

## 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 \_\_\_\_\_ 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](http://www.libf.ac.uk/privacy))