



THE RADIO SOCIETY OF GREAT BRITAIN
RSGB Examination Centre Scheme

Centre Registration Form

Club Name :Callsign:.....

Centre Name :

Address :

.....

..... Postcode :

Is the club affiliated to the RSGB?.....

Is Venue City & Guilds registered? Reg no.:.....

Examination Secretary:.....

(Please note, this will be the postal address and contact point for the centre)

*Name : *Callsign:

Address :

.....

..... Postcode :

Tel. *Home : Work:

Mobile : Fax :

*email :

Club/Organisation's administration charge per candidate: £

Exam Secretary's signature.....Date.....

N.B. This form will be copied to an RSGB Official (External Verification Officer) in your area and some information supplied will be stored on a database for RSGB use only. *These items may be passed onto prospective candidates and will also be made available to the public via our website and publication i.e RSGB Yearbook.

For RSGB HQ use only

Date of Visit.....

External Verification Officer Signature.....

Name (please print)..... Callsign.....

HQ Registration Number..... Date.....

Please go through and tick the following that applies with the centre you are registering.

	Centre	Inspector
- Waiting room for parents
- An area for refreshments
- Car parking
- Please state the maximum capacity your centre is able to hold

The following items are the **minimum** requirements needed for your centre to pass as an RSGB registered centre.

	Centre	Inspector
- A public building
- Toilet facilities
- Tables and chairs (for the likely number of candidates to avoid disturbance or collusion)
- Windows or suitable ventilation
- Emergency exits and fire extinguishers on site
- Clocks visible to candidates
- Assess for disabled candidates

The space below is for the inspector to express any comments that they may have about the centre

.....

.....

.....

.....

.....

RSGB Inspectors signature.....**Date**.....