**Appendix B**



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| **Centre Number:** | Click here to enter text. |

**Produced on behalf of: AQA, CCEA, OCR, Pearson and WJEC**

Are you ready?

**A checklist for prospective examination centres or where a centre has changed its address or secure storage arrangements**

Examination centres **must** ensure a completed copy of this checklist is returned to either the awarding body it is seeking approval with, or the National Centre Number Register Team following notification of a change of address or secure storage arrangements.

An inspection will only take place on receipt of the completed form.

If your response to a question indicates that you are not yet ready as a prospective examination centre, you **must** seek advice from the relevant awarding body

**Please note that until a satisfactory inspection has taken place, confidential materials such as question papers will not be despatched.**

Should another inspection become necessary in view of inaccurate information being submitted, the awarding bodies reserve the right to levy a fee.

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| **GENERAL REQUIREMENTS** | **Yes** | **No** |
| Does the centre have a full understanding of, and is prepared to abide by the JCQ publication [*General Regulations for Approved Centres?*](http://www.jcq.org.uk/Download/exams-office/general-regulations/general-regulations-for-approved-centres-2013-2014) |  |  |
| Does the centre have a full understanding of and is prepared to abide by the JCQ publication [*Instructions for conducting examinations?*](http://www.jcq.org.uk/Download/exams-office/ice---instructions-for-conducting-examinations/instructions-for-conducting-examinations-2013-2014-bookmarked-version) |  |  |
| Does the centre have a full understanding of and is prepared to abide by the following JCQ publications?   * *Access Arrangements and Reasonable Adjustments* * *Instructions for conducting coursework* * *Instructions for conducting non-examination assessments* * *Suspected Malpractice in Examinations and Assessments* |  |  |
| Do you have a designated business address with an office and reception which will be permanently staffed between 8.30 am to 3.30 pm during term time? |  |  |
| Will the centre be open and staff available for an inspection visit in the next 2 to 4 weeks? |  |  |
| Are you applying for centre approval no later than 5 months before the entry deadline for the first exam series? |  |  |
| Are the secure storage arrangements at the centre already constructed? |  |  |
| Is a safe/secure cabinet in place? |  |  |
| Have you determined appropriate arrangements for receiving and storing confidential materials as issued by an awarding body? |  |  |
| Do you have sufficient and suitable accommodation within your centre for candidates to sit written examinations and, where appropriate, facilities for on-screen tests? |  |  |
| Where appropriate, do you have the required facilities for any practical examinations, e.g. laboratory facilities? |  |  |
| Is there a named member of staff who will act as the examinations officer? (not the head of centre) |  |  |
| Is there a named member of staff who will act as the Special Educational Needs Co-ordinator (the SENcO)? |  |  |
| Do you have arrangements in place for assessing candidates who may require access arrangements, i.e. a specialist assessor approved by the head of centre? |  |  |
| Do you have broadband internet access in order to facilitate electronic transactions with the awarding bodies? |  |  |
| Do you have an official centre e-mail address? (see section 5.3.r, page 14 of the General Regulations for Approved Centres) |  |  |
| Do you have a written child protection/safeguarding policy? |  |  |
| Do you have a written complaints and appeals procedure? |  |  |
|  |  |  |
| **GENERAL REQUIREMENTS (continued)** | **Yes** | **No** |
| Do you have a written data protection policy? |  |  |
| Do you have a written examination contingency plan? |  |  |
| Do you have a written internal appeals procedure? |  |  |
| Do you have 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.) |  |  |
| Do you have a written disability policy demonstrating compliance with Equality Act 2010 (or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect)? |  |  |
| **Location of secure storage unit** | **Yes** | **No** |
| Is the secure storage unit in an area solely assigned to examinations? (As per pages 4-6 of the JCQ publication *Instructions for conducting examinations*). |  |  |
| Is the secure storage unit located at your proposed registered centre address? |  |  |
| Does the location of the secure storage unit have solid walls or reinforced stud walls? |  |  |
| If the location of the secure storage unit is on the ground floor and has windows, have bars been fitted or is the room alarmed (preferably with sensor alarms on the windows)? |  |  |
| Is the door to the location of the secure storage unit of solid construction? |  |  |
| Does the door have a security lock (e.g. a five lever mortice or keypad)? |  |  |
| Are there no more than six key/code holders for the location of the secure storage unit? |  |  |
| Is the location of the secure storage unit shared with staff who are not part of the exams office? |  |  |
| **Secure Storage Unit** |  |  |
| Is one of the following going to be used to store question papers: | **Yes** | **No** |
| • A strong, non-portable safe |  |  |
| • A non-portable security cabinet with multi point locking system |  |  |
| • A metal cabinet with a full length external locking bar, bolted to the wall or floor |  |  |
| • A metal security screen, e.g. roll down shutter, directly in front of open shelving |  |  |