



Will all candidates entered for the exams above take their exams at the alternative venue?

Yes

No

If not all candidates will take their exams at the alternative venue, please list the candidates who will use the alternative venue.	
Candidate numbers	Syllabus/component code

**Declaration**

I confirm I will follow all the guidance on using an alternative venue in the approval email I received from Cambridge International.

I confirm our centre will not open any question paper packets before the timetabled date of the relevant exams.

I confirm that if we transport question papers to the alternative venue they will be in a locked container which will be accompanied at all times whilst in transit by at least two members of centre staff, at least one of whom will be a senior member of staff.

I confirm I will follow the storage requirements provided by Cambridge International in the outcome letter I receive.

I support this application and am satisfied that the information on this form is correct.

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

**Name**

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

**Returning this form**

Return this form to [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) including your centre number and 'alternative venue' in the email subject line. Keep a copy of the form for your records. If you are an Associate Centre, you should submit this form through your Cambridge Associate.

The forms must reach Cambridge International by the following dates:

- March series – 14 December
- June series – 17 April
- November series – 21 September

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