



Candidate Transfer Request

Read the guidance notes at the end of the form before you fill it in.

Details of the transferring candidate

Centre number **Centre name**

Candidate number **Candidate name**

Exam series **Candidate status**

Date of birth **Gender** **Previous entry detail**
(If applicable) **Centre number** **Candidate number**

Entries for the transferring candidate

Syllabus code	Option code	Syllabus title

Transfer will be considered a new entry for the receiving centre.

Details of the receiving centre

Centre number

Centre name

Signed (Head of Centre) **Date**

Name

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

Returning this form

Return this form to eregistration@examsCouncil.org.sz Please include your centre number and the form name and number (found at the top right-hand corner of the form) in the email subject line. Save a copy of the form for your own records. **Send a copy of the completed form to the receiving centre.**

Guidance notes

Background information

Use this form if you need to transfer a candidate to another ECESWA Centre after you have submitted their entries for the series. Candidates can only be transferred from one ECEESWA Centre to another. A candidate's entry cannot be transferred from one exam series to a future one.

The original centre is the centre transferring the candidate. The receiving centre is the centre to which the candidate is being transferred.

Responsibilities: original centre

- Complete the Candidate Transfer Request Form.
- Make sure the request is for a full candidate transfer only. We cannot accept requests for a candidate to transfer to a centre for specific syllabuses or components.
- If necessary, make arrangements with the receiving centre to complete any internal assessment for the transferred candidate.

Responsibilities: receiving centre

- Decide whether to accept the transfer request from the original centre.
- Complete the Candidate Transfer Confirmation Form
- You are responsible for the candidate once the transfer is complete.
- You must submit all internally assessed work marks and coursework samples.
- You must make sure the transferred candidate takes all their exams at your centre and that they use the centre and candidate number detailed on the Candidate Transfer Confirmation Form.

Processing the form

- When we receive both the Candidate Transfer Request Form and the Candidate Transfer Confirmation Form we will move the entry from the original centre to the receiving centre.
- Once we have moved the entry we will send all assessment materials including results slips and certificates to the receiving centre as normal.

Fees

- We will refund the candidate's fees paid by the original centre and send a new invoice to the receiving centre.
- We will not charge any late entry fees to the receiving centre.
- We charge a fee for transferred candidates and this should be incurred by the candidate.

Deadline

We cannot accept a transfer request that arrives less than 10 working days before the date of the transfer candidate's first exam.

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