

Instructions for the labelling and return of exam scripts

**Important information for exam administration
teams to ensure the correct return of exam
scripts and stationery**

XG02

Version 08

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For external use

Included within this pack:

- Candidate barcodes (these contain the header and footer labels / stickers, detailing the relevant assessment).
- Grey bags in which you must return your completed scripts.
- Packet return address labels – these are to be affixed to the grey bags upon return.

Instructions are detailed overleaf

Exam material return addresses:

For multiple choice exams:

SCC,
Cole Valley 2,
10 Westwood Avenue,
Cole Valley Business Park,
Birmingham,
B11 3RF

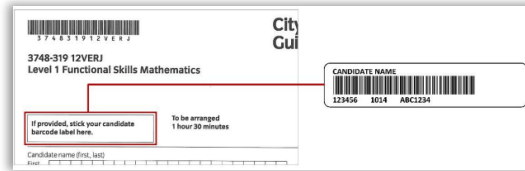
For written exams:

Storetec Services Ltd,
C/O: City & Guilds,
Unit 4, Sidings Business Park,
Freightliner Road,
Hull,
HU3 4XA

1.1. What you need to do: before the exam

1.1.1. For written exams:

- Place the candidate barcode sticker onto the question paper, as the image below demonstrates:



- Make sure the correct paper is issued to the correct candidate (refer to the exam register / invigilation certificate (IC) if unsure).
- Where source documents are included, please ensure the assessment unit / version match the exam paper.

1.1.2. For multiple choice exams:

- The answer sheets are populated with candidates' names – make sure the correct answer sheet is given to the correct learner.



1.2. What you need to do: after the exam

- Once the exam registers and all scripts have been collected, please ensure that each assessment / exam date are separated and placed into separate grey bags.

For example: 4748-210 VER23A 01/12/22 must be separated and placed into a different grey bag from 4748-210 VER34B 02/12/22.

- Apply the return address label to the front of the grey bag making sure this corresponds with the assessment papers within the pack (a return address label will be provided to correspond with each assessment).
- Complete the details on the front of the return bag: your centre number, the qualification number, and the quantity of scripts within the bag.
- Scripts must be returned to the address specified on the return label **within 5 working days** of the exams taking place.
- You must ensure scripts are returned to the correct address for scanning. Do not return the scripts to the incorrect address as they cannot be scanned and this will cause unnecessary delays.
- All returned scripts – whether these are completed scripts (with barcodes) or named multiple choice answer sheets – must have the corresponding exam register / IC included.

Please note: City & Guilds do not provide pre-paid envelopes or labels. It is the centre's responsibility to ensure the exams are returned via recorded delivery.