- Results and diplomas will be sent to the entering centre for onward transmission to the candidate.
- Any enquiries regarding results should be made by the entering centre ONLY.
- The entering centre will be invoiced for the fees for the transferring candidate.
- Ensuring that the candidate takes identification to the host centre.

5. The following procedure should be adhered to by the host centre

1. The host centre must check the identity of the transferred candidate.
2. If the candidate fails to attend they must be marked as absent on the 5P and/or 5T form which should have been forwarded by the entering centre.
3. The completed script for a transferred candidate should be sent directly to ITEC for marking.
4. Any request for particular requirements or special consideration should be submitted by the entering centre.
5. Results and diplomas will be sent to the entering centre for onward transmission to the candidate.
6. Any enquiries regarding results should be made by the entering centre ONLY.

6. Examination times

ITEC must be informed of the start time of all theory and practical examinations.

ITEC Application for the Transfer of ITEC Candidate(s)

When a candidate is unable to complete either the theory or practical examination at his/her centre, it may be possible to arrange for the examination to take place at an alternative ITEC registered centre. The form below should be completed by both parties so that the request can be submitted to ITEC.

Part 1 - To be completed by the entering centre

Entering centre number	
Entering centre name	
Entering centre contact name	
Entering centre telephone number	
Entering centre fax number	
Entering centre email address	
Candidate name	
Candidate ITEC Student ID	
Reason for the transfer request (please attach evidence where necessary)	

Practical examination and/or theory papers required

Qualification/Unit title	Theory/Practical (please enter T or P clearly)	Examination Date

Declaration by the head of the entering centre

I support the application and understand that the Entering Centre will be invoiced for the transfer fee.

Signed _____ Date _____

Name (please print) _____

Position _____

Part 2 - To be completed by the host centre

Host centre number	
Host centre name	
Host centre contact name	
Host centre telephone number	
Host centre fax number	
Host centre email address	
Host centre address	
Registered with the following awarding bodies	

Declaration by the head of the host centre

The host centre is a registered ITEC centre.

I confirm that the above candidate has been accepted to sit the above examinations at this centre.

The examination will be conducted in full accordance with ITEC procedures and regulations (theory and/or practical examinations – please see appropriate documents).

Signed _____ *Date* _____

Name (please print) _____

Position _____