


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 you are dispatching matches the number of packages listed on the dispatch log.
- When you hand over the packages to the Parcelforce driver, they must print their name on the form in 2 places:
 1. in the 'Date of exam' box **below** the final entry you have recorded on the log
 2. in the grey box at the bottom, where they must also record the date and time of collection
- If you are dispatching via a post office depot, make sure you obtain a receipt from the clerk and attach it to the dispatch log.

The dispatch log **should not** be removed from the examination centre by the Parcelforce driver.

		<h1>Examination materials dispatch log</h1>		
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 number	Date of exam	Paper number	Delivery postcode
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Driver's instructions 1. Print your name in the 'Date of exam' box below the final package recorded above. 2. Print your name in the grey box on the right. Add the date and time of collection. 3. Check the total number of packages recorded matches the number of items collected. 4. Leave this form with the examination centre.		Total number of packages:	Driver's name (print): Date: Time:	

Help and support

You can contact the Parcelforce exams helpdesk on 0344 561 7998 or at examcollection@parcelforce.co.uk:

- for customer service
- to book an ad hoc collection
- to report a missed collection

You should use the Parcelforce website at www.parcelforce.com/education/dfe to:

- track a package
- book an ad hoc collection
- find your nearest depot or post office

Please contact your awarding organisation with questions about the pre-addressed yellow labels, including:

- lost or damaged labels
- labels that have not arrived
- wrong labels were used by mistake
- if you need more plastic envelopes

Awarding organisation	Telephone number	Email address
AQA	0800 197 7162	examinerlabels@aqa.org.uk
NCFE	0191 239 8000	assessmentdelivery@ncfe.org.uk
OCR	01223 553 998	general.qualifications@ocr.org.uk
Pearson	0344 463 2535	examsofficers@pearson.com
WJEC	029 2026 5077	yellowlabels@wjec.co.uk

For general enquiries about exams administration or complaints, you can contact the national curriculum assessments helpline on 0300 303 3013 or at assessments@education.gov.uk.