

Pearson Representative International Centre

Inspection Form

Pearson Edexcel, LCCI or Pearson Test of English General (PTE) Approval

**Introduction**

This form should be used in conjunction with the completed centre approval application form and should be completed by a member of the Pearson International Regional Staff or a representative of the Overseas Authority.

If you are inspecting a centre on behalf of Pearson and work for the Overseas Authority, please send a copy of the completed inspection form to the Pearson Representative who commissioned you to inspect the centre.

There is a JCQ checklist in Appendix 1 to support you with carrying out this inspection. This checklist does not apply to centres wishing to deliver PTE General or LCCI.

Pearson staff should send the completed Inspection form and accompanying centre application form to [internationalGQapproval@pearson.com](mailto:internationalGQapproval@pearson.com).

Should any of the provisions listed under Section 3 be considered unsatisfactory they should be discussed with the Head of the Centre, whose observations should be noted.

If you are unable to visit a centre in person, please contact [InternationalGQapproval@pearson.com](mailto:InternationalGQapproval@pearson.com) for advice

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# Section 1: Centre Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Centre/Organisation name |  | | Centre number | |  |
| Address type |  | | | | |
| Address line 1 |  | | | | |
| Address line 2 |  | | | | |
| Address line 3 |  | | | | |
| Town |  | | | Country |  |
| Postcode |  |  | | | |

# Section 2: Pearson Representative and visit details

|  |  |
| --- | --- |
| Name of Person Conducting the Visit |  |
| Job title |  |
| Date of visit |  |
| Time of visit |  |

# Section 3: Approval Criteria

|  |  |  |
| --- | --- | --- |
| **Approval Criteria** | **Y/N** | **Comments** |
| Policies and procedures reviewed |  |  |
| Examination Rooms viewed |  |  |
| Safe and Secure room viewed and access restricted |  |  |
| Invigilation roles and responsibilities understood |  |  |
| JCQ Exam Regulations understood |  |  |
| PTE Test Centre requirements understood |  |  |
| Pearson LCCI Rules of Examination understood |  |  |
| Further Comments | | |

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# Section 4: Approval Recommendation

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Centre Approved** | **Comments** |
| Pearson Edexcel |  |  |
| PTE General |  |  |
| LCCI |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **I confirm that I have visited this centre** | | | **Please select** |
| **I confirm the centre fully understands the requirements for Pearson centre**  **recognition and the responsibility associated with delivering Pearson qualifications** | | | **Please select** |
| **Name** |  | **Date** |  |
| **Email address** |  | | |
| **Phone number** |  | | |

**Please return this form to** [**InternationalGQapproval@pearson.com**](mailto:InternationalGQapproval@pearson.com)

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# Appendix 1 – JCQ Guidelines – Secure Storage Checklist (not applicable to PTE or LCCI)

|  |  |
| --- | --- |
| **Secure Storage Requirements** | **Met requirements** |
| The door to the room used to secure material is of solid construction? |  |
| Does the door have a security lock? |  |
| Is the secure room only accessible by exams office staff? |  |
| Only min 2/ max 4 people have keys/access to keys to the secure room? |  |
| Material will be stored in a lockable storage unit? |  |
| One of the following units is being used to store confidential materials;   * A strong, non-portable safe * A non-portable security cabinet with multi point locking system * A metal (filing) cabinet which is bolted to the floor or a wall and has an external locking bar * A walk-in store room with a metal shutter/security screen in front of the door or open shelving |  |
| The examinations room is suitable for the exam(s)   * heating and ventilation * lighting * levels of noise |  |
| The minimum distance between desks is 1.25 metres, can accommodate test papers and answer sheets and are all facing the same direction? |  |