

IMPORTANT NOTICE

Information for centres on the return of Technical Qualifications dated examination scripts and stationery during industrial strike action by Royal Mail.

Due to the ongoing situation with Royal Mail, we need to ensure dated Technical Qualification exam scripts are received for scanning on time and without any disruption.

Should the period of industrial strike action with Royal Mail continue during the Spring exam series, centres must use alternative postal services to return scripts to ensure these are received on time.

For the latest update on strike action please visit:
<https://www.royalmail.com/latest-news>

Centres are reminded that all scripts must be returned to the address specified on the return label within 5 working days of the exam taking place.

All returns are to be made via a secure recorded delivery.

Centres are required to obtain a tracking reference for each delivery and keep a record of this. You will need to provide this to our examinations team where we identify late and/or missing scripts.

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

Thank you for your cooperation.