



AQA

CCEA

OCR

Pearson

WJEC

## National Centre Number Head of Centre Declaration 2021/22

Failure to complete this declaration will result in your centre status being suspended, preventing the submission of entries, and could lead to awarding bodies withdrawing their approval of your centre, as outlined in section 1 of the [JCQ General Regulations](#).

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 5.3** of the JCQ General Regulations, which outline key requirements relevant to my role.
3. 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)**
4. I am aware of the Terms of Business of the awarding bodies with which my centre is approved and my staff and I are continuing to meet our obligations as defined in their approval process.
5. 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:
  - [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 1.4)**
6. 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.
7. If responsibility for the line management of the examinations officer and/or the SENCo in my centre has been delegated to a Deputy Head or other member of my senior leadership team, I have provided their details in the online Head of Centre declaration.

8. I will notify the National Centre Number Team ([ncn@ocr.org.uk](mailto:ncn@ocr.org.uk)) if there is a change in Exams Officer in my centre during the coming academic year. **(General Regulations 2.4, 5.3 R)**
9. 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 5.3W)**

<b>Name of Head of Centre (please print in block capitals)</b>	<b>Signature</b>	<b>Date</b>
<b>Name of senior leadership team member with delegated responsibility for running of exams (please print in block capitals)</b>	<b>Signature</b>	<b>Date</b>