



AQA

CCEA

NCFE

OCR

Pearson

WJEC

National Centre Number Head of Centre Declaration 2024/25

Centre Number: 33209

As Head of Centre, I confirm:

1. I understand I am accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times. **(JCQ General Regulations 2.3)**
2. I am fully compliant with **5.1 to 5.5** of the JCQ General Regulations, which outline key requirements relevant to my role.
3. As Head of Centre, I confirm my centre has in place the required policies and that there is a schedule to ensure they are reviewed and updated annually **(JCQ General Regulations 5.3z)**
4. I understand the approval of my centre by an awarding body signals the start of a contractual relationship, which is governed by the contract between the awarding body and the centre, these regulations and any other documents published by the JCQ, the awarding bodies or the regulators. **(JCQ General Regulations 3.1)**
5. I am aware of the current Terms of Business of the awarding bodies with which my centre is approved and my centre is bound by these and is continuing to meet its obligations.
6. If the centre uses a third party to deliver any part of a qualification, I will maintain oversight of, and responsibility for, the delivery of the qualification in accordance with these regulations and awarding body requirement. I will ensure there will be a written agreement with the third party that will ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service. **(JCQ General Regulations 3.1)**
7. My staff and I are conducting examinations and assessments in accordance with the latest version of the [JCQ General Regulations](#) and, where relevant, the following JCQ publications when conducting examinations and assessments:
 - [A Guide to the Special Consideration Process](#)
 - [Access Arrangements and Reasonable Adjustments](#)
 - [Instructions for conducting coursework](#)
 - [Instructions for conducting examinations \(ICE\)](#)
 - [Instructions for conducting non-examination assessments](#)
 - [Suspected Malpractice in Examinations and Assessments – Policies and Procedures](#)**(JCQ General Regulations 1.7)**
8. For the subjects being delivered by my centre, my staff and I are meeting our obligations as laid down by the specifications and associated instructions and guidelines issued by the awarding bodies.

9. If responsibility for exams administration has been delegated to a Deputy Head or other member of my senior leadership team, I have provided the name of the member of our senior leadership team with overall responsibility for our exams administration. **(JCQ General Regulations 5.3)**
10. I will notify the National Centre Number Team (ncn@ocr.org.uk) if there is a change in Exams Officer in my centre during the coming academic year. **(General Regulations 2.4, 5.3s)**
11. I will ensure that the relevant senior leader(s), the exams officer and the SENCo receive appropriate training and support to fulfil their role so that the integrity of examinations and assessments is maintained **(General Regulations 5.3c and Conditions of Recognition C2.3(g))**.

These regulations and guidelines have been established to ensure the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute. Therefore the JCQ reserves the right to inspect the application of the arrangements covered by this declaration **(General Regulations 5.3X)**