
General Information

Joint Council for Qualifications (JCQ) governs the rules and regulations surrounding the administration of the exams of the eight largest providers in the UK.

WSAPC is authorised by JCQ to run examinations across four exam centres, these are

65118 Chalkhill

65200 Burgess Hill

65353 Lancing

65408 Littlehampton

JCQ will inspect our examination centres at least annually, and usually during an exam season.

We must adhere to all JCQ rules and regulations, as set out in their official documentation, which is updated annually, namely ICE, AA and General Regs, otherwise we are at risk of losing our ability to run exams in future due to Malpractice ([see JCQ Policy](#))

The Head of Centre is Doug Thomas.

Our Examination Policies

We have several policies which set out in detail how we manage the exam processes in our centres. They are required by JCQ, who will inspect them when they visit us. See these policies for details and their purposes-

Examination Policy ensures that

- All aspects of the centre's exam process are documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted.
- The workforce is well informed and supported.
- All centre staff involved in the exams process clearly understand their roles and responsibilities.
- All exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus always maintaining the integrity and security of the exam/assessment system.
- Exam candidates understand the exams process and what is expected of them

Examinations Access Arrangements Policy

Ensures that we have a written record clearly showing we, as an exam centre, are fulfilling our obligations in respect of identifying the need for, requesting and implementing access arrangements for students. Access arrangements enable a level playing field for all students, regardless of learning needs.

Examinations Child Protection and Safeguarding Policy details

- How we meet our moral and statutory responsibility to safeguard and promote the welfare of children in relation to the management, administration and conduct of exams.
- How staff are trained and supported to be alert to, and report, the signs of abuse and neglect and how they will follow centre procedures to ensure that children receive effective support, protection and justice.

Examinations Complaints Policy

Confirms our compliance with JCQ's General Regulations for Approved Centres (section 5.8) that we will draw to the attention of candidates and their parents/carers our written complaints and appeals procedure which will cover general complaints regarding our delivery or administration of a qualification.

Examinations Data Protection Policy

Details how WSAPC in relation to exams management and administration, ensures compliance with the regulations as set out by the Data Protection Act 2018 (DPA 2018) UK and General Data Protection Regulation (GDPR).

Examinations Emergency Evacuation Policy

Details how WSAPC deals with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure. An emergency evacuation is required where it is unsafe for candidates to remain in the exam room.

Examinations Equalities Policy

Details how we facilitate access to exams and assessments for disabled candidates, as defined under the terms of the Equality Act 2010, by outlining staff roles and responsibilities in relation to identifying the need for appropriate arrangements, reasonable adjustments and/or adaptations, requesting access arrangements and implementing them.

Examinations Escalation Process

Details the main exam duties and responsibilities to be escalated should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent before, during or after the exam season.

Examinations Non-examination Assessment Policy

Covers procedures for planning and managing non-examination assessments, defines staff roles and responsibilities and manages risks associated with non-examination assessments. Non-examination assessments include internal assessments. They are externally marked and/or externally set practical examinations taken at different times across centres.

Examinations Special Consideration Policy

Identifies roles and responsibilities in the special consideration process and confirms that WSAPC will submit any applications for special consideration where candidates meet the published criteria. Special consideration seeks to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may

influence performance in examinations. It cannot remove the difficulty faced by the candidate and only minor adjustments can be made to the mark awarded.

Examinations Word Processor Policy

Details how WSAPC complies with [AA](#) chapter 4 (Managing the needs of candidates and principles for centres), section 5.8 (Word processor) and [ICE](#) (sections 14.20-27) when awarding and allocating a candidate the use of word processor in examinations.

Our Duties in Relation to Exams

We must adhere to JCQ rules, without exception.

Before

- All staff must complete annual training before they can invigilate any exams.
- All staff must complete the [Conflict of Interest](#) Form annually.
- Students are assessed by the SENDCo before any Access Arrangements can be awarded.
- Timetables are sent out to pupils with exam information including the rules and regulations around what is allowed in the exam room.

During

Some reminders:

- Ensure you read the aide memoire provided by the Exams Officer in the exam pack regarding how the exam room should be set up and complete the relevant documents such as the seating plan and incident log.
- Ensure all bags, coats and electronic devices are handed in/left outside the room (this includes wristwatches).
- Ensure the candidate does not leave the room unsupervised, and that they remain under centre supervision for the duration of the exam.
- Staff must be vigilant and ensure suspected malpractice is identified/logged and raised with the Exams Officer and Head of Centre (Doug Thomas) immediately.

Alternative venues may receive a visit from the JCQ Inspector – this includes APC Crawley, APC Worthing and APC Springtide.

After

- Do not leave the completed exam paper unattended- this should be handed to your exams officer without delay.
- If in doubt about anything exam related, ask your exams officer who has the expertise and experience to advise and assist.

REVIEWED	November 2025
NEXT REVIEW DATE	November 2026