



EXAMINATION MATERIALS DISPATCH LOG

Examinations Officer's use only

- Please complete this dispatch log **before** the Parcelforce driver arrives to collect your exam materials packages.
- You should complete one sheet with details of the packages you are sending **each day**.
- Please ensure that the number of packages that you are dispatching matches the number of packages listed on the dispatch log.
- When you hand over the packages to the Parcelforce driver they need to print their name on the form in 2 places – i.e.:
 1. They should print their name in the date of exam box **below** the final entry you have recorded on the log; and,
 2. They must also print their name in the grey box at the bottom and record on the form the date and time of collection.
- If you are dispatching via a Post Office counter, ensure that you attach the receipt issued to you by the Post Office counter clerk to this dispatch log.

This dispatch log should not be removed from the Examination Centre by the Parcelforce driver.

Help and support

Query	Contact	Telephone number/email/web address:
<ul style="list-style-type: none"> To book an ad hoc collection For customer service enquiries and help To report a missed collection 	Parcelforce Worldwide Exams Helpdesk	Tel: 0344 561 7998
<ul style="list-style-type: none"> To book an ad hoc collection To track a package To find your nearest local depot 	Parcelforce Worldwide	www.parcelforce.com/education/dfc
<ul style="list-style-type: none"> To find your nearest Express Post Office branch that accepts Parcelforce Worldwide packages 	Parcelforce Worldwide	www.parcelforce.com/education/dfc (Go to Post Office Finder and choose 'Parcelforce Express Services' from the drop-down menu)
<p>For questions about pre-addressed yellow labels, including:</p> <ul style="list-style-type: none"> lost or damaged labels labels that have not arrived wrong labels that were used by mistake if you need more plastic envelopes 	AQA	Tel: 0800 197 7162 Email: examinerlabels@aqg.org.uk
	Pearson	Tel: 0344 463 2535 Email: examsofficers@pearson.com
	OCR	Tel: 01223 553 998 Email: general.qualifications@ocr.org.uk
	WJEC	Tel: 029 2026 5077 Email: yellowlabels@wjec.co.uk
	NCFE	Tel: 0191 239 8000 Email: assessmentdelivery@ncfe.org.uk
For general enquiries about the Parcelforce examination materials collection service or complaints	National Curriculum Assessments (NCA) Helpline	Tel: 0300 303 3013 Email: assessments@education.gov.uk

For more copies of the dispatch log, please access the Parcelforce Worldwide website at: www.parcelforce.com/education/dfc