



AQA

CCEA

OCR

Pearson

WJEC

National Centre Number Head of Centre Declaration 2017/18

This is a copy of the declaration included within the NCN [Annual Update](#).

A signed copy of this declaration must be retained within your centre and may be requested as part of the JCQ inspection process.

As Head of Centre, I confirm I and my staff are both aware of and adhering to the latest version of the [JCQ General Regulations](#) and, where relevant, the following JCQ publications when conducting examinations and assessments:

- [Access Arrangements and Reasonable Adjustments](#)
- [Instructions for conducting controlled assessments](#)
- [Instructions for conducting coursework](#)
- [Instructions for conducting examinations](#)
- [Instructions for conducting non-examination assessments](#)
- [Suspected Malpractice in Examinations and Assessments – Policies and Procedures](#)

In addition, for the subjects being delivered by my centre, I confirm I and my staff are meeting our obligations as laid down by the specifications and associated guidelines issued by the awarding organisations.

For specifications involving non-examination assessment or specified practical requirements, as Head of Centre, I will ensure all reasonable steps have been or will be taken to provide all candidates with the opportunity to undertake:

- The prescribed practical activities (for GCSE and A Level Sciences designed for use in England)
- The Spoken Language endorsement (for GCSE English Language designed for use in England).

These regulations and guidelines have been established to ensure the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute. Therefore, failure to complete this declaration will result in your centre status being suspended and could lead to awarding bodies withdrawing their approval of your centre, as outlined in section 1 of the [JCQ General Regulations](#).

Further information on these requirements may be found on both the JCQ and the individual awarding organisations' websites.

Name of Head of Centre (please print in block capitals)	Signature of Head of Centre	Date