



Joint Council for  
Qualifications

## **General Regulations for Approved Centres**

**1 September 2018 to 31 August 2019**

**For the attention of heads of centre,  
senior leaders within schools and colleges and  
examination officers**

Produced on behalf of:



**Heads of centre, members of senior leadership teams and exam office personnel must familiarise themselves with the entire contents of the booklet.**

Changes made to the contents of this booklet since the previous version (1 September 2017 to 31 August 2018) are highlighted for easy identification.

This document adheres to the requirements of the qualification regulators in England, Wales, Northern Ireland and Scotland.

Centres should note that any reference to 'JCQ' or 'Joint Council for Qualifications' within this document should be read as JCQ<sup>CIC</sup> or the Joint Council for Qualifications<sup>CIC</sup>.

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# 1 About these regulations

- 1.1 These regulations have been produced to ensure that the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute.
- 1.2 The *General Regulations* cover:
- a) the relationship between centres and awarding bodies (**Section 3**);
  - b) the responsibilities of awarding bodies in providing administrative, subject-specific assessment and quality assurance support for centres (**Section 4**);
  - c) the responsibilities of centres during preparations for examinations/assessments and post-examination/assessment activities (**Section 5**);
  - d) obligations arising from current data protection, equality and freedom of information legislation. However, the general regulations are not intended to be relied upon to ensure compliance with the legislation (**Section 6**).

A centre will have confirmed its readiness to adhere to these regulations when first approved as a centre (see **Section 3, page 4**).

- 1.3 **These *General Regulations* apply to the following qualifications and may also apply to other qualifications as specified by an awarding body:**

**AEA, AQA Applied General qualifications, AQA Level 1, Level 2 and Level 3 Technical qualifications, BTEC Firsts, BTEC Nationals, BTEC Tech Awards, Cambridge Nationals, Cambridge Technicals, CCEA Essential Skills, CCEA Level 1 and Level 2 General qualifications, CCEA Level 3 Awards, Edexcel Awards, Edexcel International GCSE, ELC, FSMQ, GCE, GCSE, OCR Level 3 Certificates, Projects (including the Extended Project), WJEC Level 1 and Level 2 General qualifications, WJEC Level 1 and Level 2 Vocational Awards and Certificates and WJEC Level 3 Certificates and Diplomas.**

- 1.4 Centres **must** conduct examinations and assessments in accordance with the *General Regulations* and, where relevant, the following JCQ publications:
- a) *Access Arrangements and Reasonable Adjustments*;
  - b) *Instructions for conducting coursework*;
  - c) *Instructions for conducting examinations*;
  - d) *Instructions for conducting non-examination assessments*; and
  - e) *Suspected Malpractice in Examinations and Assessments – Policies and Procedures*.

JCQ documents may be supplemented from time to time by separate subject-specific instructions from the awarding bodies.

- 1.5 For the purposes of this document:

**An examination or assessment centre (the centre) is approved by one or more of the awarding bodies for the delivery of their qualifications.**

Prospective new centres should refer to **paragraph 3.2, page 4**.

**Note:**

All heads of centres will be required to confirm, on an annual basis, that they are both aware of and adhering to the latest version of these regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update (see section 5.3, page 14).

A head of centre cannot delegate this responsibility to a member of the senior leadership team or the examinations officer.

A signed copy of the head of centre's declaration for the academic year 2018/19 must be held on file, available for inspection, as it will be an integral part of the centre inspection. An electronic version of the head of centre's declaration, with an electronic signature, is permissible.

**Note:**

Failure to respond to the NCNR annual update will result in your centre status being suspended, your centre not being able to submit examination entries and not receiving or being able to access question papers. Ultimately awarding bodies could withdraw their approval of your centre.

## 2 Who must read these regulations?

2.1 These regulations apply to centres that have been approved by at least one of the JCQ awarding bodies **and** are taking any of the qualifications as defined in **section 1.3, page 1**.

Prospective centres **must** familiarise themselves with this document.

2.2 **They must be read, and referred to, by:**

- a) **the head of centre;**
- b) **members of the senior leadership team;**
- c) **the examinations officer.**

2.3 **The head of centre is the individual who is accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.**

2.4 The **examinations officer** is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

**The head of centre may not appoint themselves as the examinations officer. A head of centre and an examinations officer are two distinct and separate roles.**

### 3 The agreement between the centres and the awarding bodies

- 3.1 The approval of a centre by an awarding body signals the start of a contractual relationship, which is governed by the contract between the awarding body and the centre, these regulations and any other documents published by the JCQ, the awarding bodies or the regulators.

Approval with one awarding body does not imply, and will not necessarily lead to, approval with another.

Approved centres **must** be able to meet the conditions set out in these regulations and any specific qualification criteria.

Where a centre uses a third party to deliver any part of a qualification it **must** maintain oversight of, and responsibility for, the delivery of the qualification in accordance with this document and awarding body requirements.

#### Prospective centres

- 3.2 **Prospective centres must contact each awarding body whose qualifications they wish to offer in order to gain centre approval. Details of an awarding body's centre approval process will be found on their website.**

Approval **must** be in place before delivering a qualification. **As a minimum, approval must be finalised no later than five months before the closing date for candidate entries.** Until approval has been granted the awarding body cannot provide access to their assessment and support material.

- 3.3 A checklist for prospective centres can be found on the JCQ website.
- 3.4 As part of the centre approval process for prospective centres, an awarding body may, where appropriate, undertake a credit check.

## Centre status

### 3.5 A centre must have:

- a) **clear signage outside the main building;**
- b) **its own reception which is permanently staffed between 8.30 am to 3.30 pm during term time;**
- c) **a designated office which is permanently staffed between 8.30 am to 3.30 pm during term time.** Extended hours may be required during an examination series (see section 5.3, page 14);  
(AQA, CCEA, OCR, Pearson and WJEC will reject any application for centre recognition where it is intended to operate a centre from a private residential address.)
- d) **a secure storage facility in a room solely assigned to examinations as defined on pages 5 and 6 of the JCQ publication *Instructions for conducting examinations*;**
- e) **appropriate accommodation to support the size of the cohorts being taught, including appropriate accommodation for candidates requiring access arrangements.**

### 3.6 **It is not permissible for a centre to be approved purely for administrative purposes in order to take question papers to an alternative site.**

Centres are only permitted to take question papers to an alternative site where the published criteria for an alternative site arrangement has been met. The JCQ Centre Inspection Service **must** be informed using the JCQ Alternative Site form.

3.7 An awarding body reserves the right to withdraw approval either for the delivery of a specific qualification or centre approval for all qualifications at any time, if the centre has not complied with any part of the awarding body's requirements which are in force at the time. An awarding body additionally reserves the right to withdraw centre approval where continued approval would bring the examination/assessment system into disrepute. The awarding body reserves the right to notify the other JCQ awarding bodies of such actions.

3.8 The awarding bodies reserve the right to withdraw approval of those centres which do not meet the awarding body's current approval criteria, **fail to address issues raised during an inspection or who fail to respond to the National Centre Number Register annual update.**

**The awarding bodies will review the approval of centres who have not been inspected for two consecutive years. (See section 5.3, page 14).**

3.9 In the event of a centre ceasing to operate it **must** take all reasonable steps to protect the interests of the candidates. It **must** also notify **each** of the awarding bodies it is approved by. In such an event the awarding body will take all reasonable steps to protect the interests of the candidates.

3.10 Centre approval does not automatically allow a centre to state or imply awarding body approval in published material or on-line. Permission **must** be sought from the relevant awarding body/bodies. This will also extend to the use of an awarding body's logo.



## Confidentiality

### 3.11 The centre will:

- a) keep confidential the names and addresses of examiners, moderators, external verifiers and any other awarding body examining/assessment personnel. This also extends to e-mail addresses of awarding body/JCQ personnel;
- b) not forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications (including third party applications) such as Facebook, Twitter, Snapchat, LinkedIn etc;
- c) keep confidential the centre's employment of, in any capacity, any current or former JCQ Centre Inspectors, awarding body examiners, moderators, awarders, external verifiers or other examining personnel, and not mention them in any form of literature issued in connection with the centre's programmes of assessment.

3.12 The centre may share information and data with other centres which are members of the consortium or Academy Trust provided it complies with these confidentiality obligations.

**All centres which are part of the consortium or Academy Trust must be aware of these obligations.**

The centres in the consortium or Academy Trust must satisfy themselves that any sharing of personal data is lawful.

## Retention of candidates' work

### 3.13 The awarding bodies will:

- a) unless otherwise stated, return centre-assessed work to centres after the publication of results;
- b) reserve the right to retain samples of centre-assessed work for archive purposes even where work is normally returned to centres and to retain all centre-assessed work, scripts and associated materials which have been the subject of a malpractice investigation;
- c) assume ownership of all written scripts, candidates' work submitted electronically, recordings of speaking tests and recordings of performances carried out under formal examination conditions and will not return externally assessed non-examination assessments (including controlled assessments and coursework) or examination scripts to centres, except where requested under access to scripts arrangements;
- d) retain examples of scripts and associated materials to demonstrate standards and for reference by awarders in future years;
- e) allow centres to return to candidates their portfolios of evidence of achievement following verification;
- f) dispose of all scripts and the verified work of candidates after those required for access to scripts, reviews of marking, appeals and research purposes have been extracted. Scripts and verified work of candidates will be disposed of in a confidential manner.

### 3.14 It is the responsibility of centres to:

- a) **keep live non-examination assessments, including controlled assessments, coursework and portfolios, secure and confidential at all times whilst in their possession.** It is not acceptable for teaching staff to share the live work of candidates with other candidates. Live non-examination assessment, including controlled assessments and coursework, is defined as any work on a topic which has been set either by an awarding body or the centre for a current or future examination series even if the work was completed in a previous year;
- b) store safely and securely all non-examination assessments, including controlled assessments, coursework or portfolios, retained in, or returned to, the centre until the deadline for a review of moderation has passed or until a review of moderation, an appeal or a malpractice investigation has been completed, whichever is later. This includes materials stored electronically;
- c) ensure that when scripts that have been returned under access to scripts arrangements are no longer required, they are disposed of in a confidential manner, but no earlier than the dates specified by the awarding bodies.

## Communication

- 3.15 The awarding bodies/JCQ **will not** communicate with candidates or their parents/carers regarding examination administration. **Centres must not advise parents/candidates to contact awarding bodies/JCQ directly.**

Correspondence on any aspect of a candidate's examination or assessment will be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Private candidates may approach an awarding body regarding post-results services and appeals.

## 4 The responsibilities of the awarding bodies

- 4.1 The awarding bodies will make their processes with centres clear and streamlined as per the requirements of the qualification regulators.

### Administrative support for centres

4.2 **The awarding bodies will:**

- a) provide documentation and effective guidance on a centre's responsibilities when managing, administering and assuring the quality of an examination or qualification;
- b) issue moderation procedures that they will undertake (or that will be undertaken on their behalf) which allow for the marking of assessments by centres to be monitored, ensure assessments meet the required standards and allow for any adjustments to marks to be made;
- c) provide dates of examinations, key dates for examination administration, administrative guides, question papers and examination materials;
- d) inform centres how to submit registrations and entries, and process centres' registrations and entries;

**(Centres should note that the acceptance of candidate entries and/or registrations by an awarding body, including private candidates, does not mean that a legal relationship has been entered into between the awarding body and those candidates.)**

- e) provide general procedures and documentation relating to the administration of controlled assessments, coursework, non-examination assessments and portfolios;
- f) provide, where relevant, subject-specific instructions and mark sheets;
- g) provide through the JCQ publication *Instructions for conducting examinations* instructions for the conduct of written examinations and on-screen assessments;
- h) process applications for access arrangements and reasonable adjustments, as referred by centres, in line with the JCQ publication *Access Arrangements and Reasonable Adjustments*. Applications will be processed efficiently and within the relevant timescales;
- i) ensure that nothing in the particular instructions that they may issue shall in any way affect the responsibility of the centre for health, safety and safe working under current legislation and local government by-laws. Any particular local requirements must be followed by the centre;
- j) **publish** customer service statements and monitor their performance;
- k) assist centres to carry out their procedures correctly and that instructions have been followed.

## Reporting results

### 4.3 The awarding bodies will:

- a) issue results to centres via A2C and awarding body secure extranet sites on the published dates;
- b) issue results in a new name following gender re-assignment, or a released prisoner being given a new identity, or a witness protection case, upon receipt of appropriate documentation. The documentation will be treated in the strictest of confidence;
- c) issue certificates which are presented clearly;
- d) transfer a certificated GCE AS award (**legacy GCE unitised AS specifications**) from a previous examination series between awarding bodies and/or specifications subject to the operating rules as detailed in the JCQ publication *Information for centres – 2018/19: Arrangements for GCE AS candidates transferring between specifications or awarding bodies midway through a legacy GCE unitised A-level course* ;
- e) investigate and report the outcome of reviews of results and appeals;
- f) hold an archive of candidates' results.

## Feedback to centres

- 4.4 The awarding bodies will provide a mechanism for receiving and responding to comments from centres and others about their examinations and assessments.

## Subject-specific support for centres

### 4.5 The awarding bodies will:

- a) provide advance notice of the withdrawal of qualifications, subjects or units;
- b) provide detailed specifications for each qualification offered;
- c) provide access to specialist advice and guidance;
- d) provide appropriate support materials;
- e) offer a programme of training for specifications;
- f) respond to requests for information or advice about any aspect of specification delivery.

- 4.6 All specifications and related services are provided in accordance with the requirements of the appropriate regulators.

## 5 The responsibilities of centres

### Centre management

- 5.1 **The head of centre must ensure compliance with the published JCO regulations and awarding body requirements in order to deliver the qualification(s).**
- 5.2 **Centres must have Internet access to enable them to make full use of the awarding bodies' extranet sites.**
- 5.3 **It is the responsibility of the head of centre to ensure that his/her centre:**
- takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials;**
  - delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation;**
  - enables the examinations officer to receive **appropriate training and support** in order to facilitate the effective delivery of examinations and assessments within the centre;
  - informs the awarding bodies, **before the published deadline for entries**, of any members of centre staff who are either sitting examinations and assessments, or teaching and preparing members of their family (which includes step-family, foster-family and similar close relationships) or household for examinations and assessments, or where members of their family will be sitting examinations and assessments;

**Awarding bodies must be informed where members of the family (which includes step-family, foster-family and similar close relationships) or household of exams office staff are being entered for examinations and assessments; whether by the centre itself or a different centre.**

#### **Note:**

**Heads of centre must note that entering members of centre staff for qualifications at their own centre must be as a last resort in cases where the member of centre staff is unable to find another centre.**

**The head of centre is responsible for ensuring that proper protocols are in place to prevent the member of centre staff having access to examination materials prior to the examination and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials.**

**The head of centre must ensure that during the examination series the member of centre staff is treated as per any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment.**

**Note:**

**If a candidate is entered for an awarding body's examinations at a centre where a relative is employed, the head of centre must ensure that during the examination series the candidate's relative does not have unaccompanied access to examination materials. For example, question papers, pre-release materials and answer scripts.**

**If the relative in question is the centre's examinations officer, then appropriate arrangements must be made to ensure that another person is present for all of the administrative arrangements relating to the candidate's examinations. (For example, any application for special consideration must be authorised by a member of centre staff other than the candidate's relative.)**

- e) has in place a **written** examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence. **The examination contingency plan must be available for inspection purposes;**
- (The examination contingency plan should also reinforce procedures in the event of the centre being unavailable for examinations or on results day owing to an unforeseen emergency.)**
- f) has in place a **written** child protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements;
- g) makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the JCQ publication *Instructions for conducting examinations 1 September 2018 to 31 August 2019* ;
- h) makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments;
- i) allows candidates access to relevant pre-release materials, on or as soon as possible after the date specified by the awarding bodies;
- j) **co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical;**
- k) allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection. (JCQ Centre Inspectors will identify themselves with a photo ID card.) The Inspector **must** be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility;
- l) submits in accordance with awarding bodies' instructions, information they may reasonably require in relation to their examinations and assessments, returning all subject-specific forms by the required date;
- m) retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications;
- n) provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components;

- o) has in place arrangements to co-ordinate and standardise all marking of centre-assessed components and to ensure that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions. **This applies to both internal and private candidates;**
- p) enables candidates to receive sufficient and up to date laboratory experience, or relevant training where required by the subject concerned;
- q) complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims.



## Centre details and the National Centre Number Register

- r) provides contact details and an address to which all correspondence in connection with the administration of examinations and assessments can be directed. **This must be the registered address of the centre and should be permanently staffed between 8.30 am to 3.30 pm during term time.** A senior member of staff or a member of the exams office **must** be available until such time that all afternoon examinations have been completed, examination scripts despatched or placed in secure storage for despatch the next working day;
- (Centres **must** provide awarding bodies with an official school or college e-mail address and landline telephone number. Personal e-mail addresses such as 'yahoo', 'hotmail' and 'gmail', and mobile telephone numbers **are not acceptable**.)
- s) **responds to the National Centre Number Register annual update by the end of October 2018**, confirming they are both aware of and adhering to the latest version of these regulations;
- t) confirms their details or informs the awarding bodies of any changes to their contact details through the National Centre Number Register (as administered by OCR on behalf of the JCQ awarding bodies – AQA, CCEA, OCR, Pearson and WJEC);
- u) informs the National Centre Number Register Team **immediately** (e-mail address – [ncn@ocr.org.uk](mailto:ncn@ocr.org.uk)) **if any changes occur after the National Centre Number Register annual update has taken place**;
- v) informs the National Centre Number Register Team (e-mail address – [ncn@ocr.org.uk](mailto:ncn@ocr.org.uk)) **no later than 6 weeks prior to moving to a new address or a re-location of the secure storage facility**; (As a result of this notification a centre inspection will take place.)
- w) informs the National Centre Number Register Team **immediately** of any other changes in their circumstances that could affect their centre status.

### Note:

**Where a centre fails to respond to requests from the JCQ Centre Inspection Service, the awarding bodies will not despatch secure assessment materials. Ultimately, an awarding body reserves the right to withdrawal centre approval.**

### Note:

**The National Centre Number Register will be shared with JCQ awarding bodies and such other third parties as is necessary, including but not limited to DfE, Parcelforce and the qualification regulators, solely for the purposes of delivering assessment processes and meeting regulatory requirements.**

## Access arrangements and reasonable adjustments

### 5.4 The head of centre/senior leadership team will:

- a) **ensure that it will recruit with integrity with regard to both general and vocational qualifications;**
- b) ensure that learners will have the correct information and advice on their selected qualification(s) **in an accessible format** and that the qualification(s) will meet their needs. The recruitment process **must** include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to successfully complete the examinations/assessments and achieve the qualification(s). The centre's assessment **must** identify, where appropriate, the support that will be made available to the learner to facilitate access to examinations/assessments;
- c) recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010†. This **must** include a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates;  

†or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect
- d) undertake the necessary and appropriate steps to gather an appropriate picture of need and demonstrate normal way of working for a private candidate. **This includes distance learners and home educated students.** The centre, where required, **must** lead on the assessment process. The candidate **must** be assessed by the centre's appointed assessor. In some instances, depending on his/her needs, the candidate may have to be assessed away from the centre, for example at home. **The centre must comply with the obligation to identify the need for, request and implement access arrangements;**
- e) ensure that where a candidate with a learning difficulty requires an assessment of his/her needs, he/she is assessed by an appropriately qualified assessor **as appointed by the head of centre.** Evidence of the assessor's qualification(s) **must be obtained before he/she assesses candidates;**
- f) have a **written** process in place to not only check the qualification(s) of their assessor(s) **but that the correct procedures are followed as per Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments ;**
- g) assist the awarding bodies in the discharge of their duty to make reasonable adjustments by requesting access arrangements, where required, and **fully supports the SENCo** in effectively implementing those arrangements once approved;
- h) submit any applications for access arrangements or reasonable adjustments **by the published deadline** ensuring that appropriate documentary evidence is held on file to substantiate such an arrangement and is open to inspection. For GCE and GCSE qualifications, a JCQ Centre Inspector will sample a centre's applications;
- i) ensure that for GCE and GCSE qualifications, a file is presented **by the SENCo** which **must** contain for each application the downloaded approval for the respective arrangement(s), supporting evidence of need (where required) and a signed data protection notice. **This information must be readily available for inspection at the venue where the candidate is taking the examination;**
- j) submit requests for modified papers **by the published deadline.**

### 5.5 The arrangements **must** be carried out in accordance with the JCQ publication *Access Arrangements and Reasonable Adjustments, 1 September 2018 to 31 August 2019.*

**Note:**

**If a JCQ centre inspection reveals deficient performance by a centre in respect of its role in requesting and/or implementing access arrangements, an awarding body will take decisive action. Ultimately, an awarding body might have to withdraw approval for a centre. This would be where a centre has clearly failed to comply with its obligations in respect of identifying the need for, requesting and implementing access arrangements.**

## Entries

### 5.6 The centre will:

- a) observe the awarding bodies' terms and conditions for the entry and withdrawal of candidates for their examinations and assessments;
- b) register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures for that qualification;
- c) submit registrations, examination entries and certification claims by the deadline(s);  
(With regard to entries for unitised GCSE specifications, centres **must** ensure that a minimum of 40% of the total marks are taken in the final exam series when cashing-in/certification is applied for.)  
**(†This only applies to centres outside of England entering candidates for unitised GCSE specifications.)**
- d) maintain a Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) for each candidate entered for an examination or assessment and to ensure that the same UCI or ULN is used consistently for the candidate over time to enable aggregation of units and qualifications;
- e) enter candidates who are on roll at the centre as internal candidates;
- f) enter a candidate not in attendance at the centre who is following a general qualification as a private candidate. If the candidate is registered at another centre, that centre **must** be informed of the entries made;  
(A private candidate is responsible for his or her own entry which **must** be made through an accredited centre in the United Kingdom. A candidate may not be entered as both an internal and a private candidate at the same centre in the same examination series.)  
(Awarding bodies do not accept entries directly from private candidates; they will only accept entries made through an accredited centre in the United Kingdom. Further advice should be sought from the relevant awarding body who may maintain a list of centres who have indicated a willingness to accommodate private candidates.)
- g) pay fees as instructed and at the time specified by the awarding bodies;
- h) submit any applications for GCE AS transfer of credit arrangements (**legacy GCE unitised AS specifications**) in accordance with the JCQ publication *Information for centres – 2018/19: Arrangements for GCE AS candidates transferring between specifications or awarding bodies midway through a legacy GCE unitised A-level course*. **CCEA and WJEC also permit transfer of credit arrangements for their reformed GCE unitised AS specifications;**

- i) submit any applications for transferred candidate arrangements in accordance with the JCQ document *Guidance notes concerning Transferred Candidates*;
- j) verify the identity of all students that they enter for examinations or assessments. The centre **must** be satisfied that all candidate identities have been checked, whether as part of the initial registration process, or in the case of private candidates through a verification process which involves photo-ID;
- k) treat **all candidates** equally, **including private candidates**, throughout the examination process. This would also extend to post-results services and appeals.

**Advice:**

**Whilst it is advisable to enter candidates under names that can be verified against suitable identification such as a birth certificate, driver's licence or passport, the decision is the candidate's/centre's to make. The centre is best placed to understand the candidate's particular circumstances and make an informed decision.**

## Centre assessed work

### (Controlled assessments, coursework, non-examination assessments and portfolios of evidence)

#### 5.7 The centre will:

- a) notify awarding bodies of a consortium of centres with joint teaching arrangements for GCE and/or GCSE qualifications, so that the candidates for each specification can be treated as a single group for the moderation of centre-assessed work. This is only required if two or more member centres will be entering candidates for work that is centre assessed;
- b) take reasonable steps to ensure that all associated administrative tasks are completed in an accurate and timely manner. For example, marks are correctly calculated, recorded and submitted by the published date. **It is the responsibility of the centre to carefully check the marks it is submitting to an awarding body;**
- c) submit centre-assessed marks and to despatch moderation samples, if required by the awarding body, by the published date. **It is the responsibility of the centre to ensure that moderators receive the correct samples of work to review;**
- d) have in place and **be available for inspection purposes**, a **written** internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates;
- e) have in place and **be available for inspection purposes**, a **written** policy with regard to the management of GCE and GCSE non-examination assessments; (For CCEA GCSE centres this would be a **written** controlled assessments policy.)
- f) use only current assessment materials/tasks to assess candidates' knowledge and skills (in cases where the awarding body provides such material).

**Note:**

**The centre must inform candidates of their centre assessed marks. A candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body.**

## Candidate information

### 5.8 The centre will:

- a) notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments;
- b) ensure that in relation to examinations, the JCQ *Mobile Phone* and *Warning to Candidates* posters are displayed in a prominent place for all candidates to see prior to entering the examination room;
- c) ensure that the JCQ *Information for candidates* (coursework, non-examination assessments, on-screen tests, social media and written examinations) are **distributed to all candidates whether electronically or in hard copy format prior to assessments and/or examinations taking place.**

These documents may be found at: <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

(Candidates **must** also be made aware of the content of the JCQ *Mobile Phone* and *Warning to Candidates* posters.)

(It is permissible for each of the JCQ *Information for candidates* documents to be placed on the centre's website and for the respective link to be e-mailed to candidates, with an appropriately worded message. The centre should follow this up with a briefing session or a special assembly led by the relevant Head of Year or an Assistant Head.

**The briefing session would reinforce what candidates must and must not do when sitting written examinations and/or on-screen tests, and when producing coursework and/or non-examination assessments.)**

**A centre may provide candidates with a copy of the JCQ *Information for candidates* documents in a language other than English, Irish or Welsh.**

- d) ensure that all candidate data where required by the awarding body has been supplied to the awarding bodies within the terms of the **General Data Protection Regulation, the Data Protection Act 2018** and the Freedom of Information Act 2000, and that candidates have been properly informed that this data has been transferred to the awarding bodies (**see section 6, page 23, for more information**);
- e) draw to the attention of candidates and their parents/carers their **written** complaints and appeals procedure which will cover general complaints regarding the centre's delivery or administration of a qualification.

## Conducting examinations and assessments

### 5.9 The centre will:

- a) provide suitable accommodation and facilities for all examinations and assessments, including centre-assessed work, computer based and on-screen assessments, ensuring that the work submitted is that of the candidate alone using only the items/materials specified;
- b) provide fully trained invigilators for examinations, including computer based and on-screen assessments;
- c) provide fully trained **Communication Professionals**, Oral Language Modifiers, practical assistants, readers and scribes for examinations where permitted in accordance with the JCQ publication *Access Arrangements and Reasonable Adjustments* ;  
  
(When contracting supply staff to act as invigilators or to facilitate an access arrangement, the head of centre **must** ensure that such persons are competent and fully trained, understanding what is and what is not permissible.)
- d) have in place **written** procedures to verify the identity of **all** candidates at the time of the examination or assessment;
- e) conduct all examinations/assessments governed by these regulations in accordance with the following JCQ publications for the academic year 2018/19:  
*Access Arrangements and Reasonable Adjustments, Instructions for conducting coursework, Instructions for conducting examinations, Instructions for conducting non-examination assessments* ;
- f) inform the JCQ Centre Inspection Service using the JCQ *Alternative Site form* of any alternative sites that will be used to conduct **timetabled examination components/units in the qualifications as listed within paragraph 1.3, page 1**;
- g) keep records for inspection purposes of all cases where overnight supervision is required in accordance with the JCQ publication *Instructions for conducting examinations, 1 September 2018 to 31 August 2019* ;
- h) submit declarations for very late arrival of candidates for examinations, in accordance with the JCQ publication *Instructions for conducting examinations, 1 September 2018 to 31 August 2019* ;
- i) submit any applications for special consideration where candidates meet the published criteria.

- 5.10 **In relation to timetabled examinations and the handling of scripts, the centre must refer to the JCQ publication *Instructions for conducting examinations* - <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>**

## Malpractice

### 5.11 The centre will:

- a) take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during the course of and after examinations have taken place;
- b) inform the awarding body **immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff**, by completing the appropriate documentation;
- c) investigate any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures, 1 September 2018 to 31 August 2019* and provide such information and advice as the awarding body may reasonably require.

## Results

### 5.12 The centre will:

- a) keep results entirely confidential and restricted to key members of centre/consortium/Academy Trust staff, at the discretion of the head of centre, until the official dates and times of release of results to candidates;
- b) distribute provisional statements of results to **all** candidates without delay and regardless of any disputes (such as non-payment of fees).

**(Centres are not permitted to withhold provisional results from candidates under any circumstances.** Under the terms of the **General Data Protection Regulation** centres that receive a Subject Access Request are compelled to release results to candidates within timescales prescribed by the **General Data Protection Regulation**.

Alternatively, if a candidate makes a Subject Access Request directly to an awarding body in order to obtain his/her examination results, (**see section 6.6, page 23**) the awarding body is similarly compelled under the terms of the **General Data Protection Regulation** to provide those results within timescales prescribed by the **General Data Protection Regulation**.)

## Post-Results Services and Appeals

### 5.13 The centre will:

- a) have in place **written** procedures for how it will deal with candidates' requests for access to scripts, clerical checks, reviews of marking, reviews of moderation and appeals to the awarding bodies. Details of these procedures **must be** made widely available and accessible to **all candidates**. Candidates **must** be made aware of the arrangements for post-results services **before** they sit any examinations **and** the accessibility of senior members of centre staff immediately after the publication of results;
- b) ensure that all internal candidates are made aware that all post-results service requests must be made through the centre;
- c) ensure that candidates have provided their **written consent** for clerical checks, reviews of marking and access to scripts services offered by the awarding bodies **after the publication of examination results**;
- d) submit requests electronically for clerical checks, reviews of marking, reviews of moderation and access to scripts **by the published deadline(s)** in accordance with the JCQ publication *Post-Results Services*;
- e) submit requests for appeals in accordance with the JCQ publication *A guide to the awarding bodies' appeals processes* ;
- f) ensure outcomes of clerical checks, reviews of marking, reviews of moderation and appeals are made known to candidates;
- g) **have available for inspection purposes** and draw to the attention of candidates and their parents/carers, a **written** internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal;

(A centre may place its internal appeals procedure on the school/college website or alternatively the document may be made available to candidates upon request.)

- h) submit late subject awards for **united GCE AS and A-level qualifications** by the **published deadline**.

#### Note:

Ofqual, the qualifications regulator for England, has informed the awarding bodies that the automatic protection of subject grades, where an awarding body initiates an extended review of marking is not permissible. (See the JCQ publication *Post-Results Services – Information and guidance to centres*). To do otherwise would be a breach of Ofqual's requirements as their rules do not allow for any automatic protection of candidates' results, other than presently reviews of moderation. Centres should note that in the event of an awarding body initiating an extended review of marking candidates' marks and subject grades may be lowered, confirmed or raised.



## Certificates

### 5.14 The centre will:

- a) distribute certificates to **all** candidates without delay and regardless of any disputes (such as non-payment of fees). **Certificates must not be withheld without prior permission from an awarding body which will only be given in very exceptional circumstances.** A record should be kept of the certificates that are issued;
- b) retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue;
- c) destroy any unclaimed certificates after retaining them for a minimum of 12 months. They must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to the respective awarding body. A record of certificates that have been destroyed should be retained for four years from their date of destruction. However, **candidates should be informed that some awarding bodies do not offer a replacement certificate service.** In such circumstances the awarding body will issue a Certifying Statement of Results;

(Where an awarding body issues a replacement certificate or a Certifying Statement of Results this will provide an accurate and complete record of results for all qualifications covered by the original certificate.)

- d) return any certificates requested by the awarding bodies. Certificates remain the property of the awarding bodies at all times.

## 6 Personal Data, Freedom of Information and Copyright

### Personal Data

- 6.1 The delivery of examinations and assessments involve centres and awarding bodies processing a significant amount of personal data (i.e. information from which a living individual might be identified). It is important that both centres and awarding bodies comply with the requirements of the General Data Protection Regulation and the Data Protection Act 2018.
- 6.2 Centres must bring to candidates' attention the JCO document *Information for candidates – Privacy Notice, General and Vocational Qualifications*. This document should be distributed to all candidates at the start of a course leading to a vocational qualification, or, where candidates are following GCE and GCSE qualifications, when the entries are submitted to awarding bodies for processing.
- 6.3 The head of centre, or a member of the senior leadership team, must advise any person involved in administering, teaching or completing examinations/assessments that where malpractice is suspected or alleged personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved and may be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCO publication *Suspected Malpractice in Examinations and Assessments – Policies and Procedures*.
- 6.4 Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes. Awarding bodies maintain a comprehensive archive record of candidates' examination results. The purpose is to provide an audit trail of the results certificated and to maintain an accurate record of an individual's achievements. It is the responsibility of centres to ensure that candidates are made aware of this.
- 6.5 The Learning Records Service (LRS) will provide learners aged 14 and over with a Unique Learner Number (ULN). An internet facility will provide and hold a ULN for every person in education and training aged 14 and over.
- The ULN will remain with the learner for life, supporting the learner in building a record of their participation and achievements. Learners will be able to manage access to their own learning and achievement data, whilst awarding bodies will be able to publish and maintain a learner's achievement data.
- 6.6 Awarding bodies must make the personal data they hold on an individual available to him or her when requested, subject to the application of any relevant exemptions. Candidates and other individuals may obtain access to their personal data such as examination results (**see section 5.12, page 20**) by applying to the appropriate awarding body's data protection officer (**see page 26, contacts section**).

- 6.7 It is the responsibility of centres to inform candidates of the processing that the centre undertakes. For example, that the centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.
- 6.8 Data protection laws acknowledge that an examination certificate is a contemporaneous record of achievement. The fact that an individual's name might have changed since the date of issue of the certificate does not render it inaccurate for the purposes of the data protection legislation.

## Freedom of Information

- 6.9 Under the Freedom of Information Act 2000, the general public is allowed access to any recorded information held by public authorities, unless such information is exempted in accordance with the provisions of the Act.
- 6.10 This means centres or awarding bodies who are public authorities within the meaning of the Act must consider requests for information in accordance with the provisions of the Act. Centres who are public authorities must consult with the relevant awarding bodies before disclosing, pursuant to the Freedom of Information Act, any information received from an awarding body.
- 6.11 This obligation does not apply to centres or awarding bodies that are private entities. However, information held on behalf of other public authorities such as DfE or Ofqual will also fall within the scope of the Act. Centres and awarding bodies should co-operate with the relevant authority in respect of any request for such information.

## Copyright

- 6.12 The copyright in all question papers, on-screen assessments and computer-based assessments created by an awarding body belongs to that awarding body. Unless otherwise expressly stated in any question papers which are subject-specific, the awarding bodies grant the centres a non-exclusive, non-transferable licence to use the question papers for the purpose only of preparing future groups of candidates for mock examinations and other internal centre tests.
- 6.13 **For confidentiality purposes question papers must not be released to centre personnel for use in accordance with the above licence until after the awarding body's published finishing time for the examination or, in the case of a timetable variation, until all candidates within the centre have completed the examination.** This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations.
- 6.14 Materials that are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data ("**Assessment Materials**"). The copyright in any assessment materials created by a candidate belongs to him/her.

- 6.15 Each centre will procure from each of its candidates to grant the awarding body a non-exclusive, royalty-free licence to use their assessment materials (the “**Assessment Licence**”) on the following terms:
- i. the assessment licence becomes effective on submission, in any medium or form, by the candidate of the applicable assessment materials;
  - ii. the awarding body is entitled to use such assessment materials for the purpose of:
    - a. assessing such candidates and their assessment materials (“**Candidate Assessment**”); **and**
    - b. providing education and training services to others;
    - c. research.
  - iii. the awarding body is entitled to grant any sub-licences of its rights under section 6.15(ii):
    - a. to third party examiners for the purpose of candidate assessment; **and**
    - b. to third party IT service providers for the purpose of detecting potential and suspected malpractice.
  - iv. the awarding body and its sub-licensees are entitled, for purposes of exercising their rights under the assessment licence, to reproduce the assessment materials in any form or medium and in whole or in part;
  - v. the awarding body is entitled, for the purpose of providing education and training services to others, to modify, translate or otherwise change the assessment materials to meet particular needs;
  - vi. a candidate shall be entitled to notify the awarding body, by means of a notice to the centre, that he or she wishes to terminate the awarding body’s rights referred to in section 6.15(ii)(b), (c) and it shall be in discretion of the awarding body whether or not to terminate such rights; **and**
  - vii. a candidate is not entitled to terminate the awarding body’s rights referred to in section 6.15(ii) (a).
- 6.16 The assessment materials will either be assessed internally by teachers in the centres (whose marks will be moderated) or externally by examiners. Any such assessment materials will be anonymised to ensure that the candidates cannot be identified. Where a centre or third party is in possession of any assessment materials for the purposes of candidate assessment, such assessment materials will be held on behalf of the awarding body. The centre or third party shall not acquire any rights therein other than granted pursuant to the assessment licence.
- 6.17 The awarding body before publishing or otherwise disclosing assessment materials to any third party in any medium or form, and using any assessment materials for the purpose of providing education and training services to others, pursuant to the assessment licence, will anonymise such assessment materials to ensure that the candidates cannot be identified.
- 6.18 Each centre must submit promptly to the relevant awarding body any notice given by a candidate referred to in section 6.15(vi).
- 6.19 Subject to section 6.15, the physical medium on which any assessment material is recorded will be the property of the awarding body to whom it is submitted (the “**Property**”). The property will not be returned to centres other than through the access to scripts arrangements set out in **section 5.13, page 21**.

## 7. Contacts

### AQA

Devas Street  
Manchester  
M15 6EX

[www.aqa.org.uk](http://www.aqa.org.uk)

### CCEA

29 Clarendon Road  
Clarendon Dock  
Belfast BT1 3BG

[www.ccea.org.uk](http://www.ccea.org.uk)

### Pearson

One90 High Holborn  
London WC1V 7BH

[www.pearson.com](http://www.pearson.com)

### City & Guilds

1 Giltspur Street  
London  
EC1A 9DD

[www.cityandguilds.com](http://www.cityandguilds.com)

### OCR

The Triangle Building  
Shaftesbury Road  
Cambridge  
CB2 8EA

[www.ocr.org.uk](http://www.ocr.org.uk)

### WJEC

245 Western Avenue  
Cardiff  
CF5 2YX

[www.wjec.co.uk](http://www.wjec.co.uk)