



Joint Council for Qualifications

ARE YOU READY CHECKLIST

This document has been produced on behalf of AQA, CCEA, OCR, Pearson and WJEC.

This is a checklist for:

- Prospective examination centres - This checklist is part of the JCQ Approval process, and an application will not be processed without this document
- A centre that has changed its address or secure storage arrangements.

You must ensure a completed copy of this checklist is returned to each awarding organisation you are seeking approval with - or to 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 application form. If your response to a question indicates that you are not yet ready for an inspector to visit, you must seek advice from the relevant awarding body. Please answer the questions accurately, so that we can process your application effectively.

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

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

If you are applying less than five months before the entry deadline for your centre's first exam series this may impact your ability to make entries, as an inspection may not be able to take place in time.

If your centre does not meet the criteria in **Section A** we will not be able to move you to the next steps of the application process.

Section A: you must be able to answer ‘yes’ to the following questions before you submit your application

Your centre premises and key members of staff

	YES	NO
Do you have a full understanding of, and are prepared to abide by the JCQ publication General Regulations for Approved Centres ?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a full understanding of and are prepared to abide by the JCQ publication Instructions for conducting examinations ?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a full understanding of and are prepared to abide by the following JCQ publications? <ul style="list-style-type: none"> • Access Arrangements and Reasonable Adjustments • Instructions for conducting coursework • Instructions for conducting NEA’s (non-examination assessments) • Suspected Malpractice in Examinations and Assessment 	<input type="checkbox"/>	<input type="checkbox"/>
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? Please Refer to JCQ ICE Document for requirements. Please attach a photograph of the reception area with your completed checklist.	<input type="checkbox"/>	<input type="checkbox"/>
Clear signage outside the main building? Please attach a photo of the signage with your completed checklist.	<input type="checkbox"/>	<input type="checkbox"/>
Is there a named member of staff who will <i>act</i> as the examinations officer? (Not the Head of Centre)	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an official centre email address including a domain name which is specific to your centre e.g., exams@centrename.co.uk ? Where possible this should be a generic email address e.g., exams@ rather than for a named person. Web-based addresses such as Gmail, Hotmail, Yahoo etc. are not acceptable.	<input type="checkbox"/>	<input type="checkbox"/>

Secure storage requirements

	YES	NO
Is the secure storage room located at your proposed registered centre address? Please attach a photo of the secure storage with your completed checklist.	<input type="checkbox"/>	<input type="checkbox"/>
Is the secure storage room solely assigned to examinations? The room must not contain any other items or equipment e.g., a server, a boiler, electrical units or any archive material.	<input type="checkbox"/>	<input type="checkbox"/>
Is the secure storage room accessible only by staff who are part of the exams office?	<input type="checkbox"/>	<input type="checkbox"/>
Does the secure storage room have solid walls or metal reinforced stud walls? This applies to the ceilings as well in this room.	<input type="checkbox"/>	<input type="checkbox"/>
Is the secure storage room on the ground floor?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, does it have windows?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes to the above, have bars been fitted or is the room alarmed (preferably with sensor alarms on windows).	<input type="checkbox"/>	<input type="checkbox"/>
Is the door to the secure storage room single door of solid construction? Double doors will not be accepted.	<input type="checkbox"/>	<input type="checkbox"/>
Does the door have a security lock (e.g., a five-lever mortice or keypad)?	<input type="checkbox"/>	<input type="checkbox"/>
Are two to six key/code holders in place for the secure storage room?	<input type="checkbox"/>	<input type="checkbox"/>
Secure Storage Unit Does your room contain a safe or secure cabinet meeting the following requirements in place: <ul style="list-style-type: none"> • A strong, non-portable safe • A non-portable security cabinet with multi point locking system • Metal wardrobe style cabinet with full width external locking bar, bolted to the wall or floor, or metal filing cabinet with 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 	<input type="checkbox"/>	<input type="checkbox"/>

Section B: you must be able to answer ‘yes’ to the following questions before your JCQ inspection takes place


	YES	NO
Have you determined the process for receiving and storing confidential materials as issued by an awarding body?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have sufficient and suitable accommodation within your centre for candidates to sit written examinations and, where appropriate, facilities for on-screen tests? - these facilities will match your entries indicated on the application. Please attach a photo of the accommodation with your checklist .	<input type="checkbox"/>	<input type="checkbox"/>
Where appropriate, do you have the required facilities for any practical examinations, e.g., laboratory facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a member of staff named who will act as the Special Educational Needs Co-ordinator (the SENCo)/Additional Learning Needs Co-ordinator (ALNCo)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a good broadband service to facilitate electronic transactions with the awarding bodies?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the following policies and procedures in place? <ul style="list-style-type: none"> • Complaints and internal appeals procedure relating to internal decisions • Equalities policy • Child protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance • Data protection policy • Examination contingency plan/examination policy • Non-examination assessment (or controlled assessment) policy • Conflict of interest policy 	<input type="checkbox"/>	<input type="checkbox"/>

Section C: Head of Centre Declaration

	YES	NO
I can confirm that everything in this checklist is correct and accurately reflects my centre.	<input type="checkbox"/>	<input type="checkbox"/>
I am aware that should an additional inspection be required due to inaccurate information on this form, my centre may be charged a fee.	<input type="checkbox"/>	<input type="checkbox"/>
Please confirm the earliest date on which your centre will be ready for inspection.		
My centre will be ready for an inspection on the following date:		

Name of Head of Centre:	
Signature of Head of Centre:	
Email Address:	
Date:	

Checklist of photos

	
Your reception area	
The signage outside your building	
The floor plan of your reception to secure storage room and a picture of secure storage room	
The interior of the secure storage room including the door (especially hinges), the secure unit, i.e., safe, metal cabinet etc., and any internal/external windows	
Main Examination Room	