**VTQ Head of Centre Declaration**

**This should be signed and submitted to OCN NI by emailing** **compliance@ocnni.org.uk****. TAG results cannot be processed until this has been submitted to OCN NI.**

Head of Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Centre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm that:

* These grades have been checked for accuracy, reviewed by a second member of staff and are accurate and represent the professional judgements made by my staff.
* Grades are appropriate for each learner, in that learners entered were those already studying the qualification, and each learner has no more than one entry per subject.
* My centre has met the requirements set out by OCN NI for internal quality assurance.
* I am satisfied that each learner’s grade is based on an appropriately broad range of evidence and is their own work.
* Access arrangements and reasonable adjustments were provided with appropriate input from the SENCo and other specialists (and where they were not, that has been considered).
* My staff and I have taken note of the guidance from OCN NI about minimising bias, and I am confident that the judgements are fair.
* All relevant student evidence and records are available for inspection, as necessary.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_