



Produced on behalf of: AQA, CCEA, OCR, Pearson and WJEC

## Are you ready?

### A checklist for prospective examination centres or where a centre has changed its address or secure storage arrangements

Examination centres **must** ensure a completed copy of this checklist is returned to either the awarding body it is seeking approval with, or 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 form.

If your response to a question indicates that you are not yet ready as a prospective examination centre, you **must** seek advice from the relevant awarding body.

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

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

General requirements	Centre is ready	Centre is not ready
Does the centre have a full understanding of and is prepared to abide by the JCQ publication <i>General Regulations for Approved Centres</i> ?	Yes	No
Does the centre have a full understanding of and is prepared to abide by the JCQ publication <i>Instructions for conducting examinations</i> ?	Yes	No
Does the centre have a full understanding of and is prepared to abide by the following JCQ publications? <ul style="list-style-type: none"><li>• <i>Access Arrangements and Reasonable Adjustments</i></li><li>• <i>Instructions for conducting coursework</i></li><li>• <i>Instructions for conducting non-examination assessments</i></li><li>• <i>Suspected Malpractice in Examinations and Assessments</i></li></ul>	Yes	No
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?	Yes	No
Will the centre be open and staff available for an inspection visit in the next two to four weeks?	Yes	No
Are you applying for centre approval no later than five months before the entry deadline for the first exam series?	Yes	No
Are the secure storage arrangements at the centre already constructed?	Yes	No
Is a safe/secure cabinet in place?	Yes	No

<b>General requirements (continued)</b>	<b>Centre is ready</b>	<b>Centre is not ready</b>
Have you determined appropriate arrangements for receiving and storing confidential materials as issued by an awarding body?	<b>Yes</b>	<b>No</b>
Do you have sufficient and suitable accommodation within your centre for candidates to sit written examinations and, where appropriate, facilities for on-screen tests?	<b>Yes</b>	<b>No</b>
Where appropriate, do you have the required facilities for any practical examinations, e.g. laboratory facilities?	<b>Yes</b>	<b>No</b>
Is there a named member of staff who will act as the examinations officer? ( <b>not the head of centre</b> )	<b>Yes</b>	<b>No</b>
Is there a named member of staff who will act as the Special Educational Needs Co-ordinator (the SENCo)?	<b>Yes</b>	<b>No</b>
Do you have arrangements in place for assessing candidates who may require access arrangements, <b>i.e. an assessor approved by the head of centre</b> ?	<b>Yes</b>	<b>No</b>
Do you have broadband internet access in order to facilitate electronic transactions with the awarding bodies?	<b>Yes</b>	<b>No</b>
Do you have an official centre e-mail address? ( <b>see section 5.3. r, page 14 of the General Regulations for Approved Centres</b> )	<b>Yes</b>	<b>No</b>
Do you have a <b>written</b> child protection/safeguarding policy?	<b>Yes</b>	<b>No</b>
Do you have a <b>written</b> complaints and appeals procedure?	<b>Yes</b>	<b>No</b>
Do you have a <b>written</b> data protection policy?	<b>Yes</b>	<b>No</b>
Do you have a <b>written</b> examination contingency plan?	<b>Yes</b>	<b>No</b>
Do you have a <b>written</b> internal appeals procedure?	<b>Yes</b>	<b>No</b>
Do you have a <b>written</b> policy with regard to the management of GCE and GCSE non-examination assessments? (For CCEA GCSE centres this would be a <b>written</b> controlled assessments policy.)	<b>Yes</b>	<b>No</b>
Do you have a <b>written</b> disability policy demonstrating compliance with the Equality Act 2010? †	<b>Yes</b>	<b>No</b>
<b>Location of secure storage unit</b>	<b>Centre is ready</b>	<b>Centre is not ready</b>
Is the secure storage unit in an area solely assigned to examinations? ( <b>As per pages 4-6 of the JCQ publication <i>Instructions for conducting examinations</i></b> ).	<b>Yes</b>	<b>No</b>
Is the secure storage unit located at your proposed registered centre address?	<b>Yes</b>	<b>No</b>
Does the location of the secure storage unit have solid walls or reinforced stud walls?	<b>Yes</b>	<b>No</b>
If the location of the secure storage unit is on the ground floor and has windows, have bars been fitted or is the room alarmed (preferably with sensor alarms on the windows)?	<b>Yes</b>	<b>No</b>
Is the door to the location of the secure storage unit of solid construction?	<b>Yes</b>	<b>No</b>

Location of secure storage unit (continued)	Centre is ready	Centre is not ready
Does the door have a security lock (e.g. a five lever mortice or keypad)?	Yes	No
Are there no more than four key/code holders for the location of the secure storage unit?	Yes	No
Is the location of the secure storage unit shared with staff who are not part of the exams office?	No	Yes
Secure storage unit	Centre is ready	Centre is not ready
<p data-bbox="213 622 919 651">Is one of the following going to be used to store question papers?</p> <ul data-bbox="240 689 1062 947" style="list-style-type: none"> <li data-bbox="240 689 539 719">• Strong, non-portable safe;</li> <li data-bbox="240 745 919 775">• Non-portable security cabinet with multi-point locking system;</li> <li data-bbox="240 801 1062 864">• Metal cabinet with <b>full length external locking bar</b>, bolted to wall or floor;</li> <li data-bbox="240 891 1062 947">• Metal security screen, e.g. roll down shutter, <b>directly in front of open shelving</b>.</li> </ul>	Yes	No

For any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect