

Inspection Process – Overview Flowchart

1. Reason for inspection (when an inspection is required)

New school applying
→ **Approval inspection**

During exam series
→ **Live exam-time inspection**

Change in school address/secure storage
→ **Change of address/
secure storage inspection**

2. Inspection notification (how and when you will be notified)

Approval inspection →
Scheduled in advance by email from the
inspector to arrange a suitable date.

Live exam-time inspection →
Where possible, the inspector will
give approx. 48-72 hours' notice via
email or takes place unannounced.

Change of address/secure storage →
Scheduled in advance by email from the
inspector to arrange a suitable date.

Schools are advised to check junk or spam email folders regularly for inspection-related communications.
If there are any concerns about the authenticity of an email, schools should contact their internal IT
or security team for advice.

3. Preparing for Inspection

Key staff must be available, and examination venues, documentation, records (including logs and access arrangement paperwork) and secure storage areas must be accessible for review.

See '[Preparing for an inspection](#)' for full preparation requirements, including Tables 1
and 2 and guidance on joining a Microsoft Teams call, (where applicable).

4. Inspection takes place

The inspection is conducted **either remotely or in person**.
The inspector reviews examination arrangements and facilities in line with the inspection type.
The inspector provides oral feedback at the end of the inspection.

**Schools must not make any changes to secure storage arrangements until instructed by
the OxfordAQA Centre Approval team**

5. Inspection report sent to Centre Approval Team

The Centre Approval Team reviews the report to decide whether standards are met.

Standards not met – actions required

School completes required
actions and submits
evidence for review.

6. Have all required standards been met?

Decision made by the
Centre Approval Team

NO

YES

7. Inspection outcome confirmed

Centre Approval Team
confirms approval or that
standards have been met.

