

# INSTRUCTIONS FOR EXPRESS DELIVERY

1. **ALL** the **DOCUMENTS** listed below must be placed inside the **envelope for IMPORTANT EXAMINATION DOCUMENTS**:
  - All exam papers (including spare and spoilt)
  - Purple bags which contained the exams
  - Seating plan
  - Supervisor's report
  - ISE Reading & Writing attendance report
  - Written Exam Return Form
2. Envelope is sealed and signed across by the supervisor.
3. Place this envelope inside the addressed envelope.
4. Locate your nearest **NACEX** agent at [www.nacex.es](http://www.nacex.es). On the bottom left side of the website, please enter your Postal Code to find your nearest **NACEX** agent in the **SEARCH BY POSTCODE** tab or **CALL FREE OF CHARGE** on **900 100 000 (Spain)/800 200 077 (Portugal)**
5. Please arrange an express delivery within the next 24 hours with **NACEX PLUS PACK** delivery service. Please note **this dispatch is carriage paid** using our client number **3301/412, ISE DEPARTMENT AND ALSO YOUR CENTRE NAME AND REGISTERED NUMBER**

Please make sure you send the papers to the address on the **FOR RETURNING CW PAPERS** white plastic envelope