

Change of Examination Officer

This form is used to either complete a change in Examination Officer at a centre or to add Additional Examination Staff.
Once completed, please email to **fcexams@libf.ac.uk**. Change of Examination Officer requests will be processed within 5 working days

CENTRE DETAILS

Centre name _____
Centre address _____
_____ Postcode _____

EXAMINATIONS OFFICER DETAILS (Responsible for the security of exams as detailed in the Centre agreement)

Name _____ Email address _____
Contact telephone number _____

ADDITIONAL EXAMINATION STAFF CONTACT DETAILS

(if applicable, any other contacts who are assisting in the delivery of the examination.)

Name _____
Email address _____ Date of birth _____

Name _____
Email address _____ Date of birth _____

Name _____
Email address _____ Date of birth _____

YOUR PERSONAL DATA

We will use and protect your personal data in accordance with current data protection legislation to evaluate your claim. Further details, including your rights, the disclosure of data to third parties, storage, retention and how to amend your personal data, can be found within our **Privacy Notice** (www.libf.ac.uk/privacy)