

WJEC General Conditions for Approved Centres

September 2026

Contents

1.	About WJEC	3
2.	Scope	3
3.	Prospective Centres	3
3.1	Centre Approval	4
3.2	Qualification Approval	4
4.	Qualification Types	4
5.	Overarching Regulations for WJEC Centres	5
5.1	Third Parties	7
5.2	Equalities Law	7
5.3	IT Systems	7
6.	General Regulations for WJEC centres – Group 1: GQ and VTQ qualifications	7
7.	General Regulations for WJEC centres – Group 2: VTQ and skills qualifications	8
7.1	General Amendments	8
8.	Centre status and monitoring	9
9.	Sanctions and withdrawal of approval	9
10.	Further advice	9
11.	Version control and policy review	10

1. About WJEC

WJEC is an awarding organisation, providing qualifications in internationally recognised GCSE, AS, A level and vocational qualifications to schools and colleges in England, Wales, Northern Ireland and independent regions. With over 75 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 an 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 and differentiates our Ofqual regulated qualifications, designed specifically for secondary schools, academies and colleges in England.

WJEC is a member of the Joint Council for Qualifications (JCQ), a membership organisation comprising eight providers of qualifications in the UK, including GCSEs, A levels and vocational and technical qualifications. JCQ provides clear, consistent, and equitable guidance for the administration of general and vocational qualifications. WJEC and JCQ's requirements ensure WJEC's adherence to the regulations of the qualification regulators: Ofqual in England, Qualifications Wales in Wales and CCEA Regulation in Northern Ireland.

2. Scope

This document is for centres to provide a central point of understanding of the regulations centres must adhere to in order to gain centre approval and to continue to hold an approved centre status with WJEC. This policy applies to all WJEC qualifications, including those under the Eduqas brand.

WJEC, as a member of the Joint Council for Qualifications (JCQ), adopts the JCQ procedures, which are followed by all JCQ Awarding Organisations and ensures consistent application of the requirements. This document should be read in conjunction with the applicable JCQ guidance, with the requirement that centres adhere to both the WJEC and JCQ documentation, as detailed in section 5.

Heads of centre must ensure that senior leadership teams and exams office personnel are aware of and adhere to the contents of this document.

3. Prospective centres

In order to offer our qualifications, centres must have WJEC centre approval. The approval process involves completion of the relevant application form and an assessment of the ability of the centre to meet WJEC and relevant JCQ requirements.

Centres must obtain centre approval and, where relevant, qualification approval **before** beginning to deliver WJEC/Eduqas qualifications.

3.1 Centre approval

Prospective centres should refer to the guidance on [WJEC's website](#). This contains information about the centre approval process, including relevant documentation such as the 'Are You Ready?' checklist, the due diligence checks WJEC will undertake and WJEC's Centre Approval Team contact details.

Centres must engage fully and honestly in WJEC's centre approval process, including allowing prompt access to information or documents and centre facilities where required.

WJEC reserves the right to reject an application for centre approval without giving a reason. There is no appeal process. Centres may re-apply for centre approval no earlier than 1 year following a rejected application.

3.2 Qualification approval

Some qualifications require qualification approval in order for centres to be able to deliver the qualification. Specific qualification approval determines the centre's ability to deliver and quality assure these qualifications, including staff having the appropriate skills, knowledge and competencies.

Centres must engage fully and honestly in WJEC's qualification approval process, including allowing prompt access to information or documents, centre records and centre facilities where required.

WJEC reserves the right to reject an application for qualification approval without giving a reason. There is no appeal process. Centres may re-apply for qualification approval at any time following a rejected application.

4. Qualification types

WJEC requires centres to adhere to the WJEC and JCQ regulations detailed in section 5. However, some regulations are not applicable to certain qualifications due to their specific nature. WJEC has categorised qualifications into two distinct groups overleaf to support centres in understanding where certain regulations are amended or not applicable.

Group 1: GQ and VTQ

- Advanced Skills Baccalaureate Wales
- National/Foundation Skills Challenge Certificate
- Entry Level Certificate (ELC)
- Extended Project
- GCE
- GCSE
- Level 1 and Level 2 General Qualifications
- Level 1 and 2 Vocational Awards
- Level 1 and 2 Technical Awards
- Level 2 and Level 3 Health and Social Care: Principles and Context
- Level 3 Applied Certificates, Diplomas and Extended Diplomas (including Alternative Academic Qualifications)
- T Level Technical Qualifications
- VCSE*
- Occupational Certificates*
- V Levels*
- Foundation Certificates*

Group 2: VTQ and Skills

- Essential Skills Wales
- Level 2 and Level 3 Children's Care, Play, Learning and Development: Practice & Theory
- Level 2 Children's Care, Play, Learning and Development: Core
- Entry Pathways
- Language Pathways
- Pathways to Employment
- General Foundation Qualifications*
- Personal Project*
- Skills Suite*
- Work-related Foundation qualifications*
- Level 3 Foundation Diploma in Art & Design
- Cymraeg Gwaith
- Welsh for Adults
- Welsh Language Certificate

**From 2027 onwards*

For centres delivering **only** group 1 qualifications, or group 1 **and** group 2 qualifications, centres must adhere to the full [JCQ General Regulations for Approved Centres](#). For centres delivering **only** group 2 qualifications, centres must adhere to the [JCQ General Regulations for Approved Centres](#), with specific amendments or exceptions as detailed in section 7.

In addition to the [JCQ General Regulations for Approved Centres](#), section 5 details the other JCQ regulations centres must adhere to.

5. Overarching Regulations for WJEC Centres

Centres must ensure that the integrity and security of the examination/assessment system is always maintained and is not brought into disrepute.

Centres approved to offer WJEC/Eduqas qualifications must abide by the requirements set out within this document. In addition, centres must adhere to the requirements set out in the latest version of the relevant WJEC and JCQ documentation, as tabled below. For some qualification types, as noted in section 4, aspects of the JCQ regulations will not be applicable. Where this is the case, this will be clearly set out within the relevant WJEC policy.

Regulation Area	WJEC Documentation	JCQ Documentation
General Regulations	This document	General regulations for approved centres – Joint Council for Qualifications
Special Consideration	WJEC Special Consideration Policy	Access Arrangements, Reasonable Adjustments and Special Consideration – Joint Council for Qualifications
Access Arrangements & Reasonable Adjustments	WJEC Access Arrangements & Reasonable Adjustments Policy	Access Arrangements, Reasonable Adjustments and Special Consideration – Joint Council for Qualifications
Appeals	WJEC Appeals Policy	Appeals – Joint Council for Qualifications
Instructions for Conducting Examinations	WJEC Instructions for Conducting Exams (ICE) Policy	Instructions for Conducting Exams (ICE) – Joint Council for Qualifications
Instructions for Conducting non-examination assessments (GCE and GCSE specifications)	WJEC Internal Assessment: A Guide for Centres	Coursework / Non-examination assessment (NEA) – Joint Council for Qualifications
Instructions for conducting non-examination assessments (Vocational and Technical Qualifications)	WJEC Internal Assessment: A Guide for Centres WJEC Instructions for Conducting Controlled Assessments	Coursework / Non-examination assessment (NEA) – Joint Council for Qualifications
Instructions for Conducting coursework	WJEC Internal Assessment: A Guide for Centres	Coursework / Non-examination assessment (NEA) – Joint Council for Qualifications
Suspected Malpractice – Policies and Procedures	WJEC Malpractice Policy	Malpractice – Joint Council for Qualifications
Post-Results Services	WJEC Post Results Services Policy	Post results – Joint Council for Qualifications

In addition to the above, centres must meet any requirements set out in the individual subject specifications, qualification handbooks, and the WJEC documents listed below:

- [WJEC Entry Procedures and Coding Information](#)
- [WJEC Key Dates](#)
- [Cyber Security](#)
- [WJEC's Terms of Business](#)

5.1 Third parties

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 WJEC.

5.2 Equalities law

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 the centre is under a duty to make a reasonable adjustment, the centre **must not** charge a disabled candidate any additional fee in relation to the adjustment or aid.

5.3 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 Portal, must be kept secure.

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

Centres are responsible for implementing and enforcing robust security measures, including:

- where available, MFA must be used for all accounts and systems containing exam-related information, including those that interface between awarding body and centre systems, to enhance security and protect sensitive data. Where MFA is not available on the centre's systems, an equivalent multi-layered security approach must be in place. For example, strong log-in controls, access and monitoring controls and secure storage so that exam-related data is protected in line with cyber security best practice.
- regularly reviewing and updating security settings to align with current best practices;

6. General Regulations for WJEC Centres – Group 1: GQ and VTQ qualifications

WJEC requires centres to adhere to **all** requirements set out in the [JCQ General Regulations for Approved Centres](#).

Centres are reminded that where they offer group 1 **and** group 2 qualifications, they must adhere to **all** requirements set out in the [JCQ General Regulations for Approved Centres](#).

7. General Regulations for WJEC Centres – Group 2: VTQ and skills qualifications

WJEC adopts most principles from the [JCQ General Regulations for Approved Centres](#). Centre requirements for group 2 qualifications are outlined in this section and apply to centres **only** delivering the qualification types listed in group 2 under section 4 of this document.

Centres must adhere to the requirements set out in the [JCQ General Regulations for Approved Centres](#) with the amendments below in section 7.1.

7.1 General amendments

- i) All references to the National Centre Number Register (NCNR) annual update and Head of Centre declaration survey are replaced by WJEC survey.
(sections 1.9, 1.10, 3.18, 5.3 (p, t))
- ii) All references to providing contact details and requested information for the National Centre Number Register remain applicable but should be communicated to WJEC directly via Centres@wjec.co.uk. (section 5.3 (q-s, u))
- iii) All references to the JCQ Centre Inspection Service and centre inspections are replaced by WJEC Monitoring Arrangements.
(sections 1.10, 3.13, 3.18, 5.3 (r, v-w), 5.5, 5.9 (f))
- iv) All references to secure storage for timetabled assessment materials are not applicable, except for centres delivering Level 2 and Level 3 Children's Care, Play, Learning and Development: Practice & Theory, Welsh for Adults Qualifications, Welsh Language Certificate.
(sections 3.15 (d), 5.3 (r, w))
- v) A reception where appropriate staff are available Monday to Friday between 8:30am and 3:30pm during term time is not applicable.
(section 3.15 (b))
- vi) Appropriate accommodation may either be at the registered address or at a designated appropriate alternative address.
(section 3.15 (e))
- vii) References to SENCo/ALNCo, where this is not currently a specific role within the centre, should be replaced with 'an appropriate equivalent individual responsible for exploring candidates' needs and establishing access arrangements'.
(section 3.32, 5.3 (c), 5.4 (a, d, g-i))
- viii) Where qualifications do not have moderation, references to moderation and reviews of moderation are not applicable and therefore the specific moderation references within these sections do not apply.
(sections 3.25 (b), 4.2 (b), 5.7 (b, f), 5.13 (a, f, h, i))
- ix) References to teachers can be replaced with assessors, where appropriate.

8. Centre status and monitoring

Centres must engage fully in WJEC's 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 requirements.

Any centre that has had centre or qualification approval withdrawn or sanctions imposed by another awarding organisation must declare this to WJEC immediately (see section 9).

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 addition, the centre must inform WJEC immediately (see section 9) in order that WJEC may also take reasonable steps to protect the interests of learners.

9. 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 qualification or centre approval from any centre in accordance with WJEC's policy '[Withdrawal of Qualification/Centre Approval](#)'.

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

In the event that WJEC withdraws approval from a centre, the centre must take all reasonable steps to protect the interests of learners.

10. Further advice

Centres should refer to this policy and the JCQ guidance in the first instance. If further support or advice is required, centres can contact WJEC's Centre Management Team either via email to centres@wjec.co.uk, or by telephone on 029 2026 5077.

11. Version control and policy review date

Version Control	Date	Owner	Changes	Next Review
1.0	September 2026	Assistant Director: Policy & Regulation	Creation of WJEC General Conditions for Approved Centres Document (withdrawal of WJEC Conditions for Registered Centres)	July 2027