

Centre Qualification Delivery Statement

I/we confirm that:

- When delivering MTB Exams qualifications they will be delivered by staff with appropriate competence and experience to undertake the delivery of that qualification.
- I/we have sufficient resources to effectively and efficiently undertake the delivery of the qualification as required by MTB Exams.
- I/we will ensure that I or other staff involved with a qualification will fully understand the relevant qualification specification(s) provided by MTB Exams and will comply with its expectations.
- I/we will ensure that assessments are not undertaken by any person who has a personal interest in the result of the assessment (eg someone assessing the work of a family member; or someone whose pay is unduly influenced by positive assessment results). Where the delivery of assessments is to be undertaken by such a person, we will inform MTB Exams who will advise on the best way to proceed.
- When required I/we will use buildings that provide access for learners for assessment purposes, in accordance with relevant equalities legislation.
- I/we have identified and put in place appropriate measures to mitigate any identifiable risks and have considered business continuity plans should I/we be unable to support learners to the completion of their qualifications.
- I/we will take all reasonable steps to prevent incidents of malpractice or maladministration from occurring.
- I/we will fully co-operate in any malpractice/maladministration investigation - this includes, but is not limited to, attending meetings and providing prompt responses to questions.
- I/we will promptly notify MTB Exams of any incidents of malpractice or maladministration in line with the requirements of MTB Exams' malpractice/maladministration policy.
- I/we will take appropriate and reasonable steps to confirm the identity of all candidates I/we enter for MTB Exams qualifications.

- I/we will take all reasonable steps to guard against fraudulent or mistaken claims for certificates.
- I/we will not make any statements, advertisements or promotions in relation to MTB Exams qualifications that are likely to mislead learners and other users of the qualifications.
- I/we will act lawfully when delivering MTB Exams qualifications.
- to the best of my/our knowledge that there is no information, that if disclosed might reasonably be expected to affect MTB Exams' decision to give approval for us to deliver MTB Exams qualifications.

Note: If you fail to comply with any of the requirements set out in this document, or if any of the information you have given is not true and accurate or is misleading, MTB Exams can terminate your approval by written or emailed notice to you, effective from the date stated in that notice. Also, subject to compliance with applicable laws, acceptance to offer MTB Exams Qualifications is at the absolute discretion of MTB Exams and MTB Exams is entitled to reject your application, without giving any reason.