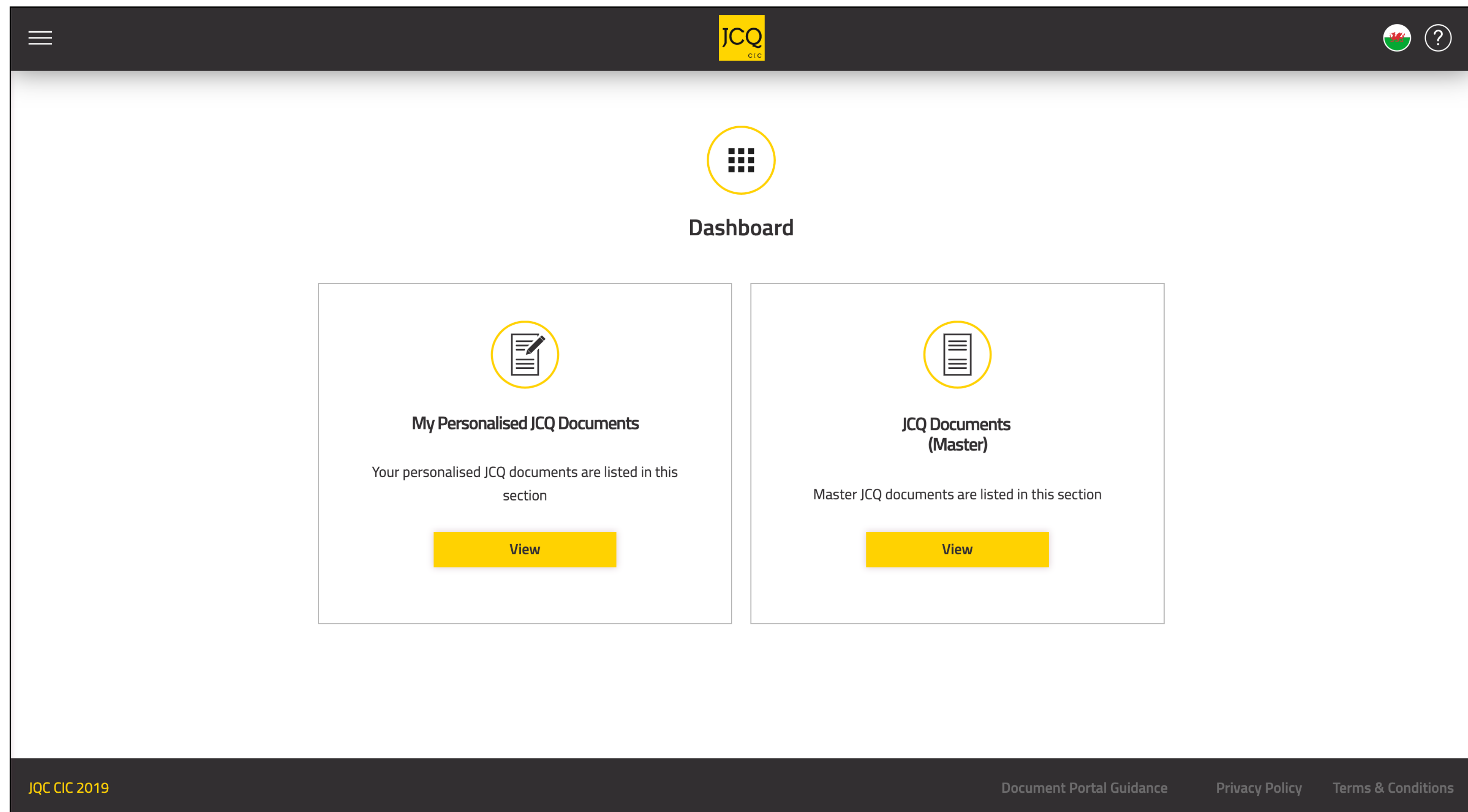# Dashboard

From the dashboard there are two options:

• My Personalised JCQ Documents

• JCQ Documents (Master)

In both of these sections you can view documents, view chapters, search within a document or chapter, highlight text, make notes, and bookmark chapters within a document.

You can also print entire documents, personalised documents, or specific chapters within a document.

Dashboard

My Personalised JCQ Documents

Your personalised JCQ documents are listed in this section

View

JCQ Documents (Master)

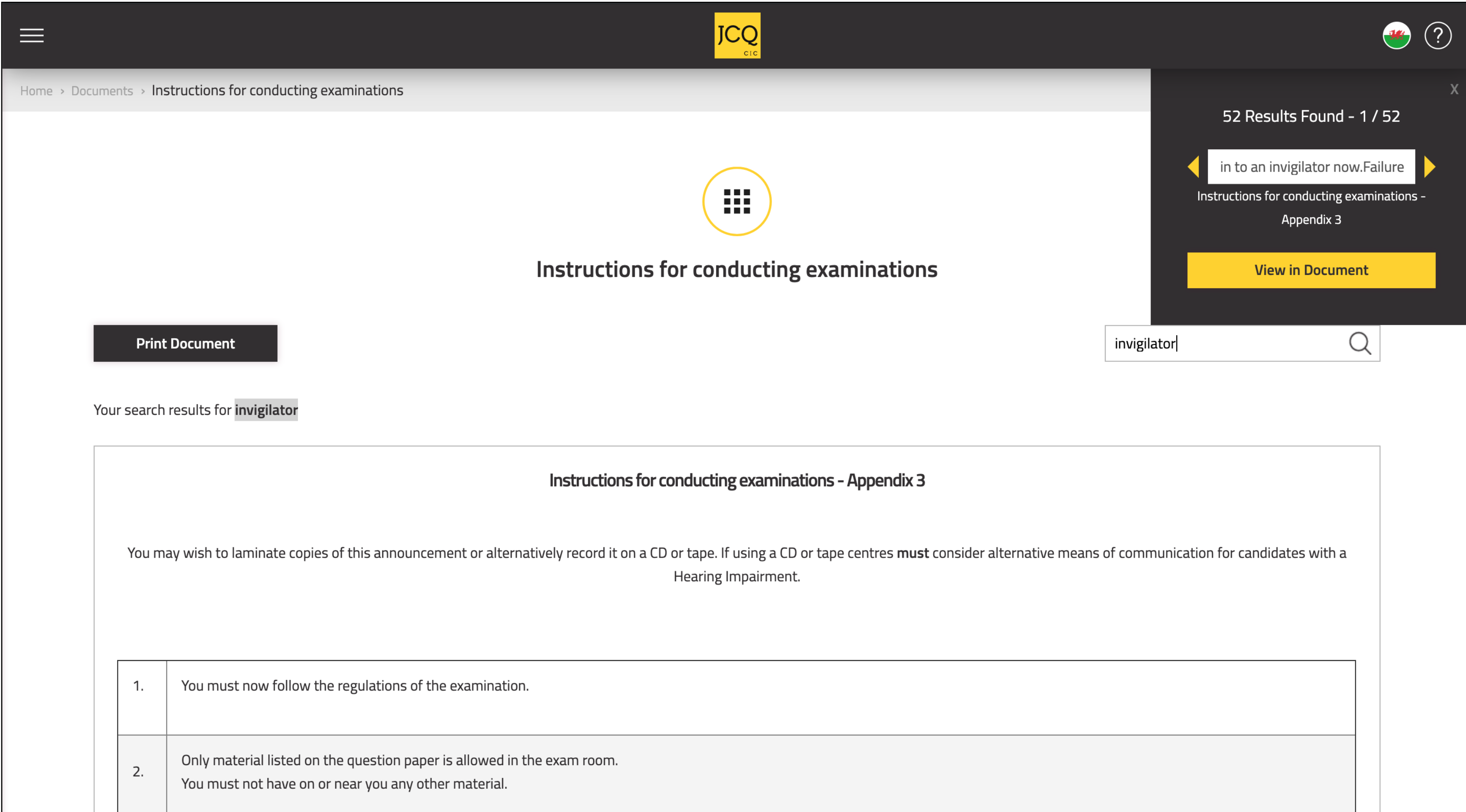Master JCQ documents are listed in this section

View

Search Functionality

The search tool can be used to search key words in all documents, key words within one document, or key words within one chapter of a document, depending on what the user is currently viewing when they choose to use it.

When the user enters the search term and clicks the magnifying glass icon, the amount of matching results will be displayed and the user will be able to scroll through each result by clicking the left and right arrows. When the user clicks the left and right arrows they will automatically be taken to where that result is located within the document or chapter. The search term will be highlighted in grey to show the user where it is within the text.

When the user accesses the search function on the document listing page this will search all documents on the portal.

When the user accesses the search function on the document details page this will search an individual document.

Home › Documents › Instructions for conducting examinations

52 Results Found - 1 / 52

◄ in to an invigilator now.Failure ►

Instructions for conducting examinations - Appendix 3

View in Document

Instructions for conducting examinations

Print Document

Your search results for invigilator

invigilator

Instructions for conducting examinations - Appendix 3

You may wish to laminate copies of this announcement or alternatively record it on a CD or tape. If using a CD or tape centres **must** consider alternative means of communication for candidates with a Hearing Impairment.

1.	You must now follow the regulations of the examination.
2.	Only material listed on the question paper is allowed in the exam room. You must not have on or near you any other material.

Highlighting & Notes

Users can highlight text within a chapter, as well as having the option to add notes to a section of text.

Highlight

To highlight a particular section of text, the user will highlight the text using their mouse, and then click the highlight icon on the left. The text will then be highlighted in blue. If the user clicks on the highlighted text they will be given the option to clear the highlight by clicking 'clear highlight' on the pop up.

Notes

Users can add notes to a section of text by highlighting it with the mouse and then clicking the notes icon on the left. A pop up will be displayed with a text box allowing the user to add a note. Once a note is added, the text will be underlined in red.

Once a highlight or note is added, the user must scroll to the bottom and click save.

Print Chapter

Search This Chapter...

Chapter 3 - The agreement between the centres and the awarding bodies

3.1 The approval of a centre by an awarding body signals the start of a contractual relationship, which is governed by the contract between the awarding body and the centre, these regulations and any other documents published by the JCQ, the awarding bodies or the regulators.

Approval with one awarding body does not imply, and will not necessarily lead to, approval with another.

Approved centres **must** be able to meet the conditions set out in these regulations and any specific qualification criteria.

Where a centre uses a third party to deliver any part of a qualification it **must** maintain oversight of, and responsibility for, the delivery of the qualification in accordance with this document and awarding body requirements.

3.2 **Prospective Centres**

Prospective centres **must** contact each awarding body whose qualifications they wish to offer in order to gain centre approval. Details of an awarding body's centre approval process will be found on their website.

Approval **must** be in place before delivering a qualification. As a minimum, approval **must** be finalised no later than five months before the closing date for candidate entries.

Until approval has been granted the awarding body cannot provide access to their assessment and support material.
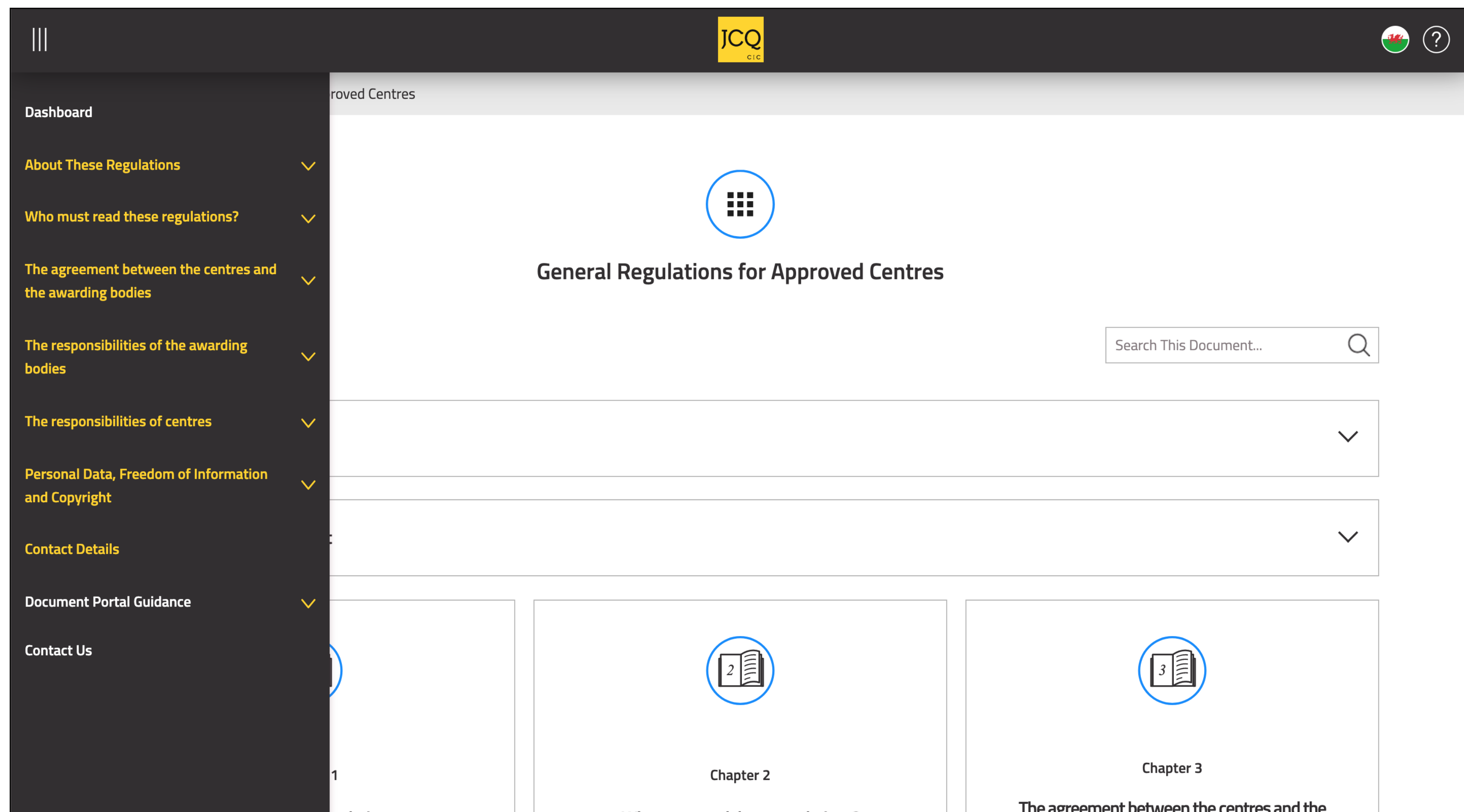
Navigation

The navigation menu will change in relation to what the user is viewing.

At documents level the navigation will give the user the option to view; Dashboard, Document Portal Guidance, and Contact Us.

If the user is viewing a document, the navigation will display the chapters within the document, with the option to click on the drop down arrow to view chapter sub sections within each chapter.

In the header there are two icons as well as the JCQ logo. The JCQ logo can be clicked at any time to return to the home page. The Welsh/English flag can be clicked to change language within a document from English to Welsh. The Question Mark icon takes the user to the Document Portal Guidance page where they can access the video and guidance document.

In the light grey bar below the header there is a breadcrumb trail which allows the user to navigate back to previous pages.

JCQ cic

roved Centres

Dashboard

About These Regulations

Who must read these regulations?

The agreement between the centres and the awarding bodies

The responsibilities of the awarding bodies

The responsibilities of centres

Personal Data, Freedom of Information and Copyright

Contact Details

Document Portal Guidance

Contact Us

General Regulations for Approved Centres

Search This Document...

Chapter 2

Who must read these regulations?

Chapter 3

The agreement between the centres and the

Bookmarks & Printing

Bookmarks

Users can bookmark chapters within a document by clicking the bookmark icon on the left. When they click the bookmark icon a pop up will be displayed to confirm the bookmark has been added, as well as giving the user the option to view all bookmarks they have made.

Printing

Users can print entire documents, or specific chapters within a document. They can also print their own personalised documents with or without highlights and notes.

When the user is viewing a personalised document and clicks 'print document', a pop up will be displayed with the options 'print with highlights/notes' and 'print without highlights/notes'.

Print Chapter

Search This Chapter...

Bookmark Chapter

Bookmark added

View all bookmarks

Chapter 2 - Who must read these regulations?

These regulations apply to centres that have been approved by at least one of the JCQ awarding bodies **and** are taking any of the qualifications as defined in section 1.3.

Prospective centres **must** familiarise themselves with this document.

2.2 **They must be read, and referred to, by:**

    a. **the head of centre;**
    b. **members of the senior leadership team;**
    c. **the examinations officer.**

2.3 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.

2.4 The **examinations officer** is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the
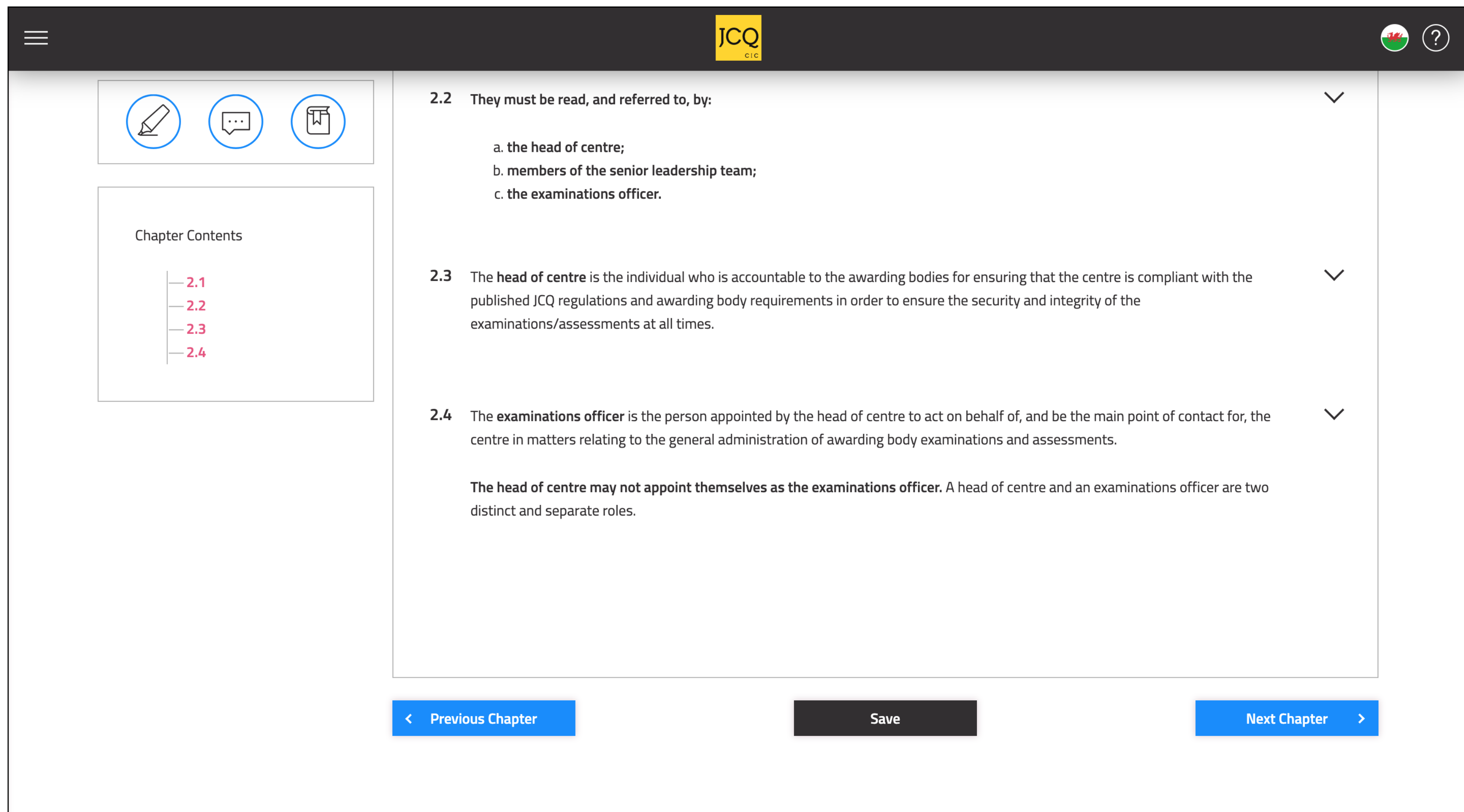
Saving a Document

When the user has edited a document by either adding a comment or highlighting some text, they must save it to make sure their additions are still there next time they visit the site.

The user can do this by scrolling to the bottom of the page and clicking the save button.

A pop up asking for a file name will appear - the user can call this anything they like, it's probably best to make it descriptive.

Click the save button and the document will be saved - the user will now be sent away from the master version and to their personalised version of the document to allow them to continue editing, or print the personalised document.

JCQ
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2.2 They must be read, and referred to, by:

    a. the head of centre;
    b. members of the senior leadership team;
    c. the examinations officer.

2.3 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.

2.4 The **examinations officer** is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

The head of centre may not appoint themselves as the examinations officer. A head of centre and an examinations officer are two distinct and separate roles.

Chapter Contents

— 2.1
— 2.2
— 2.3
— 2.4

Previous Chapter

Save

Next Chapter