



## Alternative venues and transfer candidates

This factsheet is for exams officers, Heads of Centre and other centre staff who are involved in administering exams. The information below will help you to:

- understand the differences between your own centre using alternative venues and transferring candidates to another registered Cambridge centre
- decide what is the best option for your candidate(s).

### What is the difference between using an alternative venue and transferring a candidate?

#### Using alternative venues:

- if you apply to use an alternative venue, the candidate sits some of their exams at a different venue which may be another Cambridge school or another suitable venue.
- the candidates' entries remain with your centre, and we send results and certificates to you, not the alternative venue or centre. See section 2.6 of the [Cambridge Handbook](#).

#### Transferring a candidate:

- candidates who need to move to another centre must sit **all** their exams at the new / receiving centre, and the new centre must already be registered with us.
- we transfer the candidate's entry to the new / receiving centre, we send results and certificates to the new centre, and we print certificates with the new centre information.
- you cannot transfer a candidate to another centre for specific syllabuses or components – they must sit all their assessments at the new centre. Therefore, if a candidate has already sat a component at your centre, including any ICT practical exams and / or speaking tests, they cannot transfer to another centre. See section 2.1.3 of the [Cambridge Handbook](#).

### Can we use alternative venues and transfer candidates?

Yes, you can use both options but not for the same candidate(s). A candidate can **either** sit some of their exams at your centre and some (or all) of their remaining exams at an alternative venue **or** they can be transferred to a different Cambridge centre and sit **all** their exams there.

You can apply to use alternative venues for some of your candidates and transfer other candidates to a different Cambridge centre, even where those candidates are entered for the same syllabus and components.

If a candidate has already sat an exam at your centre they cannot transfer to another centre. However, if you cannot run exams in your own centre, you can apply to use an alternative venue. This means the candidate can sit their remaining exams at the alternative venue.

If you apply to use an alternative venue and / or to transfer one or more candidates to a different centre, we will make sure you have the question papers you need as part of approving your application.

## Alternative venues and transfer candidates

The diagram below is designed to help you decide whether using an alternative venue or transferring a candidate to another registered Cambridge centre is best for your candidate(s).

