

Technical Qualifications

Spring 2025 Exam Series

Important information for exam delivery and return

Included within this pack:

- **Candidate barcodes labels** (which include the header and footer labels / stickers, detailing the relevant assessment, only the named candidate barcode labels need to be applied to the relevant candidate script, not the head or foot labels).
- **Grey bags** in which you must return your completed scripts.
- **Yellow return address labels** – these are to be affixed to the grey bags upon return.

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

Centres must complete the **script return form** for all Technicals Qualification and T Levels exams. This ensures we have the tracking details to monitor your returns.

Use the QR code on the right to access the script return form

Alternatively use this link: <https://forms.office.com/e/ybnJk1BDHW>



Please ensure you return your exam scripts using a responsible postal service that ensures a signature on delivery and comprehensive tracking.

Our recommendation is to use couriers such as **Parcelforce** or **Royal Mail** special tracked signed-for deliveries where possible, or similar services.

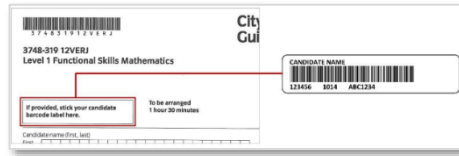
If you are using a parcel shop (which includes the Post Office) please ensure you are clear on the service you are being provided.

Before the exam

Where photocopying has been permitted, centres must perform a quality assurance check to ensure the copied paper is legible and the correct number of pages have been copied. The original copy of the paper or MA should not be given to any other candidate.

For written exams:

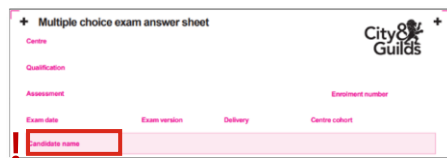
- Place the candidate barcode label onto the question paper, as the image below demonstrates:



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

For multiple choice exams:

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



After the exam

- Once the invigilation certificate (IC) and all scripts have been collected, please ensure that each assessment and exam date are separated and placed into separate grey bags.

For example: 0171-521 on 10/03/2025 must be separated and placed into a different grey bag from 0172-508 also on 10/03/2025. We will provide enough bags for centres to do this.

- Apply the return address label (yellow) 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). For larger cohorts centre will receive multiple return bags and return labels.
- Complete details on the front of return bags: your centre number, qualification number, and quantity of scripts within.
- Scripts must be returned to the address specified on the return label **on the same day** as the exam. If this is not possible, they must be returned immediately the following day, in line with JCQ Instructions for Conducting Exams (ICE).
- 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, will cause unnecessary delays, and will incur an admin fee.
- All returned scripts – whether these are completed scripts (with barcodes) or named multiple choice answer sheets – must have the corresponding invigilation certificate (IC) included.
- For Dated Entry examinations, centres must not return unused question papers or scripts for candidates who were absent. These should be securely destroyed within the centre.

Centres must complete the **script return form** for all Technicals Qualification exams. This ensures we have the tracking details to monitor your returns.

Use the QR code on the right to access the script return form

Alternatively use this link: <https://forms.office.com/e/ybnJk1BDHW>



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, using a fully tracked responsible service.