

Instructions for Conducting Examinations (ICE) Policy

September 2026

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Instructions for Conducting Examinations Policy

1. Scope

This policy for centres details the qualifications and assessments that must be conducted in accordance with the JCQ Instructions for Conducting Examinations and any WJEC specific instructions. This policy applies to all WJEC qualifications, including those under the Eduqas brand, and applies to **all** assessments for which there is a timetabled written or on-screen assessment. There are additional assessments in scope which are referenced in sections 3 and 4.

WJEC, as a member of the Joint Council for Qualifications (JCQ), follows the JCQ instructions for conducting exams as detailed in '[Instructions for Conducting Exams \(ICE\)](#)'. This guidance is followed by all JCQ Awarding Organisations and ensures consistent application of the requirements. This policy should be read in conjunction with the JCQ guidance, with the requirement that centres adhere to both documents.

These instructions ensure all centres administer examinations consistently and securely so that the integrity of the assessment process is maintained.

It is the responsibility of the head of centre to ensure that all staff comply with this policy and the instructions within the [JCQ ICE](#). Failure to do so may constitute malpractice as defined in [WJEC's Malpractice Policy](#) and [JCQ's malpractice documentation](#).

2. Qualification types listed within JCQ ICE

The [JCQ ICE](#) document explicitly lists the qualification types covered by the instructions. The list of those qualifications offered by WJEC can be found below. Centres must adhere to the instructions for all assessments within these qualification types which have a timetabled written or on-screen assessment:

- Entry Level Certificates
- GCE
- GCSE
- T Level
- Level 1 & Level 2 General Qualifications
- Level 1 and Level 2 Vocational Awards, including Technical Awards
- Level 3 Applied Certificates, Diplomas, Extended Diplomas, Alternative Academic Qualifications
- VCSEs*
- V Levels*
- Foundation Certificates*
- Occupational Certificates*

**from 2027 onwards*

In addition, and listed within the [JCQ ICE](#) document, the instructions also apply to:

- timed WJEC and Eduqas Art examinations

- WJEC GCE A2 Science practical examinations

3. Additional qualification assessments covered by JCQ ICE

This policy also applies to timetabled written or on-screen assessments in the following WJEC qualifications:

- Level 2 and Level 3 Children's Care, Play, Learning and Development (CCPLD): Practice & Theory
- Level 2 and Level 3 Health and Social Care: Principles & Contexts
- Welsh for Adults qualification suite
- Welsh Language Skills Certificate

This policy also applies to on-demand on-screen assessments in the following WJEC qualifications:

- Level 2 Children's Care, Play, Learning and Development (CCPLD): Core
- Essential Skills Wales

For the qualification assessments listed in this section, centres must adhere to the instructions within the [JCQ ICE](#) and in addition, centres must also refer to any subject specific guidance regarding the administration of these assessments.

4. Additional qualification assessments covered by aspects of JCQ ICE

This policy also applies to the following WJEC windowed assessments:

- WJEC GCSE Science suite practical examinations
 - GCSE Biology
 - GCSE Chemistry
 - GCSE Physics
 - GCSE Science (Double Award and Single Award)
 - GCSE Applied Science (Double Award and Single Award)
- WJEC GCSE MFL oral assessments
- WJEC GCE MFL oral assessments
- Eduqas AS MFL oral assessments
- WJEC GCSE Core Cymraeg unit 2 assessment
- WJEC GCSE Welsh Second Language oral assessments

For all qualification assessments within this section, aspects of the instructions within the [JCQ ICE](#) are applicable. Centres must refer to any subject specific guidance regarding the administration of these assessments and relevant sections of the [JCQ ICE](#) instructions.

5. Inspections and centre visits

For qualifications listed under section 2, inspectors from the JCQ Centre Inspection Service will visit centres throughout the year to check on centre compliance with the [JCQ ICE](#) requirements. These visits are conducted on behalf of all JCQ Awarding

Organisations. A copy of the inspection report will be provided to the centre following a JCQ centre inspection.

For qualifications listed under sections 3 and 4, monitors operating on behalf of WJEC may conduct centre visits at WJEC's discretion.

In all cases, centres must co-operate with any visit from a JCQ inspector or WJEC monitor. A senior member of staff or the exams officer must be available to accompany the inspector/monitor throughout the course of their centre visit, including inspection of the centre's secure storage facility where requested and applicable. Authorised inspectors/monitors will present and identify themselves to the centre by means of a formal identity document.

6. Further advice

Centres should refer to this policy and the [JCQ ICE](#) instructions in the first instance.

If further support or advice is required regarding qualification assessments in scope under section 2, centres can contact WJEC's Centre Management Team either via email to centres@wjec.co.uk, or by telephone on 02920 265 077.

If further support or advice is required regarding qualification assessments in scope under sections 3 and 4, centres should contact the relevant subject team in the first instance. Contact information can be found on the relevant [subject pages](#).

7. Version control and policy review date

Version Control	Date	Owner	Changes	Next Review
1.0	September 2026	Assistant Director: Policy & Regulation	Creation of Policy document	August 2027