

Communication Professional cover sheet

Please read the attached notes before completing this form.			
Examination series			
Centre No			
Candidate No		Candidate name	

Examination for which a Communication Professional was used			
Awarding body	Specification title	Specification entry code	Unit/ component
Additional information (if appropriate)			
Sign Language Interpretation has been used to give access to the questions, in accordance with the JCQ regulations. The question number(s) of any single-word answer(s) that were signed by the candidate have been identified in the box above.			
Communication Professional		Date	
Name (Please print)			
Signature			
Head of centre/Exams officer		Date	
Name (Please print)			
Signature			
To be completed by the examiner			
I have read the Communication Professional's cover sheet.			
I have marked the script in accordance with the instructions given.			
Comments (if appropriate) for awarding body attention			
Examiner		Date	
Name (Please print)			
Signature			

Notes on the completion of the Communication Professional cover sheet

Centre:

- **Examination scripts:** the form **must** be completed and placed inside the candidate's completed script when handwritten. Where the candidate's completed script has been typed, please refer to the relevant awarding body's instructions.
- The script **must** be produced in accordance with the regulations in **Chapter 5, section 5.13 of the JCQ publication *Access Arrangements and Reasonable Adjustments*. Failure to comply may constitute malpractice which could lead to the disqualification of the candidate.**
- The information required in the boxes on the form **must** be correct and complete.
- Any single word answers signed by the candidate **must** be written on the script by the Communication Professional and the question numbers identified on the cover sheet.
- In the box marked **Additional Information** indicate whether any problems were experienced with the production of the script, which should be drawn to the attention of the examiner.
- The form **must** be signed by the Communication Professional and countersigned by the head of centre/examinations officer in order for the script to be accepted.