JCQ CIC

Joint Council for Qualifications CIC

Website refresh: Preview

We've refreshed the JCQ website to make guidance easier to find, simpler to use, and more consistent across pages.

You'll still find all the documents you're familiar with, but information is now grouped into clearer sections, making it easier to see what's relevant and get to the right content more quickly. The aim is to make everyday tasks simpler for exams officers.

On the next page we've included examples of how some of the key pages look on the new site.

Preview: Homepage, Exams Office and Entries

Screenshot 1 — Homepage

About us | Exams office | Results | Private candidates | Contact us | Search

Search for guidance, documents or centres

Welcome to JCQ
We work with the UK's leading awarding organisations to make sure the arrangements for exams and assessments are fair, consistent and run smoothly for everyone.

Exams Officers
Your go-to hub for essential JCQ documents, guidance, and updates designed to support exam officers, SENCOs, senior leaders, and staff across schools and colleges.
Find out more

Private Candidates
Use our new online tool to find centres accepting private candidates for the 2026 exam series. Search by postcode, choose your qualification and exam board, & view your options.
Find out more

Featured guidance
Summary as to why we're featuring these documents goes here – try to keep this short and relevant to the audience.

- Instructions for Conducting Examinations (ICE) — View guidance
- Suspected Malpractice policies and procedures — View guidance
- Access Arrangements, Adjustments and special considerations — View guidance
- A guide to the special consideration process — View guidance

Latest posts & updates
All news/blogs

4 NOVEMBER 2025
June 2026 timetable: Consultation outcomes
Read more

24 OCTOBER 2025
Becoming an Examiner
Read more

24 OCTOBER 2025
Newsletter archive
Read more

Key dates and timetables
Key dates and timetables provide essential planning information for centre staff involved in the administration of examinations and assessments.

These documents contain critical deadlines for entries, access arrangements, and administrative processes that centres must meet to ensure smooth examination delivery throughout the academic year. The information supports both current series administration and forward planning for upcoming examination periods.
Learn more

Subscribe to our newsletter
Name (Required)
First | Last
Role
Enter Email | Confirm Email
Privacy (Required)
☐ I agree with the storage and handling of my data by this website. – Privacy Policy *
Keep me up to date

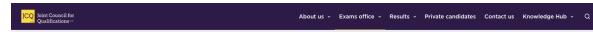AQA | CAMBRIDGE | OCR | City & Guilds | NCFE | Pearson | WJEC cbac

Joint Council for Qualifications
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CYBER ESSENTIALS CERTIFIED | CYBER ESSENTIALS CERTIFIED PLUS

Screenshot 2 — Exams office

Home > Exams office

Exams office
Welcome to the Exams Office —your central source for the most essential JCQ documents and guidance to support examination officers, SENCOs, senior leaders, and staff across schools, colleges, and educational centres.

Exams office
This area provides quick access to authoritative information and practical tools needed throughout the exam cycle, helping you confidently manage and administer assessments in line with the highest standards. This section also includes information to be provided to students to prepare them for their exams and to ensure they understand the rules. There is also information for students when completing non-examination assessments.

Whether you need guidance documents, up-to-date information, exam room posters, details about access arrangements, or assistance with malpractice, this page brings together all the key resources to support effective and secure exam administration. Each link below takes you directly to guidance and tools related to a specific part of the exam process, making it easy to find exactly what you need.

Explore exam guidance and useful resources...
Use the sections below to find clear, practical guidance for each stage of the exam cycle.

Whether you're preparing for an exam series, managing exams on the day, or completing post-exam processes, each section links directly to the guidance and resources you need for that part of the process. The areas broadly follow the exam cycle, from planning and preparation through to results and certification.

The JCQ Instructions for Conducting Examinations (ICE)
This guidance outlines the rules and steps that centres need to follow to run exams securely and consistently for JCQ member awarding organisations.

The guidance covers what to do before, during, and after exams. It gives heads of centre, exams officers, invigilators, and support staff clear instructions, checklists, and useful resources to help exams go smoothly and fairly.
View guidance | Download PDF

- **Access arrangements, reasonable adjustments and special consideration** — Support for candidates before, during and after exams
- **General regulations for approved centres** — Centre responsibilities and regulatory requirements explained
- **Assessment and grade setting** — How marks, grades and outcomes are determined
- **Malpractice** — Managing and reporting suspected exam malpractice and irregularities
- **Coursework and NEA** — Guidance for setting, supervising and submitting NEA
- **Information for candidates** — Clear guidance to share with exam candidates
- **Exam room posters** — Required notices and instructions for exam rooms
- **Online forms** — Forms used to manage key exam processes and requests

Key dates and timetables
Key dates and timetables provide essential planning information for centre staff involved in the administration of examinations and assessments.

These documents contain critical deadlines for entries, access arrangements, and administrative processes that centres must meet to ensure smooth examination delivery throughout the academic year. The information supports both current series administration and forward planning for upcoming examination periods.
Find out more

Centre queries
If you require clarification or support relating to JCQ documentation you may email centresupport@jcq.org.uk. All enquiries to JCQ should be submitted by email. You will receive a response within five working days.

Please note for subject-specific queries or those relating to appeals, malpractice and special consideration, the relevant awarding body should be contacted. View awarding body contact details.

Screenshot 3 — Entries
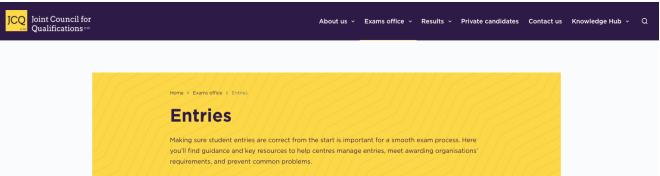
Home > Exams office > Entries

Entries
Making sure student entries are correct from the start is important for a smooth exam process. Here you'll find guidance and key resources to help centres manage entries, meet awarding organisations' requirements, and prevent common problems.

Make sure you are using the awarding organisation's guidance
Awarding organisations' websites provide the most up-to-date information on how to submit entries, including entry codes and key deadlines for late entries, tier changes and withdrawals.

Use the links below to check the latest guidance for each awarding organisation:

- AQA: Entries (aqa.org.uk)
- CCEA: Entries Information | entries@ccea.org.uk
- City & Guilds: Exams and Admin
- Eduqas: Entries
- OCR: Make Entries
- Pearson: Making Academic Entries
- WJEC: Entries

There are two ways to submit entries to the awarding organisations:
1. Submit your entries using an awarding organisation's secure extranet site or
2. Submit your entries using a Management Information System (MIS) via EDI/A2C.

Key guidance and documents
In this section, you will find useful JCQ resources to support you with the important task of making entries for assessments.

Getting your entries right the first time benefits centres and candidates
Getting entries right the first time reduces the risk of errors during the exam series and helps ensure a positive experience for centres and candidates.

This guidance explains what to check and when, helping centres submit accurate entries and avoid common mistakes.
View guidance | Download PDF

- Formats for the exchange of examination related data
- Reformed linear GCE exam specifications in England – June 2016
- Unique candidate identifiers provide a unique identifier for a student...
- Reformed linear GCSE exam specifications in England – June 2017

Downloads

JCQ EXAM CODES 2025/26
JCQ format 14 exam codes, 2025/26
Download

JCQ EXAM CODES 2024/25
JCQ format 14 exam codes, 2024/25
Download

GRADESETS 2023/24
Awarding organisation gradesets, 2023/24
Download