

International Academic Centre Approval Form

To be completed by institutions applying to offer academic qualifications by Edexcel.

Before completing this form, please ensure you have read carefully **A guide to becoming an Edexcel International Academic Centre** booklet and that you fully understand the implications of signing the declaration on page 6 of this form.

Please note that incomplete applications may result in the application being unsuccessful.

This form should be completed, signed and returned to your:

Regional Office/Regional Development Manager

Section A: Centre details

1.	Centre details	Date
1.1	Full name of establishment	
1.2	Name of Examinations Officer	
1.3	Address Line 1 Address Line 2 Address Line 3 Town County Post Code	
1.4	Tel no	
	Fax no	
	E-mail	
	Website	
1.5	Name of head of centre (including title and initials)	
	Official title i.e. Head Teacher, Principal	
1.6	Teaching Institute <input type="checkbox"/> Private Centre <input checked="" type="checkbox"/> If Private Centre, please provide name and centre number of controlling authority	
1.7	Type of centre School <input type="checkbox"/> College <input type="checkbox"/> Other <input type="checkbox"/>	
1.8	EU centres only. If the centre is registered for VAT please provide us with details and the VAT registration number. If not registered please enter "Not VAT registered" below. VAT (TVA, IVA, Mwst, etc.) Registration Number	
1.9	Year centre founded	
1.10	Total number of students enrolled The students are aged between and	
1.11	Does your centre have links with any other schools/colleges (informal/formal) or is it affiliated to any official organisations (ECIS for example)?	

Section B: Storage Facilities

2.0 Storage facilities for Confidential Materials Please refer to document Instructions for the Conduct of Examinations for specific guidance on safe custody of question papers and other confidential materials.	
2.1	Please give details of the centre (e.g. Is the building purpose-built or a converted premises? The approximate area of the school; its location, accessibility factors - etc) Please include a brochure and a location map if available:
2.2	What will the confidential materials (examination papers, cassettes etc) be stored in?
2.3	Where are the storage facilities for confidential materials?
2.4	How many members of staff hold keys for this storage facility?
2.5	Do these arrangements comply with the guidelines given in the document Instructions for Conducting Examinations ? Yes <input type="checkbox"/> No <input type="checkbox"/>

Section C: Qualifications

3.1 If your application is approved, which Edexcel International qualifications would you like to offer? (Refer to the **Becoming an Edexcel International Centre** booklet for more specific details on these.)

<input type="checkbox"/> International GCSE
<input type="checkbox"/> GCSE
<input type="checkbox"/> GCE Advanced Subsidiary/Advanced Level
<input type="checkbox"/> International Diploma (Academic Pathway)
<input type="checkbox"/> International Primary Curriculum
<input type="checkbox"/> International Lower Secondary Curriculum

Section C: Qualifications Continued

3.2 If your application is approved, in which year do you propose to enter students for the first examinations?

MONTH	YEAR
January (GCE only)	
May (International GCSE only)	
May/June	
November (GCSE/International GCSE only)	

3.3 Do you currently take any qualifications with another examination board?

Yes No

If you answered 'yes' to the above please tick below the names of any other UK Awarding Bodies by which your centre is recognised, including year of recognition and centre number.

<input type="checkbox"/> CIE _____	<input type="checkbox"/> AQA _____	<input type="checkbox"/> IBO _____	<input type="checkbox"/> Other (Please specify) _____
<input type="checkbox"/> NCC _____	<input type="checkbox"/> C & G _____	<input type="checkbox"/> ILM _____	_____
_____	_____	_____	_____

If you answered yes to the above what examinations do you currently deliver?

<input type="checkbox"/> CIE GCE	<input type="checkbox"/> CIE GCSE	<input type="checkbox"/> CIE IGCSE	<input type="checkbox"/> AQA GCE
<input type="checkbox"/> AQA GCSE	<input type="checkbox"/> AQA IGCSE	<input type="checkbox"/> IB Diploma	
<input type="checkbox"/> IB Career Related Certificate (IBCC)	<input type="checkbox"/> IB Primary/Middle Years Curriculum		
<input type="checkbox"/> CIE Primary/Middle Years Curriculum	<input type="checkbox"/> Other (Please specify)		

Section C: Qualifications Continued

3.4 Please list the Edexcel International subject specifications your institution wishes to offer:

Specification Name & Code	Estimated Number Of Students	Specification Name & Code	Estimated Number Of Students
Advanced GCE (AS+A2)		Advanced GCE (AS+A2)	
Advanced Subsidiary GCE		Advanced Subsidiary GCE	
GCSE		GCSE	
International GCSE		International GCSE	
International Primary Curriculum		International Primary Curriculum	
International Lower Secondary Curriculum		International Lower Secondary Curriculum	

Section D: Edexcel Intellectual Property

The Centre will not undertake any activity or advertising that could bring the name of Edexcel into disrepute. Prior to obtaining Approval, the Centre may only recruit learners for Edexcel courses through publicity clearly annotated 'subject to Edexcel approval'. Potential learners will be fully informed of this requirement and their registration status overtly confirmed if and when Approval has been confirmed in writing by Edexcel.'

The Centre will not make use of any intellectual property (which shall include copyright, patents, trade marks and all similar rights subsisting anywhere in the world and whether or not registrable, 'Intellectual Property') owned by Edexcel without express written consent from Edexcel. Any use of Edexcel Intellectual Property must be in accordance with the Edexcel Identity Guidelines. For the avoidance of doubt, copies of publicity/marketing literature related to the promotion of any Approved Qualification(s) are subject to written approval by Edexcel prior to use.

I confirm that I have read the above requirements from Edexcel and agree to the above terms and conditions.

Signed

(Electronic copy of signature preferred)

Name of Head/Principal
For and on behalf of (name of establishment)
Date

Section E: References

Please provide name, address and email address of a reliable professional referee to support your application. Edexcel must receive references before approval can be granted.

I confirm that I have read the following documents and agree to administer examinations in accordance with these documents:

Yes No

- JCQ General Regulations for Approved Centres (www.jcq.org.uk)
- JCQ Instructions for Conducting Examinations (www.jcq.org.uk)
- JCQ Access Arrangements, Reasonable Adjustments and Special Consideration (www.jcq.org.uk)
- JCQ Suspected Malpractice in Examinations and Assessments (www.jcq.org.uk)

Edexcel Conditions and Responsibilities for the Recognition of International Centres

Declaration – to be signed by the head/principal

I confirm that all information supplied by or on behalf of the Applicant to Edexcel in connection with this application is true, complete and accurate and that I am authorised to make this application for the named centre in Section A to be registered as an examining centre with Edexcel. I acknowledge that an Approval Contract comprising this application, the Regulations and Edexcel's acceptance letter will come into effect between Edexcel and the Applicant if Edexcel accepts this application and that the Approval Contract will be a legally binding agreement.

I understand and accept that Edexcel retains to itself the interpretation of the conditions of the centre's registration as an examination centre in any dispute and reserves the right to withdraw approval in the event of failure to comply with these conditions.

Signed

(Electronic copy of signature preferred)

Name of Head/Principal

For and on behalf of (name of establishment)

Date