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3 January 2012

Dear Sir/Madam

As you are aware the Centre Inspection Service has been visiting centres on behalf of all the JCQ awarding bodies to check their arrangements for examinations.

Our inspection records show that the procedures and administration of the examinations observed at your centre for some years now have been consistently in line with the requirements of the JCQ *Instructions for conducting examinations*.

We would therefore like to congratulate your Examinations Officer and those involved in examination administration at your centre for their work to support and maintain high standards. The integrity with which public examinations are administered in centres helps to support public confidence in the qualifications which candidates achieve.

We would also like to thank you for your support of the inspection of examinations and your welcome of our Inspector.

We look forward to your centre's continuing success in examination administration in the future.

Yours faithfully



Laura Nash
Team Manager: JCQ CIS