

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 <u>should not</u> be removed from the Examination Centre by the Parcelforce driver.



EXAMINATION MATERIALS DISPATCH LOG

Date of dispatch:

Examination Officer's name:

Examination Centre number:

Centre name:

Booking reference number: (For ad-hoc collections only)

| Please tick if sending a blank attendance register | Consignment no. | | Date of exam | Paper no. | Delivery postcode |
|--|---|-----|-------------------------------------|------------------------|-------------------|
| register | РВ | 001 | | | |
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| Driver's instructions 1. Please print your name in the date of exam box below the final package recorded above. | | | Total number of packages collected: | Driver's name (print): | |
| and 3. Che | It your name in the grey box on the add the date and time of collections the total number of packages on the matches the number of items. | | Date: | 25000 | |
| 4. Leav | ve this form with the examination do not need to retain a copy. | | Time: | And Committee | |

Help and support

| Query | Contact | Telephone number/email/web address: | |
|--|--|--|--|
| 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 | |
| To book an ad hoc collection To track a package To find your nearest local depot | Parcelforce Worldwide | www.parcelforce.com/education/dfe | |
| To find your nearest Express Post Office branch that accepts Parcelforce Worldwide packages | Parcelforce Worldwide | www.parcelforce.com/education/dfe (Go to Post Office Finder and choose 'Parcelforce Express Services' from the drop-down menu) | |
| For questions about pre-addressed yellow labels, including: | AQA | Tel: 0800 197 7162 Email: examinerlabels@aqa.org.uk | |
| lost or damaged labels | Pearson | Tel: 0344 463 2535 Email: examsofficers@pearson.com | |
| labels that have not arrivedwrong labels that | OCR | Tel: 01223 553 998 Email: general.qualifications@ocr.org.uk | |
| were used by mistake if you need more | WJEC | Tel: 029 2026 5077 Email: <u>yellowlabels@wjec.co.uk</u> | |
| plastic envelopes | 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/dfe

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