

**SHORTHAND EXAMINATIONS
APPLICATION FOR APPROVAL OF CENTRE**

**CENTRE MAKING
APPLICATION** _____

MAIN CONTACT _____

PREMISES

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

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| <p>Centre address:</p> <p>Telephone No:</p> <p>Email address:</p> |
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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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INVIGILATOR(S)

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

All invigilators must sign to show they have read and understood the shorthand conditions of examinations.

| | Name | Position | Signature |
|----------|-------------|-----------------|------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

INVIGILATOR EMAIL

Email addresses are used to create NCTJ website accounts, to enable you to log-in and access the shorthand examination files. Please provide details.

| | Name | Email |
|----------|-------------|--------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

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.

The NCTJ encourage centres to admit external candidates to their shorthand exams. This opportunity greatly assists candidates studying via distance learning, trainee reporters and those striving to achieve their NCTJ qualification.

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

Andy Summers
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