



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.

General requirements	Centre is ready	Centre is not ready
Does the centre have a full understanding of and is prepared to abide by the JCQ publication <i>General Regulations for Approved Centres</i> ?	Yes	No
Does the centre have a full understanding of and is prepared to abide by the JCQ publication <i>Instructions for conducting examinations</i> ?	Yes	No
Does the centre have a full understanding of and is prepared to abide by the following JCQ publications? <ul style="list-style-type: none">• <i>Access Arrangements and Reasonable Adjustments</i>• <i>Instructions for conducting coursework</i>• <i>Instructions for conducting non-examination assessments</i>• <i>Suspected Malpractice in Examinations and Assessments</i>	Yes	No
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?	Yes	No
Will the centre be open and staff available for an inspection visit in the next two to four weeks?	Yes	No
Are you applying for centre approval no later than five 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? (not the head of centre)	Yes	No
Is there a named member of staff who will act as the Special Educational Needs Co-ordinator (the SENCo)?	Yes	No
Do you have arrangements in place for assessing candidates who may require access arrangements, i.e. an assessor approved by the head of centre ?	Yes	No
Do you have broadband internet access in order to facilitate electronic transactions with the awarding bodies?	Yes	No
Do you have an official centre e-mail address? (see section 5.3. r, page 14 of the General Regulations for Approved Centres)	Yes	No
Do you have a written child protection/safeguarding policy?	Yes	No
Do you have a written complaints and appeals procedure?	Yes	No
Do you have a written data protection policy?	Yes	No
Do you have a written examination contingency plan?	Yes	No
Do you have a written internal appeals procedure?	Yes	No
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.)	Yes	No
Do you have a written disability policy demonstrating compliance with the Equality Act 2010? †	Yes	No
Location of secure storage unit	Centre is ready	Centre is not ready
Is the secure storage unit in an area solely assigned to examinations? (As per pages 4-6 of the JCQ publication <i>Instructions for conducting examinations</i>).	Yes	No
Is the secure storage unit located at your proposed registered centre address?	Yes	No
Does the location of the secure storage unit have solid walls or reinforced stud walls?	Yes	No
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)?	Yes	No
Is the door to the location of the secure storage unit of solid construction?	Yes	No

Location of secure storage unit (continued)	Centre is ready	Centre is not ready
Does the door have a security lock (e.g. a five lever mortice or keypad)?	Yes	No
Are there no more than four key/code holders for the location of the secure storage unit?	Yes	No
Is the location of 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
<p data-bbox="212 622 922 651">Is one of the following going to be used to store question papers?</p> <ul data-bbox="240 689 1062 949" style="list-style-type: none"> <li data-bbox="240 689 544 719">• Strong, non-portable safe; <li data-bbox="240 745 922 775">• Non-portable security cabinet with multi-point locking system; <li data-bbox="240 801 1062 864">• Metal cabinet with full length external locking bar, bolted to wall or floor; <li data-bbox="240 891 1062 949">• Metal security screen, e.g. roll down shutter, directly in front of open shelving. 	Yes	No

†or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect