



# General Conditions for WJEC Centres

## Who we are

WJEC is an examination board, providing qualifications and exam assessment to schools and colleges in England, Wales, Northern Ireland and independent regions. With over 70 years' experience in delivering qualifications, WJEC is the largest provider in Wales and a leading provider in England and Northern Ireland.

WJEC was established in 1948 as a consortium of local education authorities in Wales. Now a registered independent charity, the organisation is managed by a Board of Directors and Executive Leadership Team.

WJEC CBAC Ltd. is a company limited by guarantee, registered in England and Wales (no. 3150875) and is a registered charity (no. 1073332). A subsidiary company, WJEC CBAC Services Limited, provides specialist printing and publication services. Eduqas is a registered trademark of WJEC CBAC Ltd.

## What We Do

WJEC provides internationally recognised GCSE, AS, A level and vocational qualifications to students aged 14–19.

WJEC qualifications delivered in Wales are regulated by Qualifications Wales. Through the Eduqas brand, WJEC offers Ofqual qualifications to schools and colleges in England.

## Regulations for WJEC Centres

WJEC is a member of the Joint Council for Qualifications (JCQ), a membership organisation comprising the eight largest providers of qualifications in the UK. JCQ provides a single voice on issues of examination administration providing, wherever possible, common administrative arrangements for examinations thereby reducing bureaucracy for schools and colleges.

Centres approved to offer WJEC/Eduqas qualifications must adhere to the regulations set out in the latest version of the relevant JCQ documentation including the *JCQ General Regulations for Approved Centres*. Centres registered with WJEC to offer only Pathways, Level 3 Foundation Diploma in Art and Design, Essential Skills Wales or Extended Diploma qualifications may be permitted exemption from the requirements surrounding secure storage and a manned reception/office.

All centres must meet the requirements set out in the individual subject specifications, qualification handbooks, and other relevant WJEC documents (including *WJEC Entry Procedures and Coding Information*, *WJEC Internal Assessment: A Guide for Centres*).

Additionally, all centres approved to offer WJEC / Eduqas qualifications must abide by the conditions set out in this *General Conditions for WJEC Centres* document.

## General Conditions for WJEC centres

All centres with WJEC approval must:

- Ensure that they maintain and preserve the integrity of the examination and assessment system.
- Take all reasonable steps to ensure that WJEC is able to comply with the Conditions of Recognition of its regulators in England, Wales and Northern Ireland.
- Take all reasonable steps to comply with requests for information or documents made by WJEC or its regulators as soon as practicable.

## Centre Approval, Status and Monitoring

Centre approval and, where relevant, qualification approval must be obtained with WJEC before beginning to deliver WJEC / Eduqas qualifications.

WJEC reserves the right to reject an application for approval without giving a reason. There is no appeal process.

Centres must engage fully in WJEC's centre and qualification approval and monitoring activities, including allowing prompt access to information or documents, candidate work, centre records, examinations, and centre facilities. This may include unannounced visits.

Centres must assist WJEC in carrying out any reasonable monitoring activities and must assist WJEC or its regulators in any investigations made for the purposes of performing its functions.

Centres must inform WJEC immediately if any changes take place that affect the nature of the centre (e.g. change of ownership or management) or affect the ability of the centre to meet WJEC's centre approval requirements.

Any centre that has had centre or qualification approval withdrawn or sanctions imposed by another awarding organisation must declare this to WJEC immediately.

In the event that the centre withdraws from its role in delivering a WJEC/Eduqas qualification, the centre must take all reasonable steps to protect the interests of Learners.

In the event that the centre withdraws from its role in delivering a WJEC/Eduqas qualification, the centre must notify WJEC immediately in order that reasonable steps may be taken to protect the interests of Learners.

## Centre Staffing and Management

Centres must retain a workforce of appropriate size and competence to undertake the delivery of the qualification as required by WJEC.

Centres must have available sufficient managerial and other resources to enable it to effectively and efficiently undertake the delivery of the qualification as required by WJEC.

Centres must have in place:

- A recruitment and selection procedure, together with written job descriptions and person specifications.
- Documents and systems to ensure that all staff are appropriately trained, occupationally competent and supported to fulfil their responsibilities.

Centres must operate a complaints handling procedure or appeals process for the benefit of Learners.

## Qualification Delivery and Assessment

All WJEC/Eduqas approved centres must be able to meet the conditions set out in these Conditions, the JCQ General regulations, and any specific qualification criteria. Where a centre uses a third party to deliver any part of a qualification, it must maintain oversight of, and responsibility for, the delivery of the qualification in accordance with these regulations and our requirements. Centres must have in place a written agreement with the third party and must ensure that a copy of the written agreement is available for inspection if requested by us.

Centres must have in place documented roles and responsibilities for all assessment teams.

Qualification delivery must be undertaken in accordance with Equalities Law ensuring compliance with all aspects of the Equality Act 2010†, particularly Section 20 (7). Where an adjustment or aid is necessary, and it is reasonable for the centre to make the adjustment or provide the aid, the centre **must not** charge a disabled candidate any additional fee in relation to the adjustment or aid.

All examinations must take place at the registered centre address. Where centres meet the JCQ requirements for the use of an Alternative Site, the JCQ process must be followed, and the appropriate notification submitted.

Details regarding the principles for assessing and awarding WJEC qualifications including the moderation processes that WJEC will undertake are specified in our document '[General Principles Underpinning the Delivery of WJEC Assessments](#)'.

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

## IT Systems

Centres must have internet access and must provide WJEC with a centre email address that is regularly monitored.

Log on details for WJEC systems, including the WJEC secure website, must be kept secure.

Log on details for WJEC systems, including the WJEC secure website, must not be provided to any individual who is not a member of centre staff.

## Sanctions and withdrawal of approval

Centres who fail to comply with the requirements of WJEC will be subject to sanctions.

WJEC reserves the right to withdraw approval from any centre who:

- Does not make entries for a period of two years
- Does not meet the current requirements for centre and / or qualification approval
- Fails to comply with the relevant JCQ regulations and / or WJEC requirements
- Fails to pay WJEC's invoices within the required timeframe
- Risks the integrity and security of the examination/assessment system, or risks bringing the examination / assessment system or WJEC into disrepute

WJEC may notify other Awarding Organisations and other parties as necessary of any withdrawal of centre approval and reserves the right to do so.

Centres must take all reasonable steps to protect the interests of Learners in the case of such a withdrawal.

