



Joint Council for Qualifications

ARE YOU READY CHECKLIST

This document has been produced on behalf of AQA, CCEA, OCR, Pearson and WJEC.

This is a checklist for:

- A centre that has changed its address or secure storage arrangements.

You must ensure a completed copy of this checklist is returned to the National Centre Number Register Team following notification of a change of address or secure storage arrangements.

An inspection will only take place on receipt of the completed checklist. If your response to a question indicates that you are not yet ready for an inspector to visit, you must seek advice from the National Centre Number Register. Please answer the questions accurately, so that we can process your change of address/secure storage area effectively.

Should another inspection become necessary in view of inaccurate information being submitted, the JCQ Centre Inspection Service reserve the right to charge a fee.

Please note that until a satisfactory inspection has taken place, confidential materials such as question papers will not be despatched.

Centre number					
Centre name					
Centre address					

	YES	NO
Do you have a designated business address with an office and reception which will be permanently staffed between 8.30 am to 3.30 pm during term time? Please refer to the JCQ General Regulations for Approved Centres (section 3.6) for the requirements. Please attach a photograph of the reception area with your completed checklist (only required for a change of address).	<input type="checkbox"/>	<input type="checkbox"/>
Do you have clear signage outside the main building which is visible from the road? Please attach a photo of the signage with your completed checklist (only required for a change of address).	<input type="checkbox"/>	<input type="checkbox"/>
Is the secure storage room located at your proposed registered centre address?	<input type="checkbox"/>	<input type="checkbox"/>
Is the secure storage room solely assigned to examinations? The room must not contain any of the following: <ul style="list-style-type: none"> • a server, • a boiler, • electrical units • any archive material Please attach a photo of the secure storage room with your completed checklist.	<input type="checkbox"/>	<input type="checkbox"/>
Is the secure storage room accessible only by staff who are part of the exams office?	<input type="checkbox"/>	<input type="checkbox"/>
Does the secure storage room have solid walls or metal reinforced stud walls? This also applies to the ceiling in this room.	<input type="checkbox"/>	<input type="checkbox"/>
Is the secure storage room on the ground floor?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, does it have windows? Please attach photos of the windows with your completed checklist	<input type="checkbox"/>	<input type="checkbox"/>
If Yes to the above, have bars been fitted or is the room alarmed (preferably with sensor alarms on the windows).	<input type="checkbox"/>	<input type="checkbox"/>
Is the door to the secure storage room single door of solid construction? Double doors will not be accepted. Please attach photos of the door and hinges with your completed checklis	<input type="checkbox"/>	<input type="checkbox"/>
Does the door have a security lock (e.g., a five-lever mortice lock, a coded keypad or an electronic security lock)? Please attach a photo of the lock with your completed checklist	<input type="checkbox"/>	<input type="checkbox"/>


	YES	NO
Does the door to the secure room lead to the exterior of the building?	<input type="checkbox"/>	<input type="checkbox"/>
Are two to six key/code holders in place for the secure storage room?	<input type="checkbox"/>	<input type="checkbox"/>
<p>Secure Storage Unit</p> <p>Does your room contain a safe or secure cabinet meeting the following requirements in place:</p> <ul style="list-style-type: none"> • A strong, non-portable safe • A non-portable security cabinet with multi point locking system • Metal wardrobe style cabinet with full width external locking bar, bolted to the wall or floor, or metal filing cabinet with full length external locking bar bolted to the wall or floor • A metal security screen, e.g., roll down shutter, directly in front of open shelving <p>Please attach a photo of your secure storage unit with your completed checklist.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have sufficient and suitable accommodation within your centre for candidates to sit written examinations and, where appropriate, facilities for on-screen tests? Please attach a photo of the accommodation with your checklist (only required for a change of address).	<input type="checkbox"/>	<input type="checkbox"/>
Where appropriate, do you have the required facilities for any practical examinations, e.g., laboratory facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a good broadband service to facilitate electronic transactions with the awarding bodies?	<input type="checkbox"/>	<input type="checkbox"/>

Head of Centre Declaration

	YES	NO
I can confirm that everything in this checklist is correct and accurately reflects my centre.	<input type="checkbox"/>	<input type="checkbox"/>
I am aware that should an additional inspection be required due to inaccurate information on this form, my centre may be charged a fee.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please confirm the earliest date on which your centre will be ready for inspection.</i>		
My centre will be ready for an inspection on the following date:		

Name of Head of Centre:	
Signature of Head of Centre:	
Email Address:	
Date:	

Checklist of photos

	
Your reception area (only required for change of address)	
The signage outside your building (only required for change of address)	
A clear floor plan showing the route from your reception to the secure storage room	
A picture of the secure storage room	
Additional photos of the interior of the secure storage room including: <ul style="list-style-type: none"> • the door (especially hinges and the lock), • the four walls and ceiling, • the secure unit, i.e., safe, metal cabinet etc., • any internal/external windows. 	
Main examination room (only required for change of address)	