JCQ/NCN

JCQ CIC

AQA CCEA NCFE OCR Pearson WJEC

National Centre Number Head of Centre Declaration 2026/27

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 5.3x**)

4. As Head of Centre, I confirm that during the upcoming 2026/27 year, procedures will be put in place to maintain the security of user accounts (**JCQ General Regulations 3.21**)

5. 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**)

6. 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.

7. If my centre uses a third party to deliver any part of a qualification (including the assessments or the administration), I will maintain oversight of, and responsibility for, the delivery and administration of the qualification in accordance with the JCQ General Regulations and awarding body requirements. I will monitor that the third party has appropriate capacity and capabilities to comply with its arrangements for the delivery of all qualifications.

   I will ensure there will be a robust written agreement with the third party that includes provisions which ensure that qualifications are delivered in way that complies with their agreement with the awarding body. This 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. I will ensure that a copy of the written agreement is available for inspection if requested by the awarding body.

   I will monitor delivery by the third party to maintain compliance with the published JCQ regulations and awarding body requirements, ensuring the security and integrity of examinations and assessments. I will ensure sufficient managerial and other resources are in place to resolve any issues. (**JCQ General Regulations 3.1**)

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8. 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) A guide to the special consideration process;
   - b) Access Arrangements and Reasonable Adjustments;
   - c) AI Use in Assessments: Your role in protecting the integrity of qualifications;
   - d) Guidance for centres on cyber security;
   - e) Instructions for conducting coursework;
   - f) Instructions for conducting examinations;
   - g) Instructions for conducting non-examination assessments (GCE and GCSE specifications);
   - h) Instructions for conducting non-examination assessments (Vocational and Technical Qualifications);
   - i) Notice to Centres – Informing candidates of their centre-assessed marks;
   - j) Plagiarism in Assessments – Guidance for Teachers/Assessors;
   - k) Suspected Malpractice – Policies and Procedures

   (JCQ General Regulations 1.7)

9. 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.

10. 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)

11. I will provide details of Senior Designated contact(s) who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue (JCQ Regulations 5.3o)

12. 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, 5.3q)

13. I will notify the National Centre Number Team (ncn@ocr.org.uk) if there is a change in SENCo in my centre during the coming academic year. (General Regulations 2.4, 5.3q)

14. I will ensure that the relevant senior leader(s), the Exams Officer and the SENCo receive appropriate training and continuous 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)).

15. I am familiar with the regulatory guidance on resilience arrangements, and I have considered putting in place a process for gathering the evidence of candidate performance and retaining their work in line with the published guidance.

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 awarding bodies reserve the right to inspect the application of the arrangements covered by this declaration (General Regulations 5.3v).