



AQA

CCEA

OCR

Pearson

WJEC

National Centre Number Head of Centre Declaration 2018/19

A signed copy of this 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. **(General Regulations 1.5)**

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. **(General Regulations 2.3)**

As Head of Centre, I confirm:

1. 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 coursework](#)
 - [Instructions for conducting examinations](#) (ICE)
 - [Instructions for conducting non-examination assessments](#)
 - [Suspected Malpractice in Examinations and Assessments – Policies and Procedures](#)**(General Regulations 1.4)**
2. In addition, I have the following written procedures in place:
 - Written Disability Policy
 - Procedure for the emergency evacuation of the exam room
 - Written examination contingency plan
 - Written Internal Appeals Procedure
 - Written procedure for planning and managing non-examination assessments, including staff responsibilities and risk management.
3. I confirm that my staff and I are meeting our obligations as laid down by awarding bodies in their requirements for approved centres.
4. 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 instructions and guidelines issued by the awarding bodies.

5. For specifications involving non-examination assessment with 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 A Level Sciences designed for use in England)
 - The Spoken Language endorsement (for GCSE English Language designed for use in England).

(Instructions for Conducting NEA Appendices 1&2. Centres must refer to the individual specifications for their awarding body to be clear on the precise documentation and form submission requirements for each non-examination assessment)

6. I will notify the National Centre Number team (ncn@ocr.org.uk) if there is a change in Exams Officer in my centre. **(General Regulations 2.4, 5.3 T)**

7. I will ensure that the Exams Officer receives adequate training and support from the senior leadership team to fulfil their role so that the integrity of examinations is maintained. **(General Regulations 5.3C)**

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](#).

The JCQ reserves the right to inspect the application of the arrangements covered by this declaration **(General Regulations 5.3J)**

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