

**SHORTHAND EXAMINATIONS
 APPLICATION FOR APPROVAL OF CENTRE**

CENTRE MAKING APPLICATION _____

MAIN CONTACT _____

PREMISES

Only business or educational premises are acceptable as an examination centre.

<p>Centre address:</p> <p>Telephone No:</p> <p>Email address:</p>

ACCOMMODATION

Specify room(s) to be used. (Alternative accommodation, if required in special circumstances, may be discussed with the NCTJ at the time of applying for an examination.)

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CANDIDATES

Specify the maximum number of candidates the above room (s) will accommodate bearing in mind the NCTJ's regulation that candidates must sit at a suitable distance.

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READERS

Give details as specified. Anyone NOT named below will not be acceptable. CV's for all shorthand readers must be provided to the NCTJ.

	Name	Position	Qualifications
1			
2			
3			
4			
5			
6			

INVIGILATOR(S)

Give details as specified. More than one invigilator may be named, but anyone NOT named below will not be acceptable.

	Name	Position	Signature
1			
2			
3			
4			
5			
6			

All invigilators must sign to show they have read and understood the shorthand conditions of examinations and are able to time the shorthand exams to the required speed.

THIS APPLICATION MUST BE SIGNED BY AN EDITOR, TRAINING MANAGER OR HEAD OF DEPARTMENT.

Name:

Position:

Signature:

Date:

Contact email:

Contact telephone number:

THE NCTJ RESERVES THE RIGHT TO CARRY OUT RANDOM SPOT CHECKS AT CENTRES ON EXAM DATES.

IT WOULD GREATLY ASSIST THE NCTJ IF CENTRES ADMITTED EXTERNAL CANDIDATES TO THEIR EXAM CENTRE WHENEVER POSSIBLE.

Please indicate if you are able to accommodate external candidates: Yes No

Lisa Edmonds
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