APPROVED EXAMINATION CENTRE – TERMS & CONDITIONS

Effective from: 7th February 2026

1. Centre Status

1.1 Approved Examination Centres are independent entities operating under I-PATH membership conditions.
1.2 Approval permits the centre to host I-PATH examinations in accordance with I-PATH rules and guidance.
1.3 Approval may be withdrawn or suspended at any time where standards are not met.

2. Centre Identification

2.1 Each Approved Examination Centre is issued with a unique Centre Number.
2.2 Centre approval documentation must be available for inspection upon request.

3. Legal, Safeguarding and Health & Safety Responsibilities

3.1 Centres are responsible for ensuring compliance with all relevant legislation, including:

- safeguarding
- health & safety
- fire safety
- equality and accessibility

3.2 Responsibility for candidates and staff remains with the centre at all times.

3.3 Examiners or authorised officers may request evidence of compliance.

4. Examination Delivery

4.1 All I-PATH examinations must be conducted in accordance with:

- the relevant syllabus
- teacher and examiner handbooks
- I-PATH policies and instructions

4.2 A current I-PATH Teacher Member must be associated with the centre and present on the examination day to:

- coordinate timetables
- support candidates
- liaise with the examiner

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- ensure compliance with centre requirements

4.3 If no I-PATH Teacher Member is associated with the centre, centre approval will be terminated.

5. Examiner Access and Cooperation

5.1 Centres must provide examiners with:

- access to the venue
- suitable examination space
- reasonable cooperation

5.2 Examiner observations relating to venue suitability form part of ongoing centre approval.

6. Recorded Video Examinations (RVE)

6.1 Centres delivering RVE must:

- comply with I-PATH RVE guidance
- ensure venue authenticity and suitability
- provide venue video evidence where required

6.2 AI-generated or manipulated video content is strictly prohibited.

7. Use of Branding

7.1 Approved Centres may use I-PATH branding in accordance with the Branding Guidance Policy.
7.2 Branding must not be altered, combined or misused.
7.3 I-PATH reserves the right to withdraw branding permission at any time.

8. Shared Use of Centres

8.1 I-PATH encourages collaboration between Teacher Members.
8.2 Approved Centres may permit other I-PATH Teacher Members to join examination sessions.
8.3 All arrangements and responsibilities must be agreed between the parties involved.

9. Changes to Centre Circumstances

Centres must notify I-PATH promptly of:

- changes to venue
- changes to safeguarding arrangements
- changes to staffing or Teacher Member association
- any incident affecting suitability

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10. Compliance and Enforcement

Failure to comply with these Terms & Conditions may result in:

- conditions being imposed
- suspension of examination activity
- withdrawal of Approved Examination Centre status

11. Amendments

I-PATH reserves the right to amend these Terms & Conditions.
Updated versions will be published and apply from the stated effective date.

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