

Welcome to WJEC

This guide is designed to direct Exams Officers to the resources and information you need.



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Portal (secure website)

We recommend that, in addition to your Exams Officer account, you create at least one Admin account for a member of staff to provide cover if needed. Centres can have up to three Admin account holders, who have the same level of access as the Exams Officer and can update details for other account holders, including for the Exams Officer.

Instructions for using Portal, including creating accounts and changing details for the Exams Officer, can be found in our guides:

Portal User Guides



General Information

Our [Administration pages](#) provide advice and guidance on the processes involving Exams Officers during an examination cycle.

You may also wish to point your teaching staff to our [directory of qualification pages](#), which contain subject-specific resources and contact details for the subject teams, who can provide advice on documentation and timelines pertaining to individual qualifications.



Communications

We communicate important information, including any urgent updates and requests from our support teams via email, typically to the address which we have registered for the Exams Officer.

If you would prefer that these messages go to a different email address (eg. a shared mail box), this can be changed on Portal by selecting your centre name in the top right of the screen then Centre Details > Centre Contact Details.

- **Circulars**

These are issued monthly on Portal under Menu > Key Information > Circulars.

When these are available, notification will be sent by email from exams@wjec.co.uk to the account nominated for the Exams Officer (or WJEC contact email as explained above).

Exams Officers must notify appropriate staff of any circulars relevant to them.

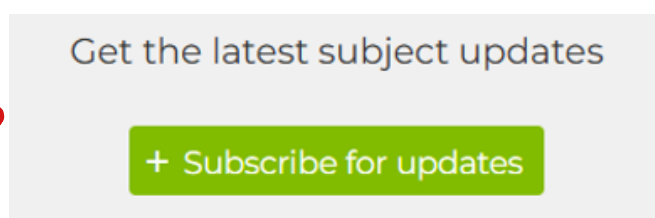
- **Reminders and Updates**

Emails containing important reminders and updates are also sent on a regular basis from exams@wjec.co.uk to the account nominated for the Exams Officer (or WJEC contact email as explained above).

Subject Newsletters



Termly newsletters are issued by individual subject teams. To receive these, teachers and Exams Officers can click the Subscribe for Updates button on the right-hand side of individual [subject pages](#) as indicated in the screenshot below:





Key Dates and Timetables

Links to our Key Dates and Timetables page, our Exams Officer Noticeboard page, and our Qualifications page (a directory of individual subject pages, which contain qualification-specific key dates), can be found below:

Key Dates and Timetables

Exams Officer Noticeboard

Qualifications



Entries

Information on making preliminary and final entries, including guidance on basedata, deadlines, fees, and entry codes, can be found on our [Entries page](#), which also contains the following documents:

- Entry Procedures and Coding Booklet
- Entry Fees
- Guide to Resit Requirements
- Understanding Entry Codes

For further information please contact the Entries team:



029 2026 5193



entries@wjec.co.uk



Examinations & Assessment

Examinations

Our [Examinations page](#) contains guidance on conducting examinations. This includes information relating to the despatching of scripts, and administration of any irregularities that may arise.

Within this page, you will also find our Examination Requirements documents. These cover which resources and items are required for examinations in addition to the question paper and answer booklet.

JCQ's [Instruction for Conducting Examinations \(ICE\) document](#) provides detailed guidance on the regulations for conducting examinations.

Internal Assessment

On our [Internal Assessment page](#) you will find information and guidance regarding the conducting of internal assessment, as well as the submission of work and marks/outcomes. This includes how to submit marks/outcomes, how to carry forward marks/outcomes, and where to find moderator reports.

Our [e-submission upload page](#) contains guidance, including a video guide and FAQs, on the electronic submission of work.

Head of Centre Declaration Forms

A list of qualifications that require a signature from the Head of Centre for Non-Exam Assessment (NEA) or fieldwork can be found in our Internal Assessment: A Guide for Centres document on the [Internal Assessment](#) page.

Any required documentation for subjects can be found on our [qualification pages](#).

Special Requirements



Information and guidance about Special Consideration and Access Arrangements can be found on our [Special Requirements page](#).



Results & Post-Results

Information and guidance relating to results, grade boundaries, and Post-Results Services (eg. clerical checks, reviews of marking and moderation and access to scripts) can be found on our [Results, Grade Boundaries and PRS pages](#). For an overview of key information regarding these processes, please see our [Guide to Results](#).

Results are issued electronically to centres via Portal and by EDI on the day before results day; only an Exams Officer or Admin account holder can access these at this time. Other users with the relevant access permission can access results from 8am on Results Day.

Grade boundaries are published on our [Grade Boundaries page](#) at 8.00am on Results Day.



VTQ checkpoint

As required by Ofqual, we undertake term-time checkpoints to ensure that students taking Level 3, Level 1/2 and Level 2 Vocational and Technical qualifications receive results when they need them.

Further information is available on our [Delivery of VTQ Results page](#).



Centre Management

Regulations and Terms of Business

Centres are reminded that they must meet and continue to comply with the requirements detailed on our [website](#).

Malpractice

Information and guidance regarding malpractice can be found on our [Malpractice page](#)



029 2026 5351



malpractice@wjec.co.uk

Centre Staff Conflict of Interest

Information regarding centre staff conflicts of interest and when and how to declare these can be found within our [Centre Information page](#).

National Centre Number (NCN) Annual Requirements

- All centres approved by WJEC with a National Centre Number (NCN) must complete the [annual declaration sent by NCN](#). Failure to do so will result in suspension of WJEC registration. It will be emailed to the Exams Officer in the autumn term and must be completed by 31st October.
- In order to confirm that centres are adhering to JCQ's regulations on an annual basis, Heads of Centre must complete the [Head of Centre declaration](#), which is administered by OCR on behalf of JCQ. This is sent directly to the Head of Centre shortly after the NCN update is sent to Exams Officers and must be completed by 31st October.

For further information and guidance, please contact NCN at ncn@ocr.org.uk



Support and Guidance

WJEC

Our [Administration pages](#) provide advice and guidance on the processes involving Exams Officers during an examination cycle.

Our [Administration Contacts page](#) provides contact details for various administrative teams.

Our [Qualifications pages](#) contain contact details for the subject teams.

If you require further advice or guidance relating to this document please contact the Centre Management Team:



029 2026 5077



centres@wjec.co.uk