JCQ Joint Council for Qualifications

AQA   City & Guilds   CCEA   Edexcel   OCR   SQA   WJEC

Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC

Are you ready?

A checklist for prospective examination centres

This checklist has been specifically written for prospective examination centres and acts as a supplement to this publication (*General Regulations for Approved Centres*) and the JCQ publication *Instructions for conducting examinations*. It has been produced to ensure that centre staff are fully prepared for the pre-registration visit, as conducted by the JCQ Centre Inspection Service. The checklist will be of benefit to those members of staff involved in the application process to become a registered centre and those members of staff who will have responsibility for the administration and conduct of examinations and assessments.

A prospective examination centre must ensure that all of the points on the checklist have been met prior to seeking centre approval with an awarding body.

General Requirements	Centre is ready	Centre is not ready
Is the centre familiar with, and do staff understand, the JCQ publication *General Regulations for Approved Centres*?	**Yes**	**No**
Is the centre familiar with, and do staff understand, the JCQ publication *Instructions for conducting examinations*?	**Yes**	**No**
Is the centre familiar with, and do staff understand, the following JCQ publications? • *Access Arrangements, Reasonable Adjustments and Special Consideration* • *Instructions for conducting controlled assessments* • *Instructions for conducting coursework* • *Suspected Malpractice in Examinations and Assessments – Policies and Procedures*	**Yes**	**No**
Do you have a designated business address with an office which will be staffed between 8.30 am to 3.30 pm?	**Yes**	**No**
Will the centre be open and staff available for an inspection visit in the next 2 to 4 weeks?	**Yes**	**No**
Are you applying for centre approval at least 2 months before the entry deadline for the first exam series?	**Yes**	**No**
Are the secure storage arrangements at the centre already constructed?	**Yes**	**No**
Is a safe/secure cabinet in place?	**Yes**	**No**

General Requirements (continued)	Centre is ready	Centre is not ready
Have you determined appropriate arrangements for receiving and storing confidential materials as issued by an awarding body?	**Yes**	**No**
Do you have sufficient and suitable accommodation within your centre for candidates to sit written examinations and, where appropriate, facilities for on-screen tests?	**Yes**	**No**
Where appropriate, do you have the required facilities for any practical examinations, e.g. laboratory facilities?	**Yes**	**No**
Is there a named member of staff who will act as the examinations officer?	**Yes**	**No**
Do you have arrangements in place for assessing candidates who may require access arrangements, such as an approved specialist teacher?	**Yes**	**No**
Do you have broadband internet access in order to facilitate electronic transactions with the awarding bodies?	**Yes**	**No**
Location of secure storage unit	**Centre is ready**	**Centre is not ready**
Is the secure storage unit the exams office or is it accessed through the exams office?	**Yes**	**No**
Can the secure storage unit be accessed via a corridor or via another room (not the exams office)?	**No**	**Yes**
Does the secure storage unit have solid walls or reinforced stud walls?	**Yes**	**No**
If the secure storage unit is on the ground floor and has external windows have bars been fitted or is the room alarmed (preferably with sensor alarms on the windows)?	**Yes**	**No**
Is the door to the secure storage unit of solid construction?	**Yes**	**No**
Does the door have a security lock (e.g. a five lever mortice or keypad)?	**Yes**	**No**
Are there no more than two to three key/code holders for the secure storage unit?	**Yes**	**No**
Is the secure storage unit shared with staff who are not part of the exams office?	**No**	**Yes**
Secure Storage Unit	**Centre is ready**	**Centre is not ready**
Is one of the following going to be used to store question papers: • A strong, non-portable safe • A non-portable security cabinet • A metal (filing) cabinet which is bolted to the floor or a wall and has an external locking bar • A walk-in store room with a metal shutter/security screen in front of the door or open shelving	**Yes**	**No**