

**Pre-Series Checklist**

This checklist has been designed to help you prepare for examinations within your centre. It is not an exhaustive list of tasks. Exam Officers may add additional tasks which are relevant to their centre.

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| **Activity** | **Complete?** |
| * Modified papers have been ordered by the published JCQ deadline for the relevant series.
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| * Provision has been made for candidates requiring access arrangements, such as appropriate accommodation, sufficient computer readers, prompters, readers, scribes and word processors.
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| * Entries have been made, checked and are all correct.
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| * Applications for transferred candidate arrangements have been processed by the published JCQ deadline for the relevant series.
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| * Candidates have been issued with up-to-date and accurate timetables.
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| * Timetable clashes have been identified and resolved.
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| * Seating plans for each examination have been produced.
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| * Staff with approved access to the centre’s secure storage facility, e.g. safe or security cabinet, are fully aware of the protocol for logging, handling and transferring secure and confidential materials to the secure storage facility.
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| * Secure materials received have been checked against your centre timetable or entries. (If there are any materials which are missing, or you have received materials that you should not have, you **must** contact the relevant awarding body **immediately.**)
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| * Question paper packets have been filed in timetable date order within your secure storage facility.
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| * Invigilators and members of centre staff facilitating access arrangements have been appropriately trained in their duties and are fully aware of the relevant JCQ regulations.
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| * Staff managing the supervision of any candidates with timetable variations have been appropriately trained in their duties and are fully aware of the ‘ICE’ regulations and their responsibilities.
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| * Appropriate accommodation for candidates under centre supervision between exams has been identified.
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| * All relevant staff have read the 2021/22 version of the JCQ publication *Instructions for conducting examinations* and understand any updates.
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| * You have an adequate supply of examination stationery (e.g. generic answer booklets, continuation paper).
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| * Candidates have been made aware of the regulations forbidding the introduction of unauthorised materials, mobile phones/electronic devices and watches into the exam room and the potential repercussions of failing to comply with these. Candidates **must** have been issued with the *Information for candidates for on-screen tests, social media and/or written examinations*.
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