



# JCQ Membership Prospectus



Joint Council for  
Qualifications CIC





# Contents

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About JCQ

Main Objective & Aims

Membership Options & Costs

Overview of Membership  
Terms & Conditions

Apply

# About JCQ

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The Joint Council for Qualifications is a high-profile, highly regarded, and influential membership organisation that comprises eight of the largest and most experienced awarding organisations in the UK.

Since JCQ was founded in 2004, evolving from the Joint Council of General Qualifications, founding members\* have invested considerable funding, specialist and technical expertise to support JCQ committees to develop the systems, processes, plus extensive guidance and regulations to support centres by minimising burden and ensuring consistency in arrangements.



# About JCQ

Individually, our members award qualifications, monitor standards, carry out research, and by sharing their expertise and insights with key stakeholders, and professionals in the education sector, they help maintain high standards and inform policy debate.



# About JCQ

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JCQ provides a single voice for its members on issues of examination administration and, when appropriate, qualification and wider education policy. Collectively, the founding members contribute their expertise and other resources to steer the policy and operational direction of the organisation and, in turn, influence public policy and regulation with government departments, qualifications regulators, and teaching associations.







# Main Objective & Aims

# Main Objective

JCQ's objectives are threefold but its main objective is to provide wherever possible, common administrative arrangements for examinations thereby reducing bureaucracy for schools and colleges.

To support this aim, JCQ is exploring associate membership to see if it can expand its systems and processes to include other awarding organisations if they are willing and able to align with existing JCQ arrangements, with a shared goal of reducing bureaucracy and burden for schools and colleges.



Providing, wherever possible, common administrative arrangements for examinations thereby reducing bureaucracy for schools and colleges.



Responding to proposals from the regulators, Government, and other stakeholders.



Communicating with a single voice to the media and other interested parties.

# JCQ AIMS to:

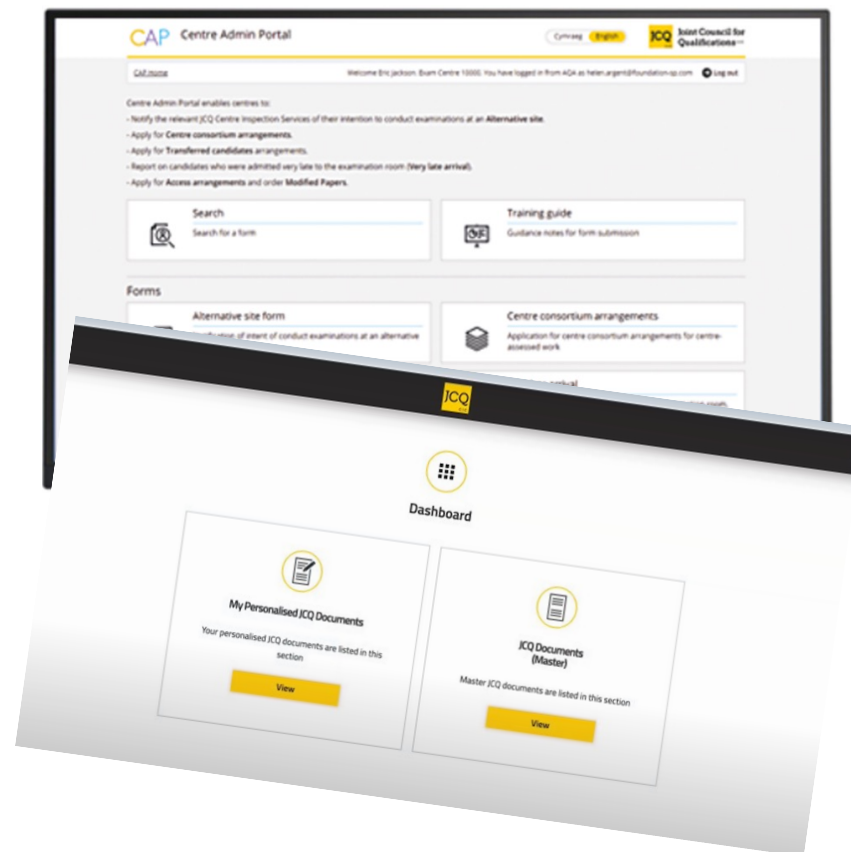
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- Reduce bureaucracy for schools and colleges by facilitating and delivering common administrative arrangements for examinations.
- Provide a forum for strategic debate, information exchange, and expression of common interest amongst awarding bodies.



- Enable founding member awarding bodies to jointly express views and collectively respond to national issues.
- Provide a channel for collective discussion with key stakeholders including the HE sector, teachers, and their representative organisations.





# Membership Options

And Costs

V1-RB-11/3/2025

# Full Member Benefits & Cost

- In the region of 200k per year plus contribution to shared services.

Benefits: collectively enhance operational efficiency of the overall examinations system, influence JCQ's strategic direction and contribute to decision making; provide direct support to JCQ's work programme via committees and become part of a strong and credible network of members who engage regularly with UK qualification regulators and policy makers within the examination community.

Full Member Benefits		
Influence and Input:	<ul style="list-style-type: none"> <li>• Representation on the Board of Directors with the ability to influence JCQ strategy and operations.</li> <li>• Participation in JCQ committees, providing a platform for collective discussions and the opportunity to contribute to guidance and regulations on delivering examinations.</li> <li>• Professional development opportunities for staff through committee participation and potential chairing roles.</li> </ul>	
Policy Development:	<ul style="list-style-type: none"> <li>• Participation in shaping qualification policy developments, providing input to proposals from regulators, government, and other stakeholders through established meetings and groups.</li> </ul>	
Support and Resources:	<ul style="list-style-type: none"> <li>• Access and input into up-to-date advice, guidance, newsletters, blogs, infographics, and reminders on delivering examinations.</li> <li>• Full access to JCQ's range of shared services such as registration on the National Centre Number Register (NCN) central maintenance, Central Admin Portal and Access Arrangements Online (CAP/AAO), secure data transfer, Centre Inspections (CIS) to safeguard examination integrity.</li> </ul>	
Operational Efficiency:	<ul style="list-style-type: none"> <li>• Access to Centre Admin Portal (CAP/AAO) for efficient management of administrative tasks.</li> <li>• A2C/EDI service facilitating data exchange between awarding organizations and centers, ensuring quality consistency and ease of use.</li> </ul>	
Results Processing:	<ul style="list-style-type: none"> <li>• Processing of GCSE and A-level results, published nationally in August, and VTQ results with support from Ofqual currently.</li> </ul>	
Brand Recognition:	<ul style="list-style-type: none"> <li>• Inclusion of company logo on JCQ website and documentation, associating with the reputable JCQ brand, known for its credibility with centers and stakeholders.</li> </ul>	
Additional Benefits:	<ul style="list-style-type: none"> <li>• Access to services such as Turnitin contract, MPA, UCAS Contract/Data Sharing agreement, and legal support for issues like fake papers.</li> </ul>	

# Associate Member Benefits & Cost

- 10K onboarding plus £30k or £50k per year based on size.

Associate Membership offers a range of valuable benefits such as enhancing operational efficiency for centres, via access to the CAP/AAO system, brand recognition, and access to high quality JCQ centre advice and guidance, which undergoes a thorough legal and regulatory review annually and is widely shared with schools and colleges across the UK through various channels.

Associate Member Benefits	
Reputation	<ul style="list-style-type: none"> <li>• Official association with a reputable organisation.</li> </ul>
Guidance	<ul style="list-style-type: none"> <li>• Official use of JCQ guidance and regulations on delivering examinations – developed by experienced representatives across founding members of JCQ, involving consultation with regulators, government departments, teachers, and other representative bodies.</li> <li>• Regular JCQ updates, advice, and guidance to centres on the delivery of examinations in the form of newsletters, blogs, infographics, and key reminders.</li> <li>• Observer status at three set committees of specific interest if desired. Ability to change committees each year.</li> </ul>
Registration on the National Centre Number Register	<ul style="list-style-type: none"> <li>• The national centre number register maintains essential contact information for key educational centers and undergoes thorough annual updates, adhering to data protection protocols. This comprehensive registry is divided into two sections: the standard register, typically encompassing Schools and Colleges authorised to administer general qualifications, and the higher register, comprising centers approved to conduct vocational qualifications.</li> </ul>
Centre Inspection Service (CIS)	<ul style="list-style-type: none"> <li>• The Centre Inspection Service (CIS) plays a pivotal role in safeguarding the integrity of the examination system and is widely respected by educational centers and UK qualification regulators. Every center listed in the standard NCN register undergoes routine inspections, affirming a reliable commitment to upholding rigorous standards.</li> </ul>
CAP/AAO Access	<ul style="list-style-type: none"> <li>• Access to the Centre Admin Portal which vastly improves the experience for centres and enables them to work efficiently. CAP, allows centres to process alternative site arrangements, centre consortium arrangements, overnight supervision arrangements, transferred candidate arrangements and very late arrivals on-line as well as Access Arrangements Online, allowing centres to process applications and order modified papers, as well as interactive JCQ documentation.</li> </ul>
A2C/EDI Service	<ul style="list-style-type: none"> <li>• AO to centre data exchange service that ensures quality, consistency and ease of use for awarding organisations and centres. The EDI exchange service has been delivering for over 30 years and the new A2C service has been designed for the future, based on the extensive technical and business expertise from founding AOs and MIS suppliers.</li> </ul>
Brand Recognition	<ul style="list-style-type: none"> <li>• Inclusion of company logos on the JCQ website and, where appropriate, naming the organisation in relevant documentation to reflect alignment with the credible JCQ brand.</li> </ul>



# Licensing Agreement Benefits & Cost

- 20K per year

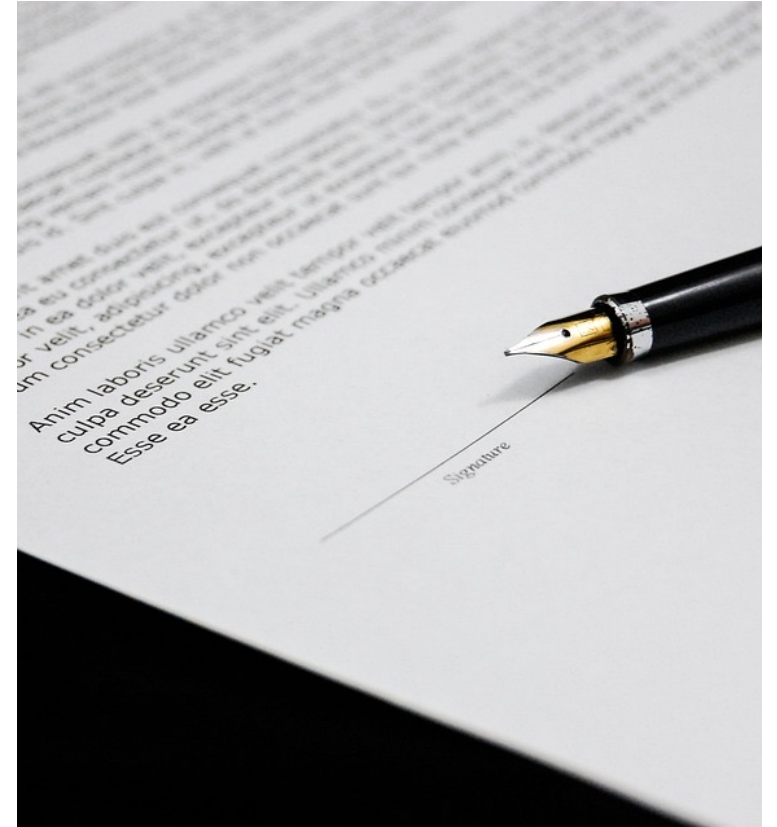
JCQ guidance and supplementary sources are developed by industry experts, thoroughly reviewed for legal compliance, and consulted with regulatory bodies such as Ofqual, QW and CCEA Regulation, DfE and devolved administrations, teacher associations and other key representative bodies.

Access to JCQ guidance and supplementary materials, including AI guidance, cyber security and contingency planning is invaluable. These resources support centres by providing high-quality guidance that establishes common administrative arrangements for examinations. This reduces bureaucracy for schools and colleges while upholding the integrity of the examination and assessment process.



## List of Materials (not exhaustive)

- Access Arrangements and Reasonable Adjustment
- A guide to the awarding bodies' appeals processes
- Instructions for conducting coursework
- General Regulations for Approved Centres
- Instructions for conducting examinations
- Suspected Malpractice Policies and Procedures
- Instructions for conducting non-examination assessments
- Post-Results Services
- Exam Room Posters



# Overview of Membership Terms and Conditions

# Full Membership Terms and Conditions

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- Are accredited by at least one of the UK's regulators to offer qualifications in the UK and offer a significant range of qualifications across a range of subjects and sectors (general and/or vocational) at levels 1, 2, and 3 at least, qualifications that are reported within Department for Education school and college performance tables in England, Northern Ireland, Wales, or Scotland. Exceptions may be considered and approved by the Board of Directors.
- Be able to contribute strategically, operationally, and financially to the Company's engagement and activity across a range of qualifications.
- Have sufficient internal resources to actively contribute to the Company's engagement and activity, including its various committees and working groups. This includes chairing committees and the Board and completing/contributing to the Company's guidance or procedures, which need to be developed or updated over time.
- Agree to use and support the development of common JCQ administration procedures for examinations, so as to support consistency and minimise burden for centres.
- Be financially stable and able to commit each year to pay all of the Company's membership contributions in full.
- Pay all quarterly invoices promptly and in full within 30 days of their application being successful and, thereafter, pay any membership fee levied under the Rules of the Company.
- Pay any invoice for shared services in line with the terms set out by the Company supplier.
- Have appropriate governance processes in place to facilitate swift decision-making and approval of any of the Company's contract matters and respond in a timely and constructive manner to support the overall efficiency of the Company. For example, by being able to sign non-financial agreements, such as data sharing agreements, by deed, which may involve trustees or specific parties.
- Adhere to the Company's Articles of Association and Rules.
- Must not undertake any actions or communication that may damage the operations or reputation of the Company.
- Must not sit on the Board of, nor have a high-profile position within, any other awarding organisation membership organisation without prior consent from the Company's Board.
- Disclose any conflicts of interest to the Company and are responsible for ensuring that any conflicts that arise during term are disclosed.
- Treat all information disclosed as confidential information as confidential; and do not disclose the other party's confidential information to any other person without the owner's prior written consent.
- Ensure robust systems are in place to protect the integrity of the Company's systems, data, network and reputation, implementing training for key staff as required.



# Associate Membership Terms and Conditions.

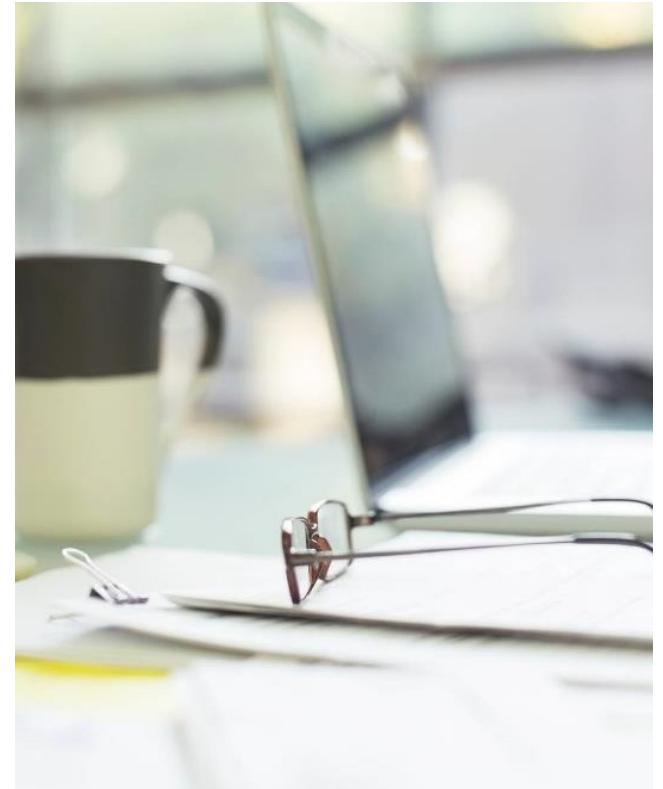
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- Are accredited by one of the UK's regulators to offer qualifications in the UK and offer qualifications at levels 1, 2, and 3 that are reported within Department for Education school and college performance tables in England, Northern Ireland, Wales, and/or Scotland. Exceptions may be considered and approved by the Board of Directors.
- Offer qualifications across a range of subjects/sectors (general/and/or vocational) at Levels 1, 2, and 3 as reported within the Department for Education school and college performance tables in England, and/or qualifications across a range of subjects/sectors in Wales, Scotland, and/or Northern Ireland.
- Where possible agree to use common JCQ administration procedures for examinations to support consistency and minimise burden for centres.
- Rely on the Full Members' expertise in developing shared services, systems, and guidance for centres. Provide constructive feedback if consulted or required to support system or guidance development to enable the Company to remain effective. Must not undertake any action or communication that may damage the operations or reputation of the Company.
- Have appropriate governance processes in place to facilitate swift decision-making and approval of any of the Company's contract matters, for example, by being able to sign non-financial agreements, such as data sharing agreements, by deed, which may involve trustees or specific parties.
- Adhere to the Company's Rules for Associate Members.
- Contribute as an observer, in up to three of the Company's committees or be willing to participate in an annual networking event if a significant number of associates join.
- Pay all annual invoices promptly and in full within 30 days of their application being successful and, thereafter, pay any membership fee levied under the Rules of the Company.
- Treat all information disclosed as confidential information; and do not disclose the other party's confidential information to any other person without the owner's prior written consent.
- Ensure robust systems are in place to protect the integrity of the Company's systems, data, network, and reputation, implementing training for key staff as required.

# Licensing Terms and Conditions

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- Adhere to the Company's Licensing terms and conditions as detailed in these Rules of the Company.
- Pay all invoices promptly and in full within 30 days following approval of the licensing agreement.



## JCQ Membership Application

Thank you for your interest. Please complete all sections and questions in this form, before submitting. Following receipt of this form, a member of the JCQ Team will be in touch.

\* Required

### Organisation Details - Please complete all questions within this section.

Please note that the formal main point of contact must have authority to apply for membership on behalf of the organisation. Subject to the application being successful, you will formally be the main contact between JCQ and your organisation.

1. Please provide your organisation name, full address, company registration number, charity registration number (if applicable) and website address. \*

Enter your answer

2. Please provide main contact details to include name, job title, email and phone number. \*

Enter your answer

# Apply



Click the icon to apply