



EXAMINATION DISPATCH LOG

Examinations Officer's use only

Not to be removed by the Parcelforce Worldwide driver.

- This dispatch log should be completed before the Parcelforce Worldwide driver arrives to collect your packages.
- Please complete one sheet with the details of the exam packages you are sending each day.
- Please ask the Parcelforce Worldwide driver to sign (adding date and time) to the form when the packages are handed over. If you are dispatching via a Post Office counter, please attach the receipt given to you by the counter clerk.
- Please ensure that the number of packages that you are dispatching matches the number of packages listed on the dispatch log.



EXAM DISPATCH LOG

Date of Dispatch:	Examination Officer's Name:
	Centre Number:
	Centre Name:
	Booking Reference Number: <small>(For ad-hoc collections only)</small>

<small>Please tick if sending a blank attendance register</small>	Consignment No.	Date of Exam	Paper No.	Delivery Postcode
	PB 001			
	PB 001			
	PB 001			
	PB 001			
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	PB 001			

Driver's Signature: (The PFW Driver does not need a copy) Date Time	If you are dispatching script packages via a Post Office counter, please attach the receipt given to you by the Counter Clerk, to the dispatch log sheet.	Total Number of Packages:
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Who to call if you have a query

Query	Contact	Tel No: / Email: / Web:
<ul style="list-style-type: none"> To book an adhoc collection For customer service To find your nearest local depot 	Parcelforce Worldwide Examinations Helpdesk	Tel: 0844 561 7998
<ul style="list-style-type: none"> To track a package To find your nearest local depot 	Parcelforce Worldwide	www.parcelforce.com/education/dfe
<ul style="list-style-type: none"> To find your nearest Express Post Office branch that accepts Parcelforce Worldwide packages 	Parcelforce Worldwide	www.parcelforce.com/education/dfe (Go to Post Office locator and choose 'Parcelforce delivery services' from the drop down menu)
<ul style="list-style-type: none"> If you have label problems 	AQA	Tel: 0844 209 6614 Email: examinerlabels@aqa.org.uk Stationery Enquiries: 0844 209 6614 or Fax: 0161 455 5485
<ul style="list-style-type: none"> If you need information 	CCEA	Tel: 028 9026 1228
<ul style="list-style-type: none"> If you need more packaging 	Edexcel	GCE – 0844 463 2535 GCSE – 0844 463 2535 The Diploma – 0844 463 2535
	OCR Customer Contact Centre	Tel: 01223 553 998 Email: general.qualifications@ocr.org.uk
	VTCT	Tel: 02380 684 500 Email: exams@vtct.org.uk
	WJEC	Tel: 02920 265 089 Email: yellowlabels@wjec.co.uk