



WEQSC INTERNATIONAL

World Education Qualification & Standards Council · Switzerland

School Affiliation *Framework*

A comprehensive statutory guide to WEQSC partnership, compliance, credential recognition, and student support across ISCED Levels 2 and 3.

DOCUMENT

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ISSUING AUTHORITY

WEQSC Affiliation Committee

GOVERNING LAW

Swiss Confederation

FRONT MATTER

Document Control

Purpose of This Instrument

This document constitutes the authoritative affiliation framework of WEQSC International. It sets out the conditions, obligations, standards, and entitlements governing every school affiliated to WEQSC, and every student examined under the WISE credential system.

The Framework is issued under the authority of the WEQSC Affiliation Committee and is binding on all affiliated institutions. It supersedes all prior circulars, notices, and interim guidance on matters within its scope. Where any prior document conflicts with this Framework, this Framework prevails.

Issuance and Approval

Role	Function	Date
Chair, WEQSC Affiliation Committee	Primary approval	01 September 2026
Director of Compliance & Audit	Technical review	28 August 2026
General Counsel, WEQSC International	Legal review — Swiss law	25 August 2026
Data Protection Officer	Swiss DPA / GDPR conformity	22 August 2026

Revision History

Version	Date	Summary of Changes	Authority
1.0	01 Sep 2026	Initial institutional edition. Full framework consolidation.	Affiliation Committee
—	—	Future amendments recorded here.	—

- **Primary distribution:** All affiliated and applicant schools; prospective partner institutions.
- **Secondary distribution:** National education regulators, university registrars, credential evaluation bodies.
- **Public availability:** The current version is published at wise.weqsc.org/framework.
- **Controlling version:** In the event of any discrepancy between a printed copy and the published digital version, the digital version at wise.weqsc.org/framework prevails.

AMENDMENT PROCEDURE

This Framework is reviewed continuously and formally reissued not less than once every 24 months. Amendments are issued as numbered revisions and take effect on the date stated in the revision notice. Schools are notified by email and via the Institution Management Portal. Continued affiliation following the effective date of an amendment constitutes acceptance of the amended Framework.

FRONT MATTER

How to Use This Document

This Framework serves multiple audiences with different needs. This section identifies the reading paths appropriate to each.

Reading Paths by Audience

If you are...	Read	Focus
A prospective applicant school	Part I → Part II → Part III → Part IV	Eligibility, application, standards, fees
A newly affiliated school	Part III → Part V → Part VI → Appendix A–G	Operating standards, portal, audits, templates
An existing affiliated school	Part IV → Part V → Part VI → Part VII	Fees, data rules, compliance, renewal
A school finance officer	Part IV → Part VI (Ch. 26)	Fee structure, audits, payment terms
A school IT / data officer	Part V → Part VI (Ch. 27)	Portal, retention, security, audits
A national regulator	Part I → Part III → Part VI → Part VIII	Standards, audits, governance, recognition
A university or employer	Part I (Ch. 2, 4) → Part VIII (Ch. 36)	Credential recognition and verification
A parent or student	Part IV (Ch. 15–18) → Appendix H, I	Scholarships, incentives, FAQ

Conventions Used in This Framework

Modal Verbs

The following modal verbs carry specific, consistent meaning throughout:

Shall / Must	Mandatory. Non-compliance is an affiliation breach.
Shall Not	Prohibited. A prohibited act is an affiliation breach.
Should	Strongly recommended. Deviation requires documented justification.
May	Permitted. Discretionary.
Will	States a factual outcome or commitment by WEQSC.

Defined Terms

Terms with specific meaning under this Framework are written in **SMALL CAPITALS** at first use and are defined in the **Definitions Register** immediately following the Table of Contents. Where a term is defined, that definition governs its meaning throughout.

Clause Numbering

Clauses are numbered hierarchically (e.g., 14.3.2.1). Cross-references in the form "see Clause 27.4" refer to the clause so numbered. Clause numbering is stable across minor revisions; renumbering occurs only on major reissues.

Currency and Units

All monetary amounts are stated in United States Dollars (USD) unless otherwise specified. Payment may also be made in Euros (EUR) and in such other currencies as WEQSC may from time to time accept, converted at the rate prevailing on the date of payment. Distances and volumes use metric units.

Relationship to wise.weqsc.org

This Framework is the authoritative static reference. The operational portal at wise.weqsc.org hosts the living, transactional systems: the Institution Management Portal, credential verification, scholarship applications, examination scheduling, and current fee invoicing. Where this Framework states a policy, the policy governs. Where this Framework refers to a form, template, or live status, the portal is the operative source.

- Institution Management Portal — wise.weqsc.org/portal
- Public credential verification — wise.weqsc.org/verify
- Scholarship applications — wise.weqsc.org/scholarships
- Current fee schedule — wise.weqsc.org/fees
- Forms and templates — wise.weqsc.org/forms
- Framework (this document) — wise.weqsc.org/framework

FRONT MATTER

Executive Summary

WEQSC International exists to solve a specific, measurable problem: the fragmentation of secondary education credentials across borders. This Framework is the instrument through which that problem is solved.

The Problem

A student who completes secondary education in one jurisdiction frequently cannot have that achievement recognised in another. University admissions offices lack a reliable basis for comparing qualifications. Employers cannot verify authenticity. Regulators cannot benchmark quality. The result is that capable students are held back by the accident of where they studied, and that institutions of genuine quality are indistinguishable from those that are not.

The WEQSC Response

WEQSC establishes a uniform, verifiable, internationally portable credential system — the **WISE** system — delivered through a network of affiliated schools bound by common standards and subject to independent audit. Any student examined under WISE receives a credential that is instantly verifiable by any university or employer, anywhere, permanently.

What Affiliation Means for a School

- **Recognition.** The school is listed on WEQSC's public register as an approved institution.
- **Authority to examine.** The school may enrol students in the WISE programme and conduct WISE examinations.
- **Authority to credential.** The school may issue WISE certificates, marksheets, and transcripts — each with permanent digital verification.
- **Access to standards.** Full curriculum frameworks, assessment rubrics, and teaching resources aligned with UNESCO's ISCED taxonomy.
- **Access to support.** Teacher training, professional development, and (for qualifying schools) technology grants.
- **Access to the student support ecosystem.** The school's students become eligible for WEQSC scholarships, merit awards, girl-child support, and elite-tier backing.

- Alignment of curriculum and assessment with WEQSC standards.
- Minimum infrastructure — including fully equipped physics, chemistry, and biology laboratories for schools offering ISCED Level 3.
- Qualified teaching staff and adequate administrative capacity.
- Accurate, secure, and permanently retained student records.
- Cooperation with annual financial and digital compliance audits.
- Timely payment of affiliation and examination fees.
- Enforcement of the 70% minimum attendance rule.

Financial Framework at a Glance

Item	Amount (USD)	Basis
Affiliation — 5-year upfront	3,000	One-time, on approval
Affiliation — annual	900	Per year, Years 1–5
Student examination fee — Classes KG–9	0	Free
Student examination fee — Class 11	0	Free
Student examination fee — Classes 10 & 12	140	Per student, per session
Girl students — all classes	0	Universal exemption

Student Support at a Glance

- **Merit scholarships** for Classes ≤ 9 , up to 80% fee discount, awarded by annual examination.
- **Participation scholarships** — an automatic 10% discount for any student who sits the scholarship examination.
- **Girl-child universal support** — full fee exemption plus either a monthly stipend or an educational support bundle.
- **Bonus marks** in Classes 10 and 12 for sports, NCC, and Scouts & Guides representation, scaled by level (school, district, state, national).
- **Elite national-level support** — devices, internet access, monthly stipend, transportation, and discretionary support for students representing their country.

Affiliation is not a one-time event. It is a continuing relationship subject to annual audit — financial and digital — with defined remediation ladders and, where necessary, suspension and termination. Student credentials issued under WISE remain valid permanently, irrespective of the later status of the issuing school. This is a deliberate design choice: the student's achievement is not the school's to lose.

THE CORE COMMITMENT

WEQSC provides the standards, the credential infrastructure, and the student support ecosystem. The school provides the teaching, the records, and the integrity of the examination. Together they produce a credential that means the same thing everywhere, to everyone, indefinitely.

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FRONT MATTER

Definitions Register

Terms appearing in Small Capitals throughout this Framework carry the meanings assigned below. Where a term is used in a clause and is not defined here, it takes its ordinary meaning in the context of Swiss educational law and UNESCO ISCED terminology.

A

ACADEMIC SESSION — The period of instruction constituting one school year at an Affiliated School, commencing on the date notified to WEQSC and concluding on the date specified by WEQSC for that jurisdiction.

AFFILIATED SCHOOL — A school that has been granted affiliation by the WEQSC Affiliation Committee, whose affiliation is current, and whose name appears on the WEQSC public register of affiliated institutions.

AFFILIATION — The formal partnership relationship between WEQSC and a School, established under this Framework, granting the School the rights and imposing the obligations set out herein.

AFFILIATION CERTIFICATE — The official document issued by WEQSC evidencing the affiliation of a School, bearing the WEQSC seal, the validity period, and a verifiable reference code.

AFFILIATION COMMITTEE — The body within WEQSC constituted under Part VIII with authority to approve, suspend, terminate, and renew affiliation, and to decide all matters reserved to it under this Framework.

AFFILIATION CYCLE — The five-year period commencing on the Effective Date of an Affiliation and concluding on the date falling five years thereafter, subject to renewal under Part VII.

APPROVED AUDITOR — An independent qualified accountant holding a current practising certificate from a recognised professional accountancy body, appearing on the WEQSC list of approved auditors, and having no material relationship with the School beyond the audit engagement.

AUDIT FINDING — A deficiency, irregularity, or area of non-compliance identified by WEQSC or an Approved Auditor in the course of an audit conducted under Part VI. Findings are classified as Critical, Major, or Minor.

AUTHORISED USER — An individual holding valid credentials granting access to the Institution Management Portal, acting within the role assigned to them by the School and WEQSC.

B

BREACH — Any failure by a School to comply with an obligation imposed by this Framework, whether by act or omission, and whether or not resulting in harm.

C

CLASS 10 — The tenth year of schooling within the WEQSC framework, corresponding to the final year of ISCED Level 2, and a WISE examination year.

CLASS 12 — The twelfth year of schooling within the WEQSC framework, corresponding to the final year of ISCED Level 3, and a WISE examination year.

CLAUSE — A numbered provision of this Framework. Cross-references are to clause numbers as they appear in the published version.

COMPLIANCE AUDIT — An annual audit conducted by WEQSC under Chapter 28, assessing the School's adherence to curriculum, examination, data, and security standards.

CONDITIONAL COMPLIANCE PERIOD — The period, ordinarily ninety days, during which a School with Major or Critical Audit Findings must implement corrective action under WEQSC oversight.

CONTINUOUS AFFILIATION — A status available to Schools of sustained excellence under Chapter 31, removing the requirement for periodic renewal while retaining annual audit.

CORRECTIVE ACTION PLAN (CAP) — A formal document submitted by a School under Chapter 28 setting out how each Audit Finding will be addressed, by whom, and by what date.

CREDENTIAL — A WISE certificate, marksheet, transcript, or verification record issued to a student evidencing assessment outcomes. Credentials are permanently verifiable.

CRITICAL FINDING — An Audit Finding involving fraud, misappropriation, falsification of credentials, or a safety risk to students, requiring remediation within thirty days.

CURE PERIOD — The period, ordinarily thirty to ninety days, granted to a School to remedy a Breach before further sanction is imposed.

D

DATA MODIFICATION — Any editing, updating, changing, adding to, or removing of a record stored in the Institution Management Portal or on any storage medium governed by this Framework. All Data Modification requires prior WEQSC approval.

DEFINITIONS REGISTER — This register, constituting the authoritative glossary of defined terms used in this Framework.

DIGITAL RECORD — A record held in electronic form on a Non-Corruptible Medium, retained under Chapter 21.

DISTRICT LEVEL — A tier of representation in sports or co-curricular activity at the administrative district level, entitling the representing student to Bonus Marks under Chapter 17.

E

EFFECTIVE DATE — The date on which an Affiliation commences, being the date on which the initial fees are received in full by WEQSC and the Affiliation Certificate is issued.

ELITE SUPPORT TIER — The comprehensive support package available to students representing their country at national or international level, as set out in Chapter 18.

EXAMINATION IRREGULARITY — Any conduct compromising the integrity of a WISE examination, including unauthorised access to question papers, impersonation, use of prohibited materials, or collusion.

EXAMINATION YEAR — Class 10 and Class 12, being the years in which students sit WISE board examinations and in which examination fees are payable.

F

FINANCIAL AUDIT — The annual external audit of a School's financial statements conducted by an Approved Auditor under Chapter 27.

FINDING — See Audit Finding.

G

GIRL STUDENT — A female student enrolled at an Affiliated School in any class from Kindergarten through Class 12, entitled to the universal fee exemption and support provisions of Chapter 16.

GRACE PERIOD — The thirty-day period following a fee due date during which no late-payment penalty is imposed.

I

ISCED — The International Standard Classification of Education, the UNESCO taxonomy for classifying education programmes and levels, in its current (2011) form and any successor revision adopted by WEQSC.

ISCED LEVEL 2 — Lower secondary education, corresponding within the WEQSC framework to Classes 9 and 10.

ISCED LEVEL 3 — Upper secondary education, corresponding within the WEQSC framework to Classes 11 and 12.

K

KINDERGARTEN (KG) — The earliest years of schooling within the WEQSC framework, preceding Class 1. Attendance at KG through Class 9 is free of WEQSC examination fees.

L

LABORATORY REQUIREMENT — The mandatory provision of fully equipped Physics, Chemistry, and Biology laboratories by Schools offering ISCED Level 3, as specified in Chapter 9.

LATE PAYMENT PENALTY — The surcharge imposed on overdue fees, calculated at ten per cent per month following expiry of the Grace Period.

LOCAL EDUCATION AUTHORITY — The government body in the School's jurisdiction responsible for the regulation of schools and the recognition of educational qualifications.

REGISTER CONTINUES

The Definitions Register continues with terms M through Z. Subsequent entries cover: Major Finding, Merit Scholarship, National Level, Non-Corruptible Medium, Participation Scholarship, Physical Record, Provisional Affiliation, Renewal, Scholarship Recipient, School Level, Scouts & Guides, State Level, Student Examination Fee, Suspension, Termination, WISE, WISE Examination, and related terms.

PART I

Foundations

The institutional, conceptual, and regulatory basis of the WEQSC affiliation system: what WEQSC is, what the WISE credential system does, why affiliation is worth having, and how the whole framework maps onto the UNESCO ISCED taxonomy.

Chapter 1 — About WEQSC

Chapter 2 — The WISE Credential System

Chapter 3 — Why Affiliation Matters

Chapter 4 — ISCED Framework Alignment

FRONT MATTER

Definitions Register (continued)

M

MAJOR FINDING — An Audit Finding indicating a significant weakness in controls, records, curriculum delivery, or examination integrity, requiring remediation within ninety days under Chapter 28.

MERIT SCHOLARSHIP — A fee-discount award granted under Chapter 15 to students in Classes KG through 9 on the basis of performance in the annual WISE Scholarship Examination, scaling from 20% to 80% according to band.

MINOR FINDING — An Audit Finding of a procedural or administrative nature not affecting the substantive quality of education, examination integrity, or student welfare, to be addressed within twelve months.

MONTHLY STIPEND — A recurring cash payment made under Chapter 16 or Chapter 18 to a Girl Student or an Elite Support Tier recipient, disbursed monthly during the Academic Session.

N

NATIONAL LEVEL — The highest tier of representation in sports, co-curricular, or academic competition, entitling the representing student to fifty per cent Bonus Marks and to the Elite Support Tier under Chapter 18.

NCC — The National Cadet Corps, or the equivalent national youth uniformed organisation in the School's jurisdiction, participation in which entitles a student to Bonus Marks under Chapter 17 and the School to a fee discount under Chapter 19.

NON-CORRUPTIBLE MEDIUM — A storage medium of a type resistant to data degradation over time, being a Hard Disk Drive (HDD), Solid-State Drive (SSD), USB storage device, optical disc (DVD or equivalent), or other medium approved by WEQSC, and not being any volatile or transient storage medium.

P

PARTICIPATION SCHOLARSHIP — An automatic ten per cent fee discount granted under Chapter 15 to any student in Classes KG through 9 who sits the annual WISE Scholarship Examination, irrespective of score.

PHYSICAL RECORD — A record held in original paper or other tangible form, retained under Chapter 21 for a period of five years from the date of creation or receipt.

R

REAFFILIATION — The re-establishment of affiliation following termination, subject to the cooling-off period, full application, and probationary terms set out in Chapter 32.

RENEWAL — The process by which an Affiliated School's affiliation is extended beyond the expiry of its current five-year Affiliation Cycle, as set out in Chapter 30.

REINSTATEMENT — The restoration of Active Affiliation following the successful remediation of a Suspension, as set out in Chapter 32.

S

SCHOLARSHIP EXAMINATION — The annual online assessment conducted by WEQSC under Chapter 15, open to all students in Classes KG through 9, on which Merit Scholarship awards are based.

SCHOLARSHIP RECIPIENT — A student holding a current Merit Scholarship, Participation Scholarship, Girl-Child Universal Support award, or Elite Support Tier award under this Framework.

SCHOOL LEVEL — The tier of representation in sports, NCC, Scouts & Guides, or co-curricular activity at the level of the School itself, entitling the representing student to ten per cent Bonus Marks under Chapter 17.

SCOUTS & GUIDES — The international youth movement of that name, or its national equivalent recognised by WEQSC, participation in which entitles a student to Bonus Marks under Chapter 17 and the School to a fee discount under Chapter 19.

STATE LEVEL — A tier of representation in sports or co-curricular activity at the level of the state, province, or equivalent first-order administrative division, entitling the representing student to twenty per cent Bonus Marks under Chapter 17.

STUDENT EXAMINATION FEE — The fee payable per student per Academic Session in respect of WISE examinations, payable only in Classes 10 and 12, and waived entirely for Girl Students and for all students in Classes KG through 9 and Class 11.

SUSPENSION — The temporary suspension of affiliation rights under Chapter 29, during which the School may not enrol new WISE students or issue new credentials but existing students may complete their programme.

SWISS DPA — The Swiss Federal Act on Data Protection, being the primary data protection statute governing WEQSC's processing of personal data, together with any successor legislation.

TERMINATION — The permanent ending of affiliation under Chapter 29, following which the School may not represent itself as affiliated and may only seek Reaffiliation under Chapter 32.

TITLE CASE TERM — A term written in Small Capitals in this Framework, indicating that it carries a defined meaning as set out in this Register.

U

UNIVERSAL FEE EXEMPTION — The exemption from all fees, including registration and examination fees, granted to all Girl Students under Chapter 16, without means-testing or application.

V

VERIFICATION — The process by which the authenticity of a WISE Credential is confirmed through the public verification service at wise.weqsc.org/verify, whether by QR code scan or manual entry of the credential reference.

W

WEQSC — The World Education Qualification & Standards Council, an international statutory educational body headquartered in Switzerland, established to harmonise secondary education standards and credential recognition across jurisdictions.

WISE — World International Secondary Education, being WEQSC's credential and examination system, comprising the curriculum frameworks, assessment standards, examination delivery, and credential issuance infrastructure described in Chapter 2.

WISE EXAMINATION — A standardised assessment delivered under the WISE system, conducted at an Affiliated School on a date designated by WEQSC, and constituting sixty per cent of a student's final Class 10 or Class 12 grade.

CHAPTER 1

About WEQSC

This chapter establishes the identity, jurisdiction, mandate, and governance of WEQSC International, and situates the affiliation framework within the broader problem of educational credential fragmentation that WEQSC was constituted to address.

1.1 Identity and Legal Status

1.1.1 WEQSC International — formally the World Education Qualification & Standards Council — is an international statutory educational body constituted under the laws of the Swiss Confederation, with its registered seat in Bern, Switzerland.

1.1.2 WEQSC is established as a not-for-profit institution. Its revenues, derived from affiliation fees, examination fees, and grants, are applied solely to the fulfilment of its mandate and to the operation of the support programmes described in Part IV. No surplus is distributed to any private person.

1.1.3 The governing law of WEQSC, of all affiliation agreements, and of all disputes arising under this Framework is the law of the Swiss Confederation. Dispute resolution is governed by Chapter 35.

1.1.4 WEQSC is not a governmental body of any single state. Its authority derives from the voluntary adherence of Schools and from the recognition extended to its credentials by universities, employers, and regulators in the jurisdictions in which it operates.

1.2 Mandate

WEQSC's mandate, as established in its constitutive instruments, is the harmonisation of secondary education standards and the international recognition of secondary education credentials. This mandate finds expression in six standing functions.

1.2.1 Standards-setting. WEQSC establishes and maintains the curriculum frameworks, learning outcomes, and assessment standards applicable to all Affiliated Schools, aligned to the UNESCO ISCED taxonomy as described in Chapter 4.

1.2.2 Accreditation. WEQSC evaluates, approves, monitors, renews, and, where necessary, suspends or terminates the affiliation of schools seeking recognition under this Framework.

1.2.4 Verification. WEQSC operates a permanent, public, credential verification infrastructure, enabling any university, employer, or regulator to confirm the authenticity of a WISE Credential without recourse to the issuing School.

1.2.5 Quality assurance. WEQSC conducts annual financial and digital compliance audits of all Affiliated Schools, and publishes anonymised statistics on system-wide compliance, as described in Part VI.

1.2.6 Student support. WEQSC administers scholarship, incentive, girl-child, and elite-tier support programmes to advance educational equity and to reward exceptional achievement, as described in Part IV.

1.3 Governance

1.3.1 WEQSC is governed by a Council, constituted of members appointed for fixed terms, and supported by standing committees including the Affiliation Committee, the Examinations Committee, the Audit Committee, and the Student Support Committee.

1.3.2 The Affiliation Committee is the body authorised to approve affiliation, to impose conditions, to decide suspensions and terminations, to decide appeals under Chapter 35, and to grant renewals and continuous affiliation status.

1.3.3 The governance structure, decision authority, and procedural safeguards of WEQSC are set out in full in Chapter 33.

1.4 The Problem of Credential Fragmentation

The rationale for WEQSC's existence is the fragmentation of secondary education credentials across jurisdictions. This fragmentation produces four concrete harms, each of which the Framework is designed to mitigate.

1.4.1 Student mobility loss. A student who completes secondary education in one jurisdiction frequently cannot have that completion recognised by a university in another jurisdiction without loss of time, additional examinations, or rejection outright. The absence of an internationally interoperable credential standard converts a geographic accident into a permanent limit on the student's opportunity.

1.4.2 Verification failure. Employers and universities receiving credentials from unfamiliar jurisdictions lack any efficient means of verifying authenticity. They cannot distinguish a genuine credential from a forged one, and cannot compare two credentials of the same nominal level from two jurisdictions against each other. The result is that credentials from smaller or less-known jurisdictions are systematically discounted.

1.4.3 Quality opacity. Even within a single jurisdiction, the absence of an independent audit function means that parents and students have no reliable basis for distinguishing a school of genuine quality from one that is not. Quality

1.4.4 Equity distortion. The burden of credential fragmentation falls disproportionately on students from jurisdictions with limited international recognition, and within those jurisdictions, on students without the means to purchase supplementary qualifications. Fragmentation is therefore not merely inefficient; it is inequitable.

1.5 The WEQSC Response

1.5.1 WEQSC addresses fragmentation through the establishment of a single, uniform, audit-backed credential system — WISE — delivered through a network of affiliated institutions bound by common standards and subject to independent audit.

1.5.2 The WISE Credential has three properties that respond directly to the four harms identified above: it is *uniform* in meaning across jurisdictions; it is *verifiable* instantly and permanently by any third party; and it is *portable* beyond the life of the issuing School.

1.5.3 The affiliation framework is the instrument through which the quality of the issuing institution is assured. A WISE Credential carries weight only because the School that issued it has been audited against curriculum, examination, and data integrity standards, and has been found compliant.

1.5.4 Student support programmes are an integral part of the response. A credential system that excluded students on grounds of gender or economic circumstance would replicate the very inequity it was created to address. The programmes in Part IV are therefore not incidental to the Framework; they are constitutive of it.

1.6 Scope of Operations

1.6.1 WEQSC operates across all jurisdictions in which it has admitted Affiliated Schools. Schools may be admitted from any jurisdiction in which the establishment and operation of a WEQSC-affiliated school is lawful.

1.6.2 WEQSC's operations are conducted in English, with supporting documentation available in French and German in respect of its Swiss seat. Where a School operates in a language other than English, the curriculum may be delivered in that language, but all examination scripts, records, and portal data must be submitted in English or with certified English translation.

1.6.3 WEQSC operates the WISE system at ISCED Levels 2 and 3 only. It does not, at the date of this Framework, offer credentials at primary, tertiary, or post-secondary non-tertiary levels.

1.6.4 WEQSC reserves the right to expand or contract the scope of its operations. Any change of scope affecting Affiliated Schools will be notified in accordance with the amendment procedure set out in the Document Control section.

1.7.1 WEQSC affiliation does not displace, and does not purport to displace, the requirements of the Local Education Authority in the School's jurisdiction. An Affiliated School must at all times remain in compliance with the law of its jurisdiction.

1.7.2 Where the requirements of WEQSC and of the Local Education Authority conflict in any respect, the School must notify WEQSC in writing within thirty days of becoming aware of the conflict. WEQSC will determine, in consultation with the School, whether a variation of the relevant requirement is possible or whether the conflict cannot be resolved.

1.7.3 WEQSC notifies the Local Education Authority in the relevant jurisdiction of the affiliation, suspension, and termination of each School. Recognition by a Local Education Authority is a matter for that authority; WEQSC makes no representation that affiliation alone produces local recognition.

1.8 External Recognition and Certifications

1.8.1 WEQSC maintains, and from time to time obtains, external recognitions, approvals, and certifications in respect of its operations and its quality management systems. These are held for the benefit of Affiliated Schools, whose credentials and operations benefit from the external assurance that such recognitions provide.

1.8.2 The recognitions, approvals, and certifications held by WEQSC at the date of this Framework — including recognitions extended by national education authorities, recognitions extended by international educational accreditation bodies, and certifications of quality management and conformity assessment systems issued by accredited certification bodies — are reproduced in the Annexure to this Framework, together with the certificate number, the issuing body, the scope of the recognition or certification, and the period of validity.

1.8.3 The Annexure is maintained current. Where a recognition, approval, or certification is granted, renewed, amended, suspended, or withdrawn, the Annexure is updated within thirty days and a notice of the change is issued to Affiliated Schools through the Institution Management Portal.

1.8.4 An Affiliated School may, subject to the branding rules in Chapter 8, refer to the recognitions and certifications held by WEQSC in its own communications, provided that:

- The reference accurately describes the recognition or certification and its scope;
- The reference does not imply that the recognition or certification applies to the School itself, to any programme of the School other than the WISE programme, or to any credential other than a WISE Credential;
- The reference does not imply governmental ownership, government control, or automatic governmental recognition of any credential; and
- The reference is accompanied by the mandatory disclosure required by Section 8.10.

jurisdiction in respect of a WISE Credential. The position stated in Section 8.10 continues to apply.

1.8.6 A person wishing to verify a recognition or certification reproduced in the Annexure may do so by reference to the issuing body's own public register, using the certificate number stated in the Annexure.

FURTHER RESOURCES

- About WEQSC — wise.weqsc.org/about
- Governance and Council membership — wise.weqsc.org/governance
- Annual report and financial disclosure — wise.weqsc.org/reports
- Jurisdictions served — wise.weqsc.org/jurisdictions

CHAPTER 2

The WISE Credential System

WISE — World International Secondary Education — is the credential and examination system through which WEQSC's mandate is delivered. This chapter describes its components, its credential architecture, its assessment philosophy, and the infrastructure that makes every WISE Credential instantly and permanently verifiable.

2.1 What WISE Is

2.1.1 WISE is the operational expression of the WEQSC mandate. It comprises four components: a curriculum framework aligned to ISCED; a standardised examination system; a credential issuance and verification infrastructure; and a set of student support programmes attached to student achievement under the system.

2.1.2 A student enrolled in a WISE programme at an Affiliated School is a WISE candidate. Upon successful completion of the required assessments, the candidate receives a WISE Credential, being a certificate, marksheet, and digital record evidencing the outcome.

2.1.3 The WISE Credential is the property of the student to whom it is issued. It may not be revoked, cancelled, or altered by the School or by WEQSC except in the case of proven fraud in the examination process, as provided under Chapter 35.

2.2 The Curriculum Framework

2.2.1 The WISE Curriculum Framework sets out, for each ISCED level and each subject, the learning outcomes that a candidate is expected to demonstrate by the end of the level. The Framework is published in full at wise.weqsc.org/curriculum.

2.2.2 Learning outcomes are expressed as demonstrable competencies rather than as topic coverage, so that they may be assessed reliably and consistently across jurisdictions and languages.

2.2.3 The Framework specifies compulsory and elective components. Compulsory components are uniform across all Affiliated Schools. Elective components may be selected from a WEQSC-approved list and may include jurisdiction-specific content approved under Chapter 10.

2.2.4 A School must deliver the WISE Curriculum Framework in full for the ISCED levels for which it is affiliated. Partial delivery, selective coverage, or substitution of external curriculum for WISE curriculum constitutes a Breach.

2.3.1 WISE examinations are conducted in Class 10 and Class 12. They are set, calibrated, and moderated by WEQSC, delivered at Affiliated Schools, and scored against WEQSC's standardised marking schemes.

2.3.2 The final grade in each subject is composed of two components: Internal Assessment, contributing forty per cent of the total mark; and the WISE Examination, contributing sixty per cent.

2.3.3 Internal Assessment comprises school-conducted tests, projects, practical work, and structured participation, each assessed against WEQSC rubrics published in the subject syllabus. Internal Assessment marks are submitted to WEQSC through the Institution Management Portal within seven days of the completion of the relevant assessment.

2.3.4 WISE Examination comprises a centrally-set examination delivered on a date designated by WEQSC. Question papers are released to the School under seal and must be opened in the examination hall in the presence of candidates and the invigilator.

2.3.5 Examination scripts are collected under secure conditions and returned to WEQSC for central marking and moderation. Marks are released to the School and to the candidate through the Portal upon completion of moderation.

2.3.6 The examination calendar, syllabus for each subject, sample papers, and marking schemes are published at wise.weqsc.org/examinations not less than ninety days before the examination date.

2.4 The Credential Architecture

2.4.1 Every WISE Credential comprises four elements: a printed certificate; a detailed marksheet; a digital record held in the WISE credential register; and a verification reference enabling third-party confirmation of authenticity.

2.4.2 The certificate bears the candidate's name, the examination year, the ISCED level attained, the overall grade, the issuing School's name and affiliation reference, the WEQSC seal, and a QR code linking to the verification service.

2.4.3 The marksheet records the candidate's result in each subject, distinguishing Internal Assessment from WISE Examination marks, stating the final subject grade, and stating the grade point average across subjects.

2.4.4 The digital record is the authoritative version of the credential. It is held in the WISE register, encrypted, and retained indefinitely. In the event of any discrepancy between the printed certificate and the digital record, the digital record prevails.

2.4.5 The verification reference is a unique alphanumeric code and QR code associated with each credential, enabling third parties to confirm authenticity without authentication and without revealing information beyond that which the credential itself discloses.

2.5.1 The public verification service is operated at wise.weqsc.org/verify. It is accessible without registration, without charge, and without any requirement that the enquirer identify themselves.

2.5.2 A verification enquiry may be made by scanning the QR code on the certificate, or by manual entry of the credential reference. The service returns one of four statuses: *Genuine*; *Cancelled*; *Under Review*; or *Not Found*.

2.5.3 A *Genuine* status confirms that the credential was issued by WEQSC and has not been cancelled. It does not, and does not purport to, express any opinion on the merits of the candidate's achievement.

2.5.4 A *Cancelled* status indicates that the credential has been withdrawn following a proven Examination Irregularity under Chapter 35. A *Under Review* status indicates that an enquiry into the credential is ongoing; the credential should not be relied upon until the status is resolved.

2.5.5 The verification service remains available indefinitely, and independently of the status of the issuing School. A WISE Credential remains verifiable notwithstanding the suspension, termination, or closure of the School that issued it.

2.6 Recognition

2.6.1 WISE Credentials are recognised for admission purposes by universities and other tertiary institutions in jurisdictions listed at wise.weqsc.org/recognition. The list is maintained current and is updated on any change of recognition status.

2.6.2 WEQSC pursues recognition agreements with national qualification authorities, university consortia, and professional bodies. Recognition already secured is published; recognition in negotiation is not, so as to avoid giving rise to expectations that may not be realised.

2.6.3 WEQSC does not represent that a WISE Credential guarantees admission to any particular institution. It represents that the credential is a genuine record of the candidate's assessed achievement against the WISE standards, and that its authenticity may be verified by any party to whom it is presented.

2.7 Lifelong Validity

2.7.1 A WISE Credential, once issued and not cancelled for proven fraud, remains valid for the lifetime of the holder.

2.7.2 The validity of a WISE Credential is not affected by the subsequent status of the issuing School. Where a School is suspended, terminated, closed, or dissolved, credentials previously issued by it remain valid and verifiable.

2.7.3 A holder may request a replacement printed certificate at any time. The replacement is issued by WEQSC and bears the same verification reference as the original. Requests are made through wise.weqsc.org/credentials.

The achievement of a student is not the property of the School. It is not forfeit if the School later fails, closes, or is de-affiliated. Every feature of the WISE credential architecture — the digital record, the central register, the permanent verification service — exists to ensure that the student's achievement survives the fate of the institution that facilitated it.

FURTHER RESOURCES

- WISE Curriculum Framework — wise.weqsc.org/curriculum
- Examination calendar and syllabi — wise.weqsc.org/examinations
- Public credential verification — wise.weqsc.org/verify
- Recognition list — wise.weqsc.org/recognition
- Replacement credentials — wise.weqsc.org/credentials

CHAPTER 3

Why Affiliation Matters

Affiliation is a mutual commitment. The School commits to standards, record-keeping, and audit; WEQSC commits to credential infrastructure, quality assurance, and student support. This chapter sets out what each party gains, and equally what affiliation does not claim to be.

3.1 The Value Proposition

3.1.1 A School seeks affiliation for one or more of four reasons: to offer its students internationally recognised credentials; to demonstrate the quality of its provision through independent audit; to access the WEQSC curriculum, training, and support infrastructure; and to make its students eligible for the scholarship and incentive programmes in Part IV.

3.1.2 WEQSC admits a School to affiliation because the School contributes to the reach and credibility of the WISE system, and because the School's students become participants in the credential and support infrastructure that justifies WEQSC's existence.

3.1.3 The relationship is not a franchise, a partnership of equals, or a membership association. It is a regulatory relationship: WEQSC sets and enforces standards, and the School is bound by them for so long as affiliation subsists.

3.2 Benefits to the School

3.2.1 Authority to examine. Affiliation confers the right to enrol students as WISE candidates and to conduct WISE examinations. No school may conduct WISE examinations without current affiliation.

3.2.2 Authority to credential. Affiliation confers the right to issue WISE Credentials, using the Portal's live certificate generation facility, each credential carrying the WEQSC seal and the permanent verification reference.

3.2.3 Standards and resources. Affiliation includes access to the WISE Curriculum Framework, the syllabus and assessment rubrics for each subject, sample lesson plans, and the annual professional development programme.

3.2.4 Audit-backed quality signal. An Affiliated School may represent itself as such, and may point to its current compliance status as evidence of quality. Independent audit is the basis on which that representation rests.

3.2.5 Fee discounts and grant eligibility. Schools maintaining active units of Recognised Uniformed Youth Organisations receive a ten per cent discount on affiliation fees under Chapter 19. Schools in low-income regions may apply for technology grants under Chapter 19.

These programmes are substantial and constitute a material part of the value of affiliation.

3.3 Benefits to Students

3.3.1 Internationally portable credentials. A WISE Credential is recognised, verified, and understood across jurisdictions. It travels with the student.

3.3.2 Permanent verification. A WISE Credential can be verified by any third party, at any time, without the involvement of the issuing School, at no charge.

3.3.3 Access to scholarships. Students in Classes KG through 9 may compete for Merit Scholarships of up to eighty per cent of fees, and receive an automatic participation discount of ten per cent.

3.3.4 Girl-child support. All Girl Students receive universal fee exemption and may elect either a monthly stipend or an educational support bundle.

3.3.5 Recognition of achievement beyond the classroom. Bonus Marks under Chapter 17 reward representation in sports, Recognised Uniformed Youth Organisations, and co-curricular activity. National representation carries fifty per cent Bonus Marks and the Elite Support Tier.

3.3.6 Protected rights. Students have rights of fair assessment, data privacy, appeal against examination outcomes, and continued validity of credentials notwithstanding the School's later status.

3.4 Benefits to Parents

3.4.1 Verifiable quality. A parent may ascertain whether a School is affiliated, and whether it is compliant, by reference to the public register at wise.weqsc.org/schools.

3.4.2 Cost transparency. All fees payable in respect of examination are fixed by WEQSC, published, and not subject to variation by the School. The fee structure is set out in Chapter 14.

3.4.3 Equity. The girl-child universal exemption and the merit scholarship structure ensure that cost is not a barrier to participation.

3.4.4 Recourse. Parents may raise concerns with WEQSC directly if they believe a School has failed in an obligation under this Framework. The complaints procedure is set out in Chapter 35.

3.5.1 Instant verification. Any university or employer receiving a WISE Credential may confirm its authenticity in seconds, without correspondence and without charge.

3.5.2 Comparability. All WISE Credentials at a given ISCED level reflect assessment against the same learning outcomes, at the same standard, in the same examination format. They are directly comparable.

3.5.3 Regulatory confidence. Regulators may rely on the annual audit function described in Part VI as an additional assurance on the quality of affiliated provision in their jurisdiction.

3.6 What Affiliation Is Not

It is important, for the avoidance of misunderstanding, to state plainly what affiliation is not. The following clauses do not limit the rights conferred by affiliation; they define its boundaries.

3.6.1 Affiliation is not accreditation of the School as a whole. It relates to the School's WISE programme, and does not extend to any other programme, level, or activity of the School.

3.6.2 Affiliation is not recognition of the School's ownership, governance, finances, or legal standing in its jurisdiction. Those are matters for the Local Education Authority.

3.6.3 Affiliation is not a guarantee of the quality of any individual teacher, of any individual programme, or of the School's compliance with local law.

3.6.4 Affiliation is not perpetual. It subsists for the Affiliation Cycle, is subject to renewal under Chapter 30, and may be suspended or terminated under Chapter 29.

3.6.5 Affiliation does not make the School an agent of WEQSC, does not create any partnership at law, and does not authorise the School to make any representation on WEQSC's behalf beyond the statements permitted under Chapter 8.

FURTHER RESOURCES

- Public register of affiliated schools — wise.weqsc.org/schools
- Recognition list — wise.weqsc.org/recognition
- Complaints procedure — wise.weqsc.org/complaints
- Fee schedule (public) — wise.weqsc.org/fees

CHAPTER 4

ISCED Framework Alignment

The International Standard Classification of Education is the taxonomic foundation on which the WISE curriculum, assessment, and credential architecture rests. This chapter sets out what ISCED is, how WEQSC operates within it, and how a School maps its own programme to the ISCED levels in which it seeks affiliation.

4.1 What ISCED Is

4.1.1 The International Standard Classification of Education (ISCED) is the taxonomy maintained by the United Nations Educational, Scientific and Cultural Organization (UNESCO) for the classification of education programmes and levels. It was first adopted in 1976 and most recently revised in 2011.

4.1.2 ISCED provides a common vocabulary by which education programmes in different jurisdictions may be described, compared, and mutually recognised. Its purpose is to enable the reliable comparison of qualifications across borders.

4.1.3 The full ISCED 2011 classification comprises nine levels, from ISCED 0 (early childhood education) through ISCED 8 (doctoral). WEQSC operates at ISCED Levels 2 and 3 only.

4.1.4 WEQSC's alignment with ISCED is not nominal. It is operational: every learning outcome in the WISE Curriculum Framework is mapped to an ISCED level and to the ISCED level-specific competency framework; every credential issued states the ISCED level attained.

4.2 Levels Covered by WEQSC

4.2.1 ISCED Level 2 — Lower Secondary Education. Within the WEQSC framework, ISCED Level 2 corresponds to Classes 9 and 10. It constitutes the lower phase of secondary education, at which students consolidate foundational competencies across a broad range of subjects, prior to any specialisation into distinct academic or vocational pathways.

4.2.2 ISCED Level 3 — Upper Secondary Education. Within the WEQSC framework, ISCED Level 3 corresponds to Classes 11 and 12. It constitutes the upper phase of secondary education, at which students specialise into one of the recognised streams — Science, Humanities, or Commerce — and complete the qualifications required for tertiary admission or labour-market entry.

4.2.4 Classes KG through 8 (or their jurisdictional equivalents) are preparatory to ISCED Level 2 and are within the WEQSC framework only for the limited purposes of the scholarship programme in Chapter 15. Students in those classes are not WISE candidates and do not sit WISE examinations, but they may sit the annual Scholarship Examination.

4.3 Mapping a School's Programme to ISCED

4.3.1 A School applying for affiliation must provide a Programme Mapping statement, in the form set out in Appendix A, setting out how each of its classes corresponds to an ISCED level within the WEQSC framework.

4.3.2 The standard mapping within the WEQSC framework is as follows.

School Class	Typical Age Range	ISCED Level	WISE Programme	Examination Year
KG – Class 8	4–14	Pre-ISCED 2 (preparatory)	Scholarship eligibility only	—
Class 9	14–15	ISCED Level 2	WISE Lower Secondary	No
Class 10	15–16	ISCED Level 2	WISE Lower Secondary	Yes
Class 11	16–17	ISCED Level 3	WISE Upper Secondary — Stream	No
Class 12	17–18	ISCED Level 3	WISE Upper Secondary — Stream	Yes

4.3.3 A School whose class structure does not correspond to this standard mapping — for example, a School operating a continuous-progress model, or one whose classes are numbered differently — must propose an equivalent mapping in its application for approval by the Affiliation Committee. Approval of a non-standard mapping is at the Committee's discretion and will be granted only where the substance of the ISCED level classification is preserved.

4.3.4 Once approved, the mapping is fixed for the Affiliation Cycle. A School that changes its class structure during the cycle must notify WEQSC within thirty days and apply for a revised mapping.

4.4.1 At ISCED Level 3, the WISE programme recognises three streams. A School must offer at least one of the streams, and may offer more than one.

4.4.2 The Science Stream comprises Physics, Chemistry, Biology (or Mathematics in lieu of Biology at the School's election, subject to WEQSC approval), English, and one elective.

4.4.3 The Humanities Stream comprises History, Geography, Economics, English, and one elective drawn from the approved Humanities elective list.

4.4.4 The Commerce Stream comprises Economics, Business Studies, Accountancy, English, and Mathematics or an approved alternative.

4.4.5 The elective offerings within each stream are specified in the WISE Curriculum Framework. A School may propose additional electives for approval; approval is granted where the elective meets the ISCED Level 3 learning outcome standard and can be assessed against a WEQSC marking scheme.

4.5 Learning Outcomes and Assessment Alignment

4.5.1 Each learning outcome in the WISE Curriculum Framework is expressed as a demonstrable competency and is mapped to both an ISCED level and an ISCED competency category — knowledge, skills, or attitudes and values.

4.5.2 Each learning outcome is associated with at least one assessment instrument within the WISE examination or Internal Assessment. There is no learning outcome that is not assessed, and no assessment that does not test a stated outcome.

4.5.3 Assessment at ISCED Level 2 emphasises breadth: candidates are assessed across the full range of compulsory subjects, with no specialisation.

4.5.4 Assessment at ISCED Level 3 emphasises depth within a chosen stream. Candidates are assessed in the subjects of their stream at a level of difficulty calibrated to the ISCED Level 3 competency framework.

4.6 Curriculum Alignment Obligations

4.6.1 An Affiliated School must deliver the WISE Curriculum Framework in full for each ISCED level at which it is affiliated.

4.6.2 A School may adapt up to fifteen per cent of the curriculum content to reflect local historical, geographic, cultural, or linguistic context. Adaptations must be documented and submitted to WEQSC for approval before implementation. The learning outcomes and assessment standards are not subject to adaptation.

the approved core.

4.6.4 A School must maintain records demonstrating delivery of the curriculum — lesson plans, teaching logs, and the record of Internal Assessment — for inspection at audit under Chapter 28.

4.7 Periodic Review of ISCED Alignment

4.7.1 WEQSC reviews its ISCED alignment whenever UNESCO revises ISCED, and in any event not less than once every five years.

4.7.2 Where a revision requires consequential amendment of the WISE Curriculum Framework, WEQSC will issue the amendment under the amendment procedure in the Document Control section, with a transition period of not less than one Academic Session before the amendment takes effect in examinations.

4.7.3 Credentials already issued are not affected by any revision of ISCED alignment. The ISCED level stated on a credential at the date of issue remains the level for all purposes.

FURTHER RESOURCES

- WISE Curriculum Framework — wise.weqsc.org/curriculum
- Approved textbooks and materials — wise.weqsc.org/textbooks
- ISCED 2011 (UNESCO) — uis.unesco.org
- Stream and elective catalogue — wise.weqsc.org/streams

PART II

Becoming an Affiliated School

The pathway from applicant to Affiliated School: the criteria a school must satisfy, the documentation it must submit, the review it must undergo, and the recognition it receives upon approval.

Chapter 5 — Eligibility Criteria

Chapter 6 — Application Process

Chapter 7 — Approval and Onboarding

Chapter 8 — Affiliation Certificate and Branding

CHAPTER 5

Eligibility Criteria

Before a school may apply for affiliation, it must satisfy a defined set of eligibility criteria. These criteria are preliminary: they establish that the school is capable of being considered, not that it will be approved. The substantive standards against which an approved school is subsequently audited are set out in Part III.

5.1 General Principle

5.1.1 A school is eligible to apply for affiliation if, and only if, it satisfies each of the eligibility criteria set out in this chapter. Satisfaction of some but not all criteria does not create eligibility.

5.1.2 Eligibility is assessed as at the date of application. A school that ceases to satisfy any criterion between application and the Effective Date of affiliation must notify WEQSC within seven days.

5.1.3 WEQSC may request documentary evidence in respect of any criterion, and may decline to consider an application where such evidence is not provided within the period specified in the request.

5.2 Legal and Regulatory Standing

5.2.1 The school must be legally constituted under the law of the jurisdiction in which it operates. It must be able to produce a certificate of incorporation, registration, or equivalent instrument of legal existence.

5.2.2 The school must be authorised under the law of its jurisdiction to operate as a school. Where the jurisdiction requires a licence, permit, or recognition to operate, the school must hold one that is current.

5.2.3 The school must not be the subject of any regulatory sanction by the Local Education Authority that restricts its operation, whether in force at the date of application or suspended on condition.

5.2.4 The school must not be insolvent, in administration, in liquidation, or subject to any analogous proceeding under the law of its jurisdiction.

5.3 Physical Infrastructure

5.3.1 The school must occupy premises that are, at the date of application, in active educational use, and that it is lawfully entitled to occupy either as owner or under a lease of not less than three years' remaining term.

5.3.3 Where the school seeks affiliation at ISCED Level 3, the premises must include fully equipped Physics, Chemistry, and Biology laboratories meeting the specifications in Chapter 9. A school without such laboratories may apply for affiliation at ISCED Level 2 only.

5.3.4 The premises must satisfy the fire safety, structural safety, and public health requirements of the Local Education Authority. Where those requirements are not codified, the school must demonstrate compliance with the standards set out in Chapter 9.

5.4 Teaching Staff

5.4.1 The school must employ, or have firm written commitments to employ by the Effective Date, teaching staff sufficient in number and qualification to deliver the WISE Curriculum Framework at each ISCED level for which affiliation is sought.

5.4.2 Each teacher must hold, at minimum, a bachelor's degree in the subject or subjects they are to teach, or in a closely related discipline. A teaching qualification is strongly preferred and, in jurisdictions where it is a legal requirement, it is mandatory.

5.4.3 No teacher may be employed who has been disqualified from teaching by any regulatory authority, or who is the subject of an unresolved finding of professional misconduct.

5.4.4 The school must be able to demonstrate an average student-to-teacher ratio no greater than 45:1 across the classes proposed for affiliation.

5.5 Financial Viability

5.5.1 The school must provide audited financial statements for the two most recent completed financial years, prepared by an auditor independent of the school.

5.5.2 The financial statements must show the school to be a going concern. A qualified opinion, adverse opinion, or disclaimer of opinion in either year will ordinarily disqualify the application, unless the matter giving rise to the qualification has been resolved and evidence of the resolution is provided.

5.5.3 The school must have no history of default, in the preceding three years, on any financial obligation owed to employees, suppliers, or public authorities, exceeding thirty days beyond the due date.

5.5.4 The school must demonstrate that its fee revenue, existing reserves, or committed funding are sufficient to meet its operating costs and its affiliation fees for the first Affiliation Cycle, without reliance on any WEQSC grant.

- 5.6.1** The school must have a clearly identified senior officer — Principal, Director, Head, or equivalent — with authority to bind the school in respect of its affiliation obligations.
- 5.6.2** Where the school is governed by a board of directors, trustees, or equivalent body, the composition of that body must be documented, and the body must include at least one member with responsibility for academic matters.
- 5.6.3** The school must have written policies governing admission, discipline, grievance, and fee structure, and must be able to produce them on request.
- 5.6.4** The school must have a designated senior officer responsible for data protection, or must commit in writing to designate one within ninety days of the Effective Date.

5.7 Digital Readiness

- 5.7.1** The school must have, at the date of application, a functioning internet connection sufficient to operate the Institution Management Portal, with a minimum sustained downstream speed of two megabits per second.
- 5.7.2** The school must have at least one computing device capable of running a current browser, and at least one designated member of staff competent to operate the Portal.
- 5.7.3** The school must have a functioning institutional email address and a telephone line that receives calls during business hours.
- 5.7.4** The school must not have experienced, in the preceding two years, a data breach that it failed to disclose to the affected persons or to the competent authority.

5.8 Disqualifying Factors

- 5.8.1** A school is ineligible to apply if any of the following applies, regardless of satisfaction of the criteria in Sections 5.2 through 5.7.
- 5.8.2 Prior termination for fraud.** The school, or any person holding a controlling interest in it, has previously been affiliated with WEQSC and had that affiliation terminated on grounds of fraud, credential falsification, or material misrepresentation.
- 5.8.3 Outstanding obligations.** The school, or any person holding a controlling interest in it, owes WEQSC any amount that is overdue, or has failed to comply with any order of the Affiliation Committee.
- 5.8.4 Pending investigation.** The school, or any person holding a controlling interest in it, is the subject of a current investigation by WEQSC or by a regulatory authority in any jurisdiction, in respect of an allegation of examination malpractice, credential fraud, or harm to students.

5.8.6 Sanctioned persons. The school, or any person holding a controlling interest in it, is the subject of sanctions imposed by the Swiss Confederation, the United Nations, or any jurisdiction with which WEQSC operates.

5.9 Eligibility by Affiliation Level

5.9.1 ISCED Level 2 only. A school seeking affiliation at ISCED Level 2 only must satisfy the criteria in Sections 5.2 through 5.8, and must offer Classes 9 and 10.

5.9.2 ISCED Levels 2 and 3. A school seeking affiliation at both ISCED Level 2 and ISCED Level 3 must satisfy the criteria in Sections 5.2 through 5.8, must offer Classes 9 through 12, must offer at least one of the three streams set out in Chapter 4, and must have fully equipped Physics, Chemistry, and Biology laboratories as specified in Chapter 9.

5.9.3 A school may not seek affiliation at ISCED Level 3 only. Any affiliation at ISCED Level 3 is, by definition, an affiliation at both Levels 2 and 3.

5.10 Re-application After Rejection

5.10.1 A school whose application is rejected may re-apply at any time, provided that where rejection was on grounds of a disqualifying factor under Section 5.8, the factor has been resolved to WEQSC's reasonable satisfaction.

5.10.2 Where an application is rejected for reasons other than a disqualifying factor, WEQSC will provide written reasons. The school may re-apply upon remedying the deficiencies identified in the reasons.

5.10.3 A rejected applicant has no right of appeal against the rejection itself, but may seek reconsideration in accordance with Chapter 35 where it believes the decision was made on a material factual error.

FURTHER RESOURCES

- Eligibility self-check — wise.weqsc.org/eligibility
- Documentary requirements — wise.weqsc.org/apply/documents
- Frequently asked questions — wise.weqsc.org/apply/faq

CHAPTER 6

Application Process

The application process is administrative, but its requirements are formal. An application that is incomplete, that misstates the position, or that relies on material that cannot be verified will be rejected or returned. This chapter sets out what must be submitted, in what form, and how it will be handled.

6.1 Overview

6.1.1 Applications for affiliation are submitted to WEQSC through the online application form at wise.weqsc.org/apply.

6.1.2 Applications are accepted on a rolling basis. There is no application window and no application fee.

6.1.3 The application comprises six sections, a programme mapping statement, and a package of supporting documents. All sections must be completed and all documents submitted before the application is considered complete.

6.1.4 Where an applicant is uncertain how to complete any part of the application, it may request assistance from the Admissions Office at affiliation@weqsc.org. Assistance is procedural only and does not constitute advice on eligibility or on the merits of the application.

6.2 Application Package

6.2.1 The application package comprises:

- Section A — Institution identification and contact details
- Section B — Physical infrastructure declaration
- Section C — Staffing declaration
- Section D — Financial declaration
- Section E — Governance declaration
- Section F — Affiliation level and programme mapping
- Supporting documents, as listed in Section 6.9

6.2.3 Documents must be provided in PDF format. Photographs must be provided in JPEG or PNG format. Documents in other formats will not be accepted.

6.3 Section A — Institution Identification

6.3.1 Section A requires the following information: the legal name of the school; any trading name; the jurisdiction of registration; the date of establishment; the registered address; the address of the premises from which the affiliation is to operate; the institutional email address and telephone number; and the name, position, and contact details of the senior officer authorised to submit the application.

6.3.2 Where the school operates under more than one name, the legal name must be given first, and any trading name must be identified as such.

6.3.3 The senior officer named in Section A must have authority to bind the school in respect of its affiliation obligations. Where the applicant is not that officer, a written authorisation signed by the officer must be attached.

6.4 Section B — Physical Infrastructure Declaration

6.4.1 Section B requires a declaration, in respect of each of the premises from which the affiliation is to operate, of: the number and dimensions of classrooms; the capacity of each classroom; the presence and size of a library or resource centre; the presence and type of sanitation facilities; the number of working days per academic year; and the number of instruction hours per day.

6.4.2 Where affiliation at ISCED Level 3 is sought, Section B additionally requires a declaration of the presence, size, and equipment inventory of the Physics, Chemistry, and Biology laboratories, together with a photograph of each laboratory.

6.4.3 A declaration under this section must be signed by the senior officer. A false declaration is a material misrepresentation for the purposes of Section 6.14.

6.5 Section C — Staffing Declaration

6.5.1 Section C requires a declaration of each teacher employed or committed to be employed by the Effective Date, specifying for each: name; subjects taught; highest qualification held, with the institution and year of award; teaching qualification held, if any; and years of teaching experience.

6.5.2 The declaration must state the aggregate student-to-teacher ratio for the classes proposed for affiliation.

6.6 Section D — Financial Declaration

6.6.1 Section D requires the attachment of audited financial statements for the two most recent completed financial years, prepared by an auditor independent of the school.

6.6.2 The declaration must state: the aggregate annual revenue of the school for each of the two years; the aggregate annual expenditure; the balance of reserves at the close of each year; and the aggregate annual value of any subsidy, endowment, or grant received from any source.

6.6.3 The declaration must state whether, in the preceding three years, the school has defaulted on any financial obligation owed to employees, suppliers, or public authorities, beyond thirty days from the due date. Where such default exists, particulars must be provided, together with evidence of resolution.

6.7 Section E — Governance Declaration

6.7.1 Section E requires the name, position, and qualification of the senior officer; the composition of the governing body, where one exists; and the identity of any person holding a controlling interest in the school.

6.7.2 The declaration must state whether the school, or any person holding a controlling interest in it, is or has been the subject of any investigation or regulatory sanction in any jurisdiction in respect of examination malpractice, credential fraud, or harm to students. Where such matter exists, particulars must be provided.

6.7.3 The declaration must state whether the school has written policies in respect of admission, discipline, grievance, and fee structure, and must attach each such policy.

6.8 Section F — Affiliation Level and Programme Mapping

6.8.1 Section F requires the applicant to state the ISCED level or levels at which affiliation is sought — Level 2 only, or Levels 2 and 3.

6.8.2 Where affiliation at ISCED Level 3 is sought, the applicant must state which of the three streams it will offer, and must provide the Programme Mapping statement required under Chapter 4.

6.8.3 Where the school's class structure does not correspond to the standard mapping in Chapter 4, Section 4.3, the applicant must propose an equivalent mapping and provide reasons for it.

6.9 Supporting Documents

6.9.1 The following documents must be attached to every application, in PDF format.

1	Certificate of legal registration	Current, with jurisdiction of issuance
2	Operating licence or permit	Where required by jurisdiction
3	Proof of premises	Ownership deed or lease with ≥ 3 years remaining
4	Audited financial statements (2 years)	Independent auditor
5	Fire safety certificate	Where issued by jurisdiction
6	Photographs of premises	Classrooms, library, sanitation, laboratories
7	Teacher credential file	Degree certificates, teaching qualifications
8	Written policies	Admission, discipline, grievance, fee structure
9	Governance document	Board composition or equivalent
10	Programme Mapping statement	Where Class structure is non-standard
11	Curriculum outline	Current curriculum for classes proposed
12	Local Education Authority statement	Evidence of no current sanction

6.9.2 WEQSC reserves the right to require additional documents where the application raises a matter requiring further evidence. Any such requirement will be communicated in writing and will specify the reason for it.

6.10 Submission

6.10.1 The completed application, together with all supporting documents, must be submitted through the online form at wise.weqsc.org/apply. Applications submitted by other means will not be processed.

6.10.2 Upon successful submission, the applicant will receive an automated acknowledgment containing a unique application reference number. That reference must be quoted in all subsequent correspondence.

6.10.3 An application is deemed received on the date of the acknowledgment, not on the date of commencement of completion.

6.11 Completeness Review

6.11.1 Within ten business days of acknowledgment, WEQSC conducts a completeness review to determine whether all sections have been completed and all supporting documents submitted.

6.11.3 Where the application is incomplete, WEQSC will issue a Request for Additional Information (RAI), specifying what is missing and by what date it must be provided.

6.12 Request for Additional Information

6.12.1 An RAI specifies: each missing item; the reason the item is required; the date by which it must be provided, ordinarily ten business days from the date of the RAI; and the consequence of failure to provide it.

6.12.2 An applicant may request a single extension of the RAI period of up to ten further business days. Extensions are granted at WEQSC's discretion and are ordinarily granted where the applicant provides a reasonable explanation.

6.12.3 Where an applicant fails to respond to an RAI within the period allowed, the application is treated as withdrawn. No refund of any fee is payable, and no fee has been charged to this point.

6.12.4 An applicant whose application is treated as withdrawn may submit a fresh application at any time.

6.13 Withdrawal by the Applicant

6.13.1 An applicant may withdraw its application at any time before the issue of an approval or rejection letter, by written notice to WEQSC quoting the application reference number.

6.13.2 Withdrawal is without prejudice to any future application.

6.13.3 Where an applicant withdraws after the commencement of a site inspection, WEQSC may recover the reasonable costs of inspection already incurred.

6.14 False Information and Misrepresentation

6.14.1 The applicant certifies, by submitting the application, that all information provided is true, complete, and not misleading in any material respect.

6.14.2 Where WEQSC discovers that an application contains a material misrepresentation, WEQSC may, without prejudice to any other right: reject the application; withdraw any approval already granted; terminate any affiliation that has come into effect; and disqualify the applicant from re-application for a period of not less than two years.

6.14.3 A misrepresentation is material if it could reasonably have affected the decision to approve or reject the application. Non-disclosure of a disqualifying factor under Chapter 5 is material.

6.15.1 WEQSC does not charge any fee for the submission or processing of an application for affiliation.

6.15.2 Fees become payable only upon approval, as set out in Chapter 7 and Chapter 14. The absence of an application fee does not relieve the applicant of the obligation to provide truthful and complete information.

FURTHER RESOURCES

- Online application form — wise.weqsc.org/apply
- Documentary requirements — wise.weqsc.org/apply/documents
- Request for Additional Information (template) — wise.weqsc.org/forms/rai
- Admissions enquiries — affiliation@weqsc.org

CHAPTER 7

Approval and Onboarding

Approval marks the transition from applicant to Affiliated School. It is followed by a structured onboarding process, during which the School is brought into the operational systems of WEQSC — the Portal, the curriculum frameworks, the training programme, and the compliance calendar.

7.1 Review Stages

7.1.1 An application that has passed the completeness review is subjected to substantive review by the Affiliation Committee. Substantive review comprises:

- Eligibility verification against Chapter 5
- Assessment of infrastructure against Chapter 9
- Assessment of staffing against Chapter 10
- Assessment of financial viability against Chapter 12
- Assessment of governance against Chapter 12
- Assessment of digital readiness against Chapter 23
- Where applicable, a site inspection under Section 7.4

7.1.2 Substantive review is ordinarily completed within twenty business days of the acceptance of the application for review. Where a site inspection is required, the period is extended by the time reasonably required to conduct it.

7.1.3 WEQSC will notify the applicant in writing of the outcome of substantive review. Notifications are ordinarily issued through the email address given in Section A of the application.

7.2 Eligibility Verification

7.2.1 Eligibility verification confirms that each criterion in Chapter 5 is satisfied. Where any criterion cannot be confirmed from the documents provided, WEQSC may require further evidence.

7.2.2 Where a disqualifying factor under Section 5.8 is present, the application is rejected without further review, and the applicant is so informed with reasons.

7.3.1 Assessment against the standards in Parts III through V is conducted on the documents provided. It is not an audit; the audit regime under Part VI applies to Affiliated Schools on an ongoing basis.

7.3.2 Where the documents show that the school meets the minimum standards in every respect, the assessment is favourable.

7.3.3 Where the documents show a deficiency that the applicant has acknowledged and for which a remediation plan is provided, the Committee may assess the application as capable of approval on condition, under Section 7.6.

7.3.4 Where the documents show a deficiency that is not acknowledged, or for which no remediation plan is provided, the Committee may request further information, require a site inspection, defer the decision, or reject the application.

7.4 Site Inspection

7.4.1 A site inspection may be required where: the application raises a question that cannot be resolved from the documents; the affiliation sought is at ISCED Level 3 and laboratory provision is not clear from the photographs; or the applicant has been the subject of any prior matter requiring verification.

7.4.2 A site inspection is conducted by a WEQSC inspector or an inspector appointed by WEQSC. It is ordinarily conducted within four weeks of the decision to require it.

7.4.3 The inspector verifies the declarations in the application against observed conditions. A written report is issued to the Committee within ten business days of the inspection.

7.4.4 Where the applicant withdraws after a site inspection has begun, the applicant is liable for the reasonable costs of the inspection, as provided in Section 6.13.3.

7.5 Categories of Decision

7.5.1 The Affiliation Committee may, upon substantive review, decide the application in one of five ways: unconditional approval; conditional approval; deferral; rejection; or withdrawal by the applicant.

7.5.2 Unconditional approval is granted where every criterion is satisfied and every minimum standard is met.

7.5.3 Conditional approval is granted where the Committee is satisfied that affiliation may properly be granted, subject to the completion of specified remedial action within a specified period.

7.5.4 Deferral is a decision to postpone substantive decision where further information is required or where a matter requires resolution before the Committee can properly decide. A deferral is not a rejection.

standard that is not capable of conditional remediation.

7.6 Conditional Approval

7.6.1 Where conditional approval is granted, the approval letter specifies: each condition; the action required to satisfy it; the deadline by which it must be satisfied, ordinarily ninety days from the date of the letter; and the evidence that must be provided to demonstrate satisfaction.

7.6.2 Conditional approval does not take effect as affiliation until every condition is satisfied and the Committee has issued a notice confirming satisfaction.

7.6.3 Where a condition is not satisfied by the deadline, the Committee may extend the deadline once, ordinarily by no more than thirty days, or may treat the conditional approval as lapsed. A lapsed conditional approval does not constitute a rejection; the applicant may re-apply.

7.7 Approval Letter

7.7.1 An unconditional or conditional approval letter states: the ISCED level or levels approved; the streams approved, where applicable; the effective date, subject to payment; the fees payable under Chapter 14; the deadline for payment; the Portal credentials issuance procedure; and the date of the first scheduled audit.

7.7.2 The approval letter is issued in the name of WEQSC and signed by the Chair of the Affiliation Committee or a delegate.

7.8 Fee Payment and Effective Date

7.8.1 Upon approval, the applicant is issued an invoice for the five-year upfront affiliation fee of USD 3,000 and the first year's annual affiliation fee of USD 900, as set out in Chapter 14.

7.8.2 Payment must be received within fourteen days of the date of the invoice. The Effective Date of affiliation is the date on which the fees are received in full by WEQSC.

7.8.3 Where payment is not received within the fourteen-day period, the approval lapses. The applicant may request a single extension of up to fourteen days, at the discretion of WEQSC. A lapsed approval does not constitute a rejection.

7.8.4 Fees paid are non-refundable except where WEQSC is unable to issue an Affiliation Certificate for reasons within its own control.

7.9.1 Upon the Effective Date, WEQSC issues the School an onboarding package comprising:

- The Affiliation Certificate, issued under Chapter 8
- Portal credentials for the senior officer and up to four additional staff
- The WISE Curriculum Framework, in current version, for the ISCED levels approved
- The syllabus and assessment rubrics for each subject in the approved levels
- The institutional handbook and compliance calendar
- Access credentials for the professional development portal
- Branding assets, in the forms authorised under Chapter 8

7.9.2 The onboarding package is issued electronically. Hard copies of the Affiliation Certificate and the WISE Curriculum Framework may be requested at cost.

7.10 Onboarding Call

7.10.1 WEQSC will conduct an onboarding call with the School within thirty days of the Effective Date. The call is ordinarily of ninety minutes' duration and covers: Portal operation; data submission requirements; the compliance calendar; the scheduled audit regime; and the scholarship and support programmes.

7.10.2 Attendance at the onboarding call by the senior officer, or by a person deputed by the senior officer in writing, is mandatory.

7.10.3 The onboarding call is recorded and a summary is provided to the School. No part of the call constitutes a variation of this Framework.

7.11 Pre-Opening Compliance Window

7.11.1 The first ninety days following the Effective Date constitute the Pre-Opening Compliance Window. During this period, the School's first data submission must be completed, and the first compliance check under Section 7.12 is conducted.

7.11.2 The School must complete staff onboarding onto the Portal within the Pre-Opening Compliance Window.

7.11.3 Failure to complete the requirements of the Pre-Opening Compliance Window may result in the School being placed on Provisional Affiliation under Chapter 29 until the requirements are met.

7.12.1 At the close of the Pre-Opening Compliance Window, WEQSC conducts a first compliance check. This is lighter than the full audit under Part VI, and its purpose is to identify early-stage issues that may be corrected before the first annual audit.

7.12.2 The first compliance check examines: Portal access and usage; submission of initial student records; confirmation of teacher registration on the Portal; and confirmation that branding under Chapter 8 is compliant.

7.12.3 Where the first compliance check identifies deficiencies, WEQSC issues a First Check Notice, specifying each deficiency, the corrective action required, and the period allowed, ordinarily thirty days. A First Check Notice is not an Audit Finding and does not of itself affect affiliation status.

FURTHER RESOURCES

- Institution Management Portal — wise.weqsc.org/portal
- Onboarding handbook — wise.weqsc.org/onboarding
- Compliance calendar — wise.weqsc.org/calendar
- Professional development portal — wise.weqsc.org/cpd

CHAPTER 8

Affiliation Certificate and Branding

The Affiliation Certificate is the formal evidence of affiliation. Its use, the School's use of WEQSC branding, and the statements the School may make about its affiliation are all regulated. This chapter sets out what is permitted, what is required, and what is prohibited.

8.1 Issuance of the Certificate

8.1.1 WEQSC issues an Affiliation Certificate to each Affiliated School upon the Effective Date.

8.1.2 The Certificate is issued in electronic form bearing the WEQSC seal. A printed copy may be requested at cost.

8.1.3 The Certificate is the property of WEQSC, held by the School for the purposes of display. It must be returned to WEQSC upon the termination or expiry of affiliation, or upon request.

8.2 Contents of the Certificate

8.2.1 The Certificate states: the legal name of the School; the jurisdiction of registration; the ISCED level or levels at which affiliation is held; the streams approved, where applicable; the affiliation reference number; the date of the Effective Date; the date of expiry of the current Affiliation Cycle; the WEQSC seal; and a QR code linking to the public verification record.

8.2.2 The Certificate is issued in English. A translated copy may be provided upon request, at cost, without the WEQSC seal, for internal use only.

8.2.3 The Certificate carries a verification reference number. Any third party may confirm the current status of the affiliation by reference to that number at wise.weqsc.org/verify/school.

8.3 Public Register

8.3.1 WEQSC maintains a public register of Affiliated Schools at wise.weqsc.org/schools. The register is the authoritative public record of affiliation.

8.3.2 The register records, for each Affiliated School: the legal name; the jurisdiction; the ISCED level or levels of affiliation; the date of the Effective Date; the current status of affiliation (Active, Provisional, Suspended, or Terminated); and any public sanction in force.

8.3.4 An Affiliated School may request that its address and contact details not be published on the public register, on grounds of security. The request will ordinarily be granted, and the register will record the School's name and affiliation status without the omitted details.

8.4 Permitted Uses of the Certificate and Affiliation

8.4.1 An Affiliated School may display the Affiliation Certificate in a prominent location on its premises.

8.4.2 The School may state, in its prospectus, on its website, and in its marketing materials, that it is a WEQSC-Affiliated School, and may state the ISCED level or levels at which affiliation is held.

8.4.3 The School may use the WEQSC-Affiliated badge, in the form provided in the onboarding package, subject to the rules in Section 8.6.

8.4.4 The School may reproduce the affiliation reference number and the public register link in any document where such reproduction assists a reader to verify the affiliation.

8.5 Required Disclosures

8.5.1 An Affiliated School must display, on its website and in its prospectus, the affiliation reference number and the public register link, so that any prospective parent or student may verify the affiliation.

8.5.2 Where a School is placed on Provisional Affiliation, Suspension, or Termination, the School must cease displaying the Affiliation Certificate and any WEQSC badge within five business days of notice, and must publish a notice on its website stating the current status.

8.5.3 An Affiliated School must, in any communication to parents concerning the WISE programme, state plainly that WISE examinations are conducted under the WEQSC framework and that the resulting credentials are issued by WEQSC.

8.6 Branding Rules

8.6.1 The WEQSC name, the WEQSC seal, the WEQSC crest, the WISE name, and the WEQSC-Affiliated badge (together, the "Marks") are the property of WEQSC. Use of the Marks is permitted only as provided in this chapter.

8.6.2 The Marks must be reproduced only in the forms and colours provided in the branding assets issued to the School. No modification, distortion, cropping, or recolouring of the Marks is permitted.

product or service of the School.

8.6.4 The Marks may not be used in a manner that suggests a partnership, joint venture, agency, or franchise relationship between the School and WEQSC beyond the affiliation relationship established by this Framework.

8.6.5 The Marks may not be used on any material that is misleading, that disparages any person or institution, or that would bring WEQSC into disrepute.

8.6.6 WEQSC may, upon written notice, require the School to cease use of any specific rendering of the Marks, whether or not the specific rendering complies with the rules in this chapter, where WEQSC considers that the rendering is confusing or could give rise to misapprehension.

8.7 Prohibited Representations

8.7.1 An Affiliated School must not represent itself as "accredited" by WEQSC, whether in those words or in any equivalent formulation. Affiliation is not accreditation.

8.7.2 An Affiliated School must not represent that WEQSC has approved, endorsed, or recommended any course, programme, teacher, facility, or service of the School other than the WISE programme at the ISCED levels at which affiliation is held.

8.7.3 An Affiliated School must not represent that any credential issued by the School is a WISE Credential unless it has been issued through the Institution Management Portal in accordance with this Framework.

8.7.4 An Affiliated School must not represent that a WISE Credential guarantees admission to any tertiary institution or employment with any employer.

8.7.5 An Affiliated School must not represent that its affiliation extends to any jurisdiction other than that in which it is registered, or to any premises other than those declared in its application, without prior written approval from WEQSC.

8.7.6 An Affiliated School must not represent, whether in words, images, logos, emblems, or by implication, that WEQSC, WISE, or the WISE International Secondary Examination is a governmental body, a statutory body of, owned by, controlled by, or affiliated with the government of any country, or a board, council, or commission established by the government of any country.

8.7.7 An Affiliated School must not represent that affiliation with WEQSC confers automatic government recognition of any credential, or dispenses with the need for any equivalency, validation, or recognition procedure that the law or practice of any jurisdiction may require.

8.8.1 A breach of any provision of this chapter constitutes a Breach for the purposes of Part VI.

8.8.2 In the case of a breach that WEQSC considers serious, or a breach that continues after notice, WEQSC may: require the immediate removal of the offending material; publish a correction on the public register; place the School on Provisional Affiliation; or, in the case of a representation prohibited under Section 8.7, treat the breach as grounds for Suspension under Chapter 29.

8.8.3 WEQSC will not ordinarily suspend a School on a first breach of a branding rule where the breach is capable of being remedied within a short period. Notice will be given, and a reasonable opportunity to remedy will be allowed, before escalation.

8.9 Withdrawal of the Certificate on De-affiliation

8.9.1 Upon the termination or expiry of affiliation, the Affiliation Certificate ceases to be valid. The School must cease all display of the Certificate, remove all Marks from its premises, website, prospectus, and marketing materials, and return the Certificate to WEQSC within thirty days of the termination or expiry.

8.9.2 The School must, within the same period, publish a notice on its website stating that it is no longer an Affiliated School, and must retain that notice for not less than twelve months.

8.9.3 The School must continue to honour WISE Credentials previously issued to its students, and must not represent that such credentials are invalidated by the School's de-affiliation. Credentials remain valid under Section 2.7.

8.9.4 Failure to comply with this section constitutes a continuing Breach and may be remedied by WEQSC through such steps as it considers appropriate, including publication of the non-compliance on the public register.

8.10 Mandatory Disclosure in Admissions, Advertising, and Public Materials

8.10.1 Every admission communication, advertisement, promotional material, website page, prospectus, brochure, notice, and printed or digital material issued by or on behalf of an Affiliated School that refers to WISE, WEQSC, the WISE International Secondary Examination, or WISE credentials must display, clearly and legibly, the disclosure statement set out in Section 8.10.2.

8.10.2 The required disclosure statement is as follows, and must be reproduced in substance, in the language of the material in which it appears:

Important Notice

WEQSC International Secondary Examination is an international body. It is not owned by, controlled by, or affiliated with any council, commission, or government of any country.

WISE and WEQSC are international statutory bodies that operate independently of national education systems and function differently from national boards and councils.

Students may require an additional equivalency certificate from the appropriate national authority for validation of their credentials within their home country.

8.10.3 The disclosure statement must be:

- **Visible.** In print materials, the disclosure must appear on the same page or panel as the reference to WISE or WEQSC, and must not be hidden in fine print, footnotes, or separate terms and conditions. In digital materials, the disclosure must be visible without the reader needing to scroll past the reference or click through to another page.
- **Legible.** The disclosure must be set in a font size not smaller than the median font size of the surrounding text, and must not be obscured by graphical treatment, low contrast, or any design element that reduces readability.
- **Complete.** The disclosure must contain all three paragraphs specified in Section 8.10.2. No paragraph may be omitted, condensed, or paraphrased in a manner that changes its meaning.
- **In-language.** The disclosure must appear in the language in which the material is written. Where the material is bilingual, the disclosure must appear in both languages.
- **Durable in broadcast media.** Where the material is broadcast or video, the disclosure must appear on screen for a continuous period of not less than five seconds, at a size that is legible to a viewer of average eyesight at a normal viewing distance.

8.10.4 The disclosure statement is a minimum. Nothing in this section prevents an Affiliated School from making additional accurate statements about the nature of WISE and WEQSC, provided such statements are not misleading and do not contradict the disclosure required by this section.

8.10.5 The School must ensure that every person acting on its behalf in admissions, marketing, or public communications — including agents, consultants, and third-party agencies — is aware of and complies with this section. A breach by an agent or third party is treated as a breach by the School.

8.10.6 The School must retain, for the retention period specified in Chapter 21, a copy of each admission communication, advertisement, and public material issued that refers to WISE or WEQSC, together with evidence that the disclosure statement was displayed as required. This record is subject to inspection at audit.

8.10.7 A breach of this section — including failure to display the disclosure, displaying it in a form that does not comply with Section 8.10.3, or displaying it in a manner that is otherwise calculated to obscure its meaning — is a

8.10.8 WEQSC may, at any time, require the School to amend or withdraw any admission communication, advertisement, or public material that WEQSC considers to breach this chapter, whether or not the material is otherwise in compliance. The School must comply within seven days of such a requirement.

FURTHER RESOURCES

- Public register of affiliated schools — wise.weqsc.org/schools
- School affiliation verification — wise.weqsc.org/verify/school
- Branding assets and guidelines — wise.weqsc.org/branding
- Certificate reissue request — wise.weqsc.org/forms/certificate

PART III

Operating Standards

The conditions under which an Affiliated School must operate: physical infrastructure and laboratory provision, curriculum delivery, administrative and record-keeping capacity, governance and leadership, and the attendance and welfare framework.

Chapter 9 — Infrastructure Requirements

Chapter 10 — Academic and Curriculum Standards

Chapter 11 — Administrative Requirements

Chapter 12 — Governance and Leadership

Chapter 13 — Attendance and Student Welfare

CHAPTER 9

Infrastructure Requirements

This chapter sets out the physical infrastructure standards an Affiliated School must maintain. It is divided into general requirements applicable to all schools, and specific requirements for the three science laboratories mandatory for ISCED Level 3. The laboratory specifications are drawn from the CBSE senior secondary practical syllabus and mapped to ISCED Level 3 learning outcomes.

9.1 General Principle

9.1.1 An Affiliated School must maintain, throughout the Affiliation Cycle, the physical infrastructure declared in its application and approved by the Affiliation Committee. Reduction in infrastructure without prior written approval constitutes a Breach.

9.1.2 Infrastructure is verified through the annual compliance audit under Chapter 28. Where audit identifies a deficiency, the School is subject to the remediation ladder in Chapter 28.

9.1.3 All infrastructure must comply with the building, fire, and public health requirements of the Local Education Authority. Where local requirements are silent, the standards in this chapter apply.

9.2 General Physical Requirements (All Schools)

9.2.1 Classrooms. The School must provide at least one classroom per forty students enrolled in the classes proposed for affiliation, or such lesser number as corresponds to the School's actual student-teacher ratio, whichever is lower. Each classroom must have adequate natural or artificial lighting, ventilation, and seating for the number of students assigned to it.

9.2.2 Library. The School must maintain a functional library or resource centre containing not fewer than five hundred volumes, including reference works supporting the WISE Curriculum Framework. The library must be accessible to students during school hours.

9.2.3 Sanitation. The School must provide clean drinking water and functional sanitation facilities, with separate facilities for male and female students, and hand-washing facilities. Facilities must be maintained in working order at all times.

9.2.4 Safety. The School must maintain fire extinguishers appropriate to the risks in each area, a first-aid kit in a prominent and accessible location, clearly marked emergency exits, and unobstructed exit routes. Exit routes must not be locked or blocked during school hours.

computing device capable of running a current browser.

9.3 Laboratory Requirement for ISCED Level 3

NON-NEGOTIABLE REQUIREMENT

A School offering ISCED Level 3 (Classes 11 and 12) must maintain three separate, fully equipped, and functional science laboratories: Physics, Chemistry, and Biology. The three laboratories must be distinct rooms; combined or shared laboratories do not satisfy this requirement. No exemption, alternative pathway, or partial provision is permitted. A School unable to maintain all three laboratories may only hold affiliation at ISCED Level 2.

9.3.1 Each laboratory must be capable of accommodating, at one time, a class of at least thirty students working in pairs, with adequate bench space, storage, and circulation.

9.3.2 Each laboratory must have at least two wide, unobstructed exits, as required by the applicable national safety standard for educational laboratory facilities, or by such international standard as WEQSC may from time to time specify. Exit doors must open outward and must not be locked during practical sessions.

9.3.3 Each laboratory must have appropriate fire extinguishing equipment, positioned near the exit and near any area of elevated fire risk. The type of extinguisher must be appropriate to the materials used in the laboratory.

9.3.4 Each laboratory must have a prominently displayed notice setting out the list of practical experiments in the current syllabus, the safety rules applicable to the laboratory, and the location of emergency equipment.

9.3.5 The School must maintain a consumable and non-consumable register for each laboratory, updated not less than once per Academic Session, and available for inspection at audit.

9.4 Physics Laboratory

The Physics Laboratory must be equipped to support the full range of CBSE Class 11 and Class 12 practical experiments, which span measurement, mechanics, properties of matter, heat, sound, optics, electricity, and electronics. ISCED Level 3 alignment is noted at sub-heading level.

Item	Specification	Use	Min. Qty
Vernier callipers	0–150 mm, least count 0.02 mm	Length, diameter, volume	15
Screw gauge (micrometer)	0–25 mm, least count 0.01 mm	Wire diameter, thin sheets	15
Spherometer	Least count 0.01 mm	Radius of curvature	10
Metre scale / half-metre scale	1000 mm / 500 mm, mm graduations	Length, moments	20
Travelling microscope	Least count 0.001 cm	Refractive index, small lengths	5

9.4.2 Mechanics and Properties of Matter

Item	Specification	Use	Min. Qty
Simple pendulum with stand	Bob, 1.5 m thread, retort stand	Acceleration due to gravity	10
Helical spring with slotted weights	Spring + 50 g × hangers	Spring constant, SHM	10
Parallelogram law apparatus	Complete with weights and pulleys	Vector addition	5
Searle's apparatus	Complete set	Young's modulus	2
Viscosity apparatus	Capillary tubes, stopwatch	Coefficient of viscosity	5
Surface tension apparatus	Capillary rise set	Surface tension	5
Beam balance	With weight box	Mass determination	5

Item	Specification	Use	Min. Qty
Resonance tube with tuning forks	Tube + forks 256–512 Hz	Speed of sound in air	5
Sonometer	With wire, bridges, and weights	Frequency of AC mains	5
Calorimeter	Copper, with stirrer and lid	Specific heat capacity	10
Thermometers	0–100 °C, 1 °C graduation	Temperature measurement	15
Water bath	Electric, with regulator	Constant-temperature work	3

9.4.4 Electricity and Electronics

Item	Specification	Use	Min. Qty
Metre bridge	1 m wire, jockey, terminals	Resistance measurement	10
Potentiometer	10-wire, with jockey	EMF comparison	5
Galvanometer	Centre-zero, sensitive	Current detection	10
Ammeter	0–1 A and 0–500 mA	Current measurement	15
Voltmeter	0–3 V and 0–10 V	Potential difference	15
Resistance box	Plug-type, 1–5000 Ω	Resistance selection	10
Rheostat	0–50 Ω , 2 A	Current control	10
Battery eliminator	DC, 2–12 V, 2 A	Power supply	10
Plug-in keys	Single and double	Circuit control	20
Connecting wires	Insulated copper, assorted	Circuit assembly	—
PN junction diode apparatus	Complete kit with two meters	Diode characteristics	5
Digital multimeter	Handheld, auto-range	General measurement	5

Item	Specification	Use	Min. Qty
Convex lenses	Assorted focal lengths	Focal length determination	10
Concave mirror	Assorted focal lengths	Focal length determination	10
Glass prism	Equilateral, 60°	Refraction, dispersion	10
Optical bench	With holders and screen	Lens and mirror work	5
Plane mirror	Glass, assorted sizes	Reflection experiments	10

9.4.6 Physics Laboratory — Safety Requirements

9.4.6.1 The Physics Laboratory must have electrical safety equipment, including insulated tools and a residual-current device or equivalent protection on all bench circuits.

9.4.6.2 All electrical fittings must be periodically checked, and a record of inspection retained for the period specified in Chapter 21.

9.4.6.3 The Physics Laboratory must have a first-aid kit, an eye-wash facility, and a fire extinguisher of a type suitable for electrical fires.

9.5 Chemistry Laboratory

The Chemistry Laboratory must be equipped to support the full range of CBSE Class 11 and Class 12 practical experiments, which span basic laboratory technique, purification and characterisation, pH measurement, chemical equilibrium, titration and volumetric analysis, salt analysis, and surface chemistry. ISCED Level 3 alignment is noted at sub-heading level.

Item	Specification	Use	Min. Qty
Beakers	Borosilicate, 50–1000 mL, assorted	Routine reactions, mixing	30 sets
Test tubes	Borosilicate, assorted sizes	Reactions, qualitative tests	100
Boiling tubes	Borosilicate, 25 × 150 mm	Heating reactions	30
Conical flasks	Borosilicate, 100–250 mL	Titration, mixing	30
Round-bottom flasks	Borosilicate, 100–500 mL	Reflux, distillation	10
Funnel stand (wooden)	Standard	Filtration support	10
Glass stirrers	8 in., borosilicate	Stirring	20

9.5.2 Volumetric Glassware

Item	Specification	Use	Min. Qty
Burettes	50 mL, graduated 0.1 mL	Titration	15
Pipettes	10 / 20 / 25 mL, volumetric	Accurate measurement	20 each
Volumetric flasks	100 / 250 / 500 / 1000 mL	Standard solution preparation	10 each
Measuring cylinders	10–1000 mL, assorted	General measurement	20 sets
Pipette fillers	Rubber or suction type	Safe pipetting	15
Wash bottles	250 / 500 mL	Rinsing, dilution	10

Item	Specification	Use	Min. Qty
Bunsen burners	With gas tubing and striker	Heating	15
Spirit lamps	Glass, with wick	Heating where gas unavailable	10
Water bath	Electric, with temperature control	Constant-temperature heating	3
Hot plate	Electric, 8 in. round, with regulator	Alternative heating	3
Buchner funnel	Porcelain, 4 in. diameter	Vacuum filtration	5
Filter funnels	Glass, assorted sizes	Gravity filtration	15
Watch glasses	3 in. diameter	Evaporation, covering	12
Clay triangles	Standard	Crucible support	10
Crucibles	Porcelain, with lids	Ignition, heating	10
Crucible tongs	Stainless steel	Handling hot crucibles	10
Desiccator	Glass, with desiccant	Cooling and drying	5

9.5.4 pH, Titration, and Analysis

Item	Specification	Use	Min. Qty
pH meter	Calibrated, with buffer solutions	pH measurement	2
pH paper	Universal indicator range	Rapid pH testing	5 packs
Indicator solutions	Phenolphthalein, methyl orange, etc.	Titration endpoints	Assorted
Electronic balance	200 g × 0.001 g	Accurate mass measurement	2
Mortar and pestle	Porcelain, assorted sizes	Grinding solids	5
Blow pipe	Brass, 8 in., with nozzle	Flame tests	5
Forceps	Stainless steel, blunt / pointed	Handling solids	10
Chemical spoons / spatulas	Stainless steel	Transferring solids	15

9.5.5.1 All chemicals must be stored in properly labelled containers, with the name, concentration, hazard classification, and date of receipt recorded. Hazardous chemicals must be kept in locked cupboards.

9.5.5.2 Chemical storage must be segregated by compatibility class, in accordance with standard laboratory practice. Acids must not be stored with bases; oxidising agents must not be stored with reducing agents; flammable solvents must be stored in fire-rated cabinets.

9.5.5.3 The School must maintain a chemical inventory register, recording receipt, use, and disposal of every hazardous substance. The register must be available for inspection at audit.

9.5.6 Chemistry Laboratory — Safety Requirements

9.5.6.1 The Chemistry Laboratory must have a fume hood or equivalent fume-extraction provision where volatile substances or concentrated acids are handled.

9.5.6.2 The Chemistry Laboratory must have an eye-wash station or portable eye-wash bottle, a safety shower where feasible, and a fire blanket.

9.5.6.3 The Chemistry Laboratory must have spill-control material appropriate to the chemicals stored, and a labelled waste container for chemical waste, segregated by compatibility class.

9.5.6.4 Gas fittings in the Chemistry Laboratory must meet the standards required by the Local Education Authority or, where none are specified, by the applicable national gas safety standard. Fittings must be inspected periodically, and the inspection record retained.

9.5.6.5 The Chemistry Laboratory must have a fire extinguisher of a type suitable for chemical fires, positioned near the exit and near any area of elevated risk.

9.6 Biology Laboratory

The Biology Laboratory must be equipped to support the full range of CBSE Class 11 and Class 12 practical experiments, which span microscopy, temporary and permanent slide preparation, dissection, physiological experiments, and soil and water analysis. ISCED Level 3 alignment is noted at sub-heading level.

Item	Specification	Use	Min. Qty
Compound microscope	Binocular, 40×–1000×, achromatic objectives, LED illumination	Cell and tissue study	15
Stereo / dissection microscope	10×–45× zoom, dual illumination	Dissection observation	3
Microscope slides	75 mm × 25 mm, borosilicate, ground edges	Slide preparation	100
Cover slips	22 mm × 22 mm, No. 1 thickness	Wet mount preparation	200
Prepared slides	Assorted: plant and animal tissues	Spotting and reference	50
Digital / USB microscope camera	5 MP minimum, USB	Class demonstration	1

9.6.2 Dissection

Item	Specification	Use	Min. Qty
Dissection kit	Scalpel, scissors, forceps, needles, pins, probe	All dissection practicals	15
Dissection tray / board	Rubber or wax-bottomed, 30 cm × 20 cm	Dissection support	15
Preserved specimens	Frog, earthworm, cockroach, starfish, Hydra	Dissection where live specimens unavailable	Assorted
Anatomical models	Human skeleton, brain, eye, heart	Demonstration and study	1 each

Item	Specification	Use	Min. Qty
Safranin	Dropper bottle	Plant tissue staining	3
Methylene blue	Dropper bottle	Animal cell staining	3
Iodine solution	Dropper bottle	Starch test	3
Acetocarmine	Dropper bottle	Chromosome staining	2
Crystal violet	Dropper bottle	Bacterial smear staining	2
Dropper / Pasteur pipettes	Glass or plastic, 1–2 mL	Stain application	30
Spirit lamp or Bunsen burner	Spirit lamp for staining fixation	Heat-fixing smears	5

9.6.4 Physiological and Analytical

Item	Specification	Use	Min. Qty
Laboratory analytical balance	Electronic, 200 g × 0.001 g	Mass measurement	1
Petri dishes	Glass or plastic, 90 mm	Culture, observation	20
Test tubes and racks	Borosilicate, assorted	General biology work	50
Beakers	Borosilicate, 100–500 mL	General biology work	20
Measuring cylinders	10–500 mL, assorted	Liquid measurement	10
Thermometers	0–100 °C	Temperature measurement	10
Soil test kit	pH, moisture, nutrient tests	Soil analysis	2
Water analysis kit	pH, turbidity, dissolved oxygen	Water quality analysis	2

9.6.5 Biology Laboratory — Safety Requirements

9.6.5.1 The Biology Laboratory must have hygiene and disinfection provisions, including a hand-wash station, disinfectant, and appropriate waste disposal for biological material.

9.6.5.2 Where dissection is performed, the laboratory must have a designated dissection area with adequate ventilation, and a protocol for the safe disposal of biological waste.

9.6.5.4 All specimens must be preserved and stored in accordance with standard practice, and must be clearly labelled with the species, date of preservation, and preservative used.

9.7 General Laboratory Safety Infrastructure

In addition to the subject-specific requirements above, every laboratory must have the following general safety infrastructure.

Item	Specification	Applicability
Safety goggles	Indirect-vented or splash-resistant, one per active student plus 10% spare	All laboratories
Lab coat or chemical apron	Full-sleeve, flame-resistant where open flame is used	All laboratories
Task-appropriate gloves	Nitrile for chemical tasks; heat-resistant for hot apparatus	All laboratories
First-aid kit	Stocked, prominently located, contents checked termly	All laboratories
Eye-wash station or bottle	Accessible within ten seconds' travel	All laboratories
Fire extinguisher	Correct type for the laboratory, current inspection tag	All laboratories
Fire blanket	Accessible near exit	All laboratories
Spill-control material	Appropriate to substances used	Chemistry and Biology
Waste segregation containers	Labelled, segregated by waste class	Chemistry and Biology
Emergency exit signage	Illuminated where required by local code	All laboratories
Safety rules notice	Displayed prominently	All laboratories
Experiment list notice	Current syllabus practicals	All laboratories
Inspection register	Recording periodic checks of safety equipment	All laboratories

9.8.1 Each laboratory must be placed under the supervision of a designated Laboratory In-Charge, who is responsible for maintenance, safety, inventory, and compliance with this chapter.

9.8.2 The Laboratory In-Charge must hold, at minimum, a bachelor's degree in the relevant science subject, and must have completed the WEQSC laboratory safety induction within ninety days of appointment.

9.8.3 Practical sessions must be conducted under the direct supervision of a qualified teacher. Students may not be left unattended in a laboratory at any time.

9.8.4 The School must maintain a record of laboratory induction and safety training for each member of staff with laboratory responsibilities.

9.9 Inspection and Deficiency Remediation

9.9.1 Laboratory infrastructure is inspected at the annual audit under Chapter 28. The inspection covers equipment inventory, safety infrastructure, and storage arrangements.

9.9.2 Where the audit identifies a deficiency in laboratory infrastructure, the deficiency is classified under the Audit Finding categories in Chapter 28, and the remediation ladder in that chapter applies.

9.9.3 A deficiency that renders a laboratory non-functional for the delivery of the practical syllabus constitutes a Major Finding. A deficiency that creates an immediate risk to student safety constitutes a Critical Finding.

9.9.4 Where a laboratory is non-functional, the School must notify WEQSC within seven days and must submit a remediation plan within thirty days. During the period of non-functionality, the School must make alternative arrangements for the practical component of the syllabus, subject to WEQSC approval.

9.10 No Alternative Pathways

9.10.1 WEQSC does not recognise virtual laboratories, remote laboratories, simulation-only provision, or shared facilities as satisfying the Laboratory Requirement for ISCED Level 3.

9.10.2 The requirement in this chapter is one of substance: students must have physical access to functioning laboratories, with the equipment specified, in order to undertake the practical component of the WISE Curriculum Framework.

9.10.3 A School that cannot maintain all three laboratories may surrender its ISCED Level 3 affiliation and continue at ISCED Level 2, subject to the procedure in Chapter 29.

- Laboratory equipment specifications — wise.weqsc.org/labs
- Laboratory safety induction — wise.weqsc.org/cpd/labs
- Consumable and non-consumable register template — wise.weqsc.org/forms/lab-register
- Chemical inventory template — wise.weqsc.org/forms/chemical-inventory

CHAPTER 10

Academic and Curriculum Standards

This chapter sets out the academic obligations of an Affiliated School: the delivery of the WISE Curriculum Framework, the deployment of qualified teaching staff, the conduct of Internal Assessment, the maintenance of an auditable teaching record, and the narrow scope within which curriculum may be adapted to local context.

10.1 General Principle

10.1.1 An Affiliated School must deliver the WISE Curriculum Framework in full for each ISCED level at which it is affiliated, using qualified teachers, within a defined academic calendar, and against a documented teaching record.

10.1.2 Curriculum delivery is not assessed by reference to any single document. It is assessed by reference to the composite record of planning, teaching, assessment, and outcome that a School can demonstrate at audit.

10.1.3 Where this chapter imposes an obligation to maintain a record, that record must be held in a form capable of production at audit, and must be retained in accordance with Chapter 21.

10.2 Curriculum Delivery

10.2.1 The School must deliver all compulsory components of the WISE Curriculum Framework for each affiliated ISCED level, and must offer at least one elective from the approved list for each stream at ISCED Level 3.

10.2.2 Delivery must be structured so that every learning outcome in the Framework is taught before the examination that assesses it.

10.2.3 The School must maintain, for each subject and each class, a scheme of work setting out: the sequence of topics to be taught; the learning outcomes addressed; the approximate teaching hours allocated; and the assessment instruments to be used.

10.2.4 The scheme of work must be revised at the commencement of each Academic Session, and must be made available for inspection at audit.

10.2.5 Substitution of an external curriculum for the WISE Curriculum Framework, whether in whole or in substantial part, constitutes a Breach. Supplementary materials may be used, but may not displace the Framework.

10.3 Teaching Hours and Academic Calendar

10.3.1 The School must conduct not fewer than one hundred and eighty teaching days per Academic Session across all classes in the affiliated levels.

10.3.2 The School must provide not fewer than the minimum weekly instruction hours specified in the table below for each ISCED level, excluding breaks.

ISCED Level	Class	Minimum Weekly Hours	Minimum Annual Hours
ISCED Level 2	Class 9	32	1,150
ISCED Level 2	Class 10	32	1,150
ISCED Level 3	Class 11	34	1,225
ISCED Level 3	Class 12	34	1,225

10.3.3 Instruction hours include scheduled teaching, laboratory sessions, and supervised practical work. They do not include assemblies, meal breaks, examination periods, or co-curricular sessions that fall outside scheduled class time.

10.3.4 The academic calendar must be submitted to WEQSC through the Institution Management Portal not less than thirty days before the commencement of the Academic Session. Any subsequent material change must be notified within seven days.

10.3.5 Where the School is prevented from conducting the minimum teaching days by reason of a governmental order, natural disaster, epidemic, or similar event outside its control, it must notify WEQSC within fourteen days. WEQSC may permit a variation in the requirements of this section for that Academic Session.

10.4 Teacher Qualifications and Deployment

10.4.1 Every teacher delivering the WISE Curriculum Framework must hold, at minimum, a bachelor's degree in the subject taught, or in a closely related discipline. For subjects where a bachelor's degree in the subject is not commonly offered, the School must demonstrate to WEQSC that the teacher's qualification is equivalent.

10.4.2 A teaching qualification — Bachelor of Education, Diploma in Education, PGCE, or equivalent — is strongly preferred. Where it is a legal requirement of the jurisdiction, it is mandatory. Where it is not, the absence of

10.4.3 A teacher may not be deployed to teach a subject outside their qualification, save for limited temporary substitution where the substantive teacher is absent and the substitute's qualification is in a closely related discipline. Any such substitution must not exceed fifteen consecutive teaching days without WEQSC approval.

10.4.4 No teacher may be employed who has been disqualified from teaching by any regulatory authority, or who is the subject of an unresolved finding of professional misconduct.

10.4.5 The School must maintain a teacher register, containing for each teacher: full name; subjects taught; highest qualification with institution and year; teaching qualification, if any; date of appointment; and completion status of WEQSC induction and continuing professional development.

10.4.6 The teacher register must be maintained current in the Institution Management Portal, and must be updated within thirty days of any change.

10.4.7 Continuing professional development requirements for teachers are set out in Chapter 36.

10.5 Student-Teacher Ratio and Class Size

10.5.1 The student-teacher ratio, calculated on the basis of total students enrolled in affiliated classes divided by the total number of full-time-equivalent teachers deployed to those classes, must not exceed the values in the table below.

ISCED Level	Maximum Overall Ratio	Maximum Class Size
ISCED Level 2 (Classes 9–10)	45:1	45
ISCED Level 3 (Classes 11–12)	40:1	40
Laboratory sessions (all levels)	20:1	20

10.5.2 A School serving a disadvantaged community may apply to WEQSC in writing for a variation of the maximum class size. A variation may be granted up to a maximum of fifty students per class, subject to the School demonstrating that the variation will not compromise the quality of instruction.

10.5.3 Laboratory session limits are absolute. No variation will be granted. Where a cohort exceeds the laboratory session limit, the School must split the cohort into multiple sessions, each within the limit.

10.5.4 Where the School is found at audit to exceed a ratio or class size limit, the finding is a Major Finding under Chapter 28, unless the excess is trivial or has been remedied before the audit.

10.6.1 Internal Assessment contributes forty per cent of the final grade in each subject. It is conducted by the School against WEQSC rubrics, and is subject to moderation under Section 10.7.

10.6.2 Internal Assessment must comprise a combination of the following instruments, in proportions specified in the syllabus for each subject:

- Periodic written tests
- Practical work and laboratory reports (where applicable)
- Project work, individual or group
- Structured classroom participation
- Notebook and record-keeping assessment (where specified)

10.6.3 For each instrument used, the School must apply the WEQSC rubric for that instrument, published with the subject syllabus. Deviation from the rubric requires prior written approval from WEQSC.

10.6.4 The School must maintain, for each student, an Internal Assessment record showing the mark awarded for each instrument, the rubric applied, and the date of assessment.

10.6.5 Internal Assessment marks must be submitted to WEQSC through the Institution Management Portal within seven days of the completion of the assessment in question.

10.6.6 Internal Assessment marks submitted to the Portal may not be altered by the School after submission. Any correction requires WEQSC approval under Chapter 22.

10.6.7 A student must be informed of their Internal Assessment marks within fourteen days of each assessment, and must be given a reasonable opportunity to seek clarification from the subject teacher.

10.7 Internal Assessment — Moderation

10.7.1 WEQSC moderates Internal Assessment marks to ensure consistency across schools. Moderation may involve statistical analysis of mark distributions, review of a sample of student work, or both.

10.7.2 Where moderation indicates that a School's Internal Assessment marks are inconsistent with the School's WISE Examination results, or with the marks of comparable schools, WEQSC may require the School to submit evidence supporting the marks.

10.7.3 Where the evidence does not support the marks, or where the School is unable to provide evidence, WEQSC may apply a statistical adjustment to the marks. Any adjustment is communicated to the School with reasons.

10.7.4 A pattern of inflated Internal Assessment marks across two or more Academic Sessions is a Major Finding under Chapter 28, and may constitute grounds for Suspension under Chapter 29 where it is severe or repeated.

10.8 Syllabus Coverage Verification

10.8.1 The School must maintain a coverage record for each subject and each class, demonstrating that every topic and learning outcome in the syllabus has been taught.

10.8.2 The coverage record must be signed off by the subject teacher and countersigned by the Head of Department or, where there is no Head of Department, by the Principal.

10.8.3 At audit, WEQSC may sample coverage records and cross-check them against lesson plans, student notebooks, and examination results. A significant discrepancy between the coverage record and the observed record is a Major Finding.

10.8.4 Where the School becomes aware, before an examination, that part of the syllabus will not be covered before the examination, it must notify WEQSC immediately and propose a remedy. Concealment of incomplete coverage is a Breach.

10.9 Textbooks and Learning Resources

10.9.1 Core subjects must be taught using textbooks and reference materials from the WEQSC Approved List, published at wise.weqsc.org/textbooks and revised not less than once every three years.

10.9.2 Supplementary materials — workbooks, digital resources, teacher notes — may be drawn from any source, provided they do not conflict with the WISE Curriculum Framework or substitute for the approved core.

10.9.3 Where the approved textbook for a subject is unavailable in the jurisdiction, or where its price would prevent reasonable access by students, the School may apply to WEQSC for approval of an alternative. Approval is granted where the alternative covers the same learning outcomes to an equivalent standard.

10.9.4 The School must maintain sufficient copies of the approved textbooks for classroom use, and must ensure that students who cannot afford to purchase copies have access to them through the school library or a lending scheme.

10.9.5 A School that fails to provide adequate access to the approved core textbooks commits a Breach, and the matter is treated as a Major Finding if it affects more than ten per cent of the students in any class.

10.10 Curriculum Adaptation Procedure

10.10.1 A School may adapt up to fifteen per cent of curriculum content to reflect local historical, geographic, cultural, or linguistic context, in accordance with Section 4.6.2.

10.10.3 An application for adaptation must be submitted to WEQSC not less than sixty days before the commencement of the Academic Session in which it is to take effect. The application must specify: the subject; the class; the content to be adapted; the proposed replacement; and the rationale for the adaptation.

10.10.4 WEQSC will decide an application for adaptation within thirty days. Approval may be granted unconditionally, granted subject to conditions, or refused.

10.10.5 An adaptation approved for one Academic Session does not automatically carry forward. Where the School wishes to continue the adaptation, it must submit a renewal application not less than thirty days before the commencement of the following Academic Session.

10.10.6 Adaptations applied without approval are treated as a deviation from the WISE Curriculum Framework and constitute a Breach.

10.11 Language of Instruction

10.11.1 The School may deliver the WISE Curriculum Framework in the language of the jurisdiction, in English, or in both, at its election.

10.11.2 Where the language of delivery is not English, the School must ensure that students are prepared for WISE examinations in English, and must provide translation support as required for examination scripts.

10.11.3 All records submitted to WEQSC — student data, Internal Assessment marks, coverage records — must be in English or accompanied by a certified English translation.

10.11.4 A School that delivers instruction in a language other than English, and whose students are therefore at a linguistic disadvantage in WISE examinations, must notify WEQSC. WEQSC may, at its discretion, provide additional examination time or translation support for such students, on terms notified to the School.

10.12 Practical and Laboratory Teaching

10.12.1 Where a syllabus specifies a practical component, the School must deliver it in full, in the laboratory infrastructure required by Chapter 9, using the equipment specified in that chapter.

10.12.2 Every student must personally perform each prescribed practical experiment, subject to the provision for paired work in Chapter 9. Demonstration-only delivery does not satisfy the practical requirement.

10.12.3 Each student must maintain a practical record book, containing for each experiment: the aim; the apparatus used; the procedure; the observations; the result; and the conclusion. The record book must be signed by the subject teacher and countersigned by the Laboratory In-Charge.

10.12.5 Where a School is temporarily unable to deliver a prescribed practical, it must notify WEQSC within seven days, and must propose a remedy. Any missed practical must be completed before the end of the Academic Session.

10.13 Co-curricular, Physical Education, and Adult Education

10.13.1 Physical education is a compulsory component of the WISE Curriculum Framework. The School must provide the minimum number of physical education periods per week specified in the table below for each class in the affiliated levels.

10.13.2 Co-curricular activity — art, music, drama, debate, and similar — must be provided as part of the School's weekly schedule for students in Classes KG through 9. One period per week is the minimum.

10.13.3 In Classes 10, 11, and 12, the co-curricular period is replaced by a period of Adult Education, in which students are prepared for the transition from school to tertiary education or employment. The content of the Adult Education period is specified in the WISE Curriculum Framework, and includes tertiary admission awareness, study skills, financial literacy, and civic responsibility.

Class	PE Periods / Week	Co-curricular / Week	Adult Education / Week
KG through Class 9	2	1	—
Class 10	1	—	1
Class 11	1	—	1
Class 12	1	—	1

10.13.4 Where the School maintains one or more units of Recognised Uniformed Youth Organisations, participation must be offered to students as an optional activity, and must be structured so that participation does not require additional fees of any kind.

10.13.5 Participation in sports, Recognised Uniformed Youth Organisations, and co-curricular activity is recognised through the Bonus Marks system set out in Chapter 17. The School must maintain records of participation, in the form specified in the Bonus Marks documentation template in Appendix F, in order to support Bonus Marks claims.

10.13.6 Records of participation must be maintained in the Institution Management Portal and must be updated within thirty days of each event or activity.

10.13.7 Where a School is unable to provide physical education for a student on medical grounds, it must record the reason and provide an equivalent number of periods of supervised alternative activity. Medical exemptions must be documented and retained in the student record.

10.14.1 A Breach of any provision of this chapter is subject to the audit regime in Chapter 28 and, where applicable, to the suspension and termination regime in Chapter 29.

10.14.2 The following are classified as Major Findings, unless the contrary is indicated:

Breach	Classification
Non-delivery of substantial parts of the WISE Curriculum Framework	Major
Exceeding class size or student-teacher ratio limits	Major
Inflated Internal Assessment marks	Major
Significant gaps in syllabus coverage	Major
Deploying unqualified teachers to WISE subjects	Major
Non-provision of approved textbooks to students	Major
Non-delivery of prescribed practicals	Major
Unauthorised curriculum adaptation	Major
Failure to maintain required records	Minor (Major if systematic)
Late submission of Internal Assessment marks	Minor
Delivering instruction in a non-approved language without notice	Minor

10.14.3 Where a Breach is deliberate, concealed, or repeated across two or more Academic Sessions, it is classified as Critical irrespective of its subject-matter, and may constitute grounds for Suspension under Chapter 29.

10.14.4 The remediation ladder in Chapter 28 applies to all classifications. Nothing in this chapter displaces the School's right of appeal under Chapter 35.

FURTHER RESOURCES

- WISE Curriculum Framework — wise.weqsc.org/curriculum
- Scheme of work template — wise.weqsc.org/forms/scheme-of-work
- Internal Assessment rubrics — wise.weqsc.org/ia-rubrics
- Approved textbooks list — wise.weqsc.org/textbooks

CHAPTER 11

Administrative Requirements

This chapter sets out the administrative capacity an Affiliated School must maintain: the record systems, the staffing, the communication infrastructure, and the procedures for handling parent and student grievances. It is the operational foundation on which the compliance regime in Parts V and VI rests.

11.1 General Principle

11.1.1 An Affiliated School must maintain administrative systems capable of producing, on demand, accurate and complete records of every student enrolled, every teacher employed, every examination conducted, and every fee received.

11.1.2 Administrative capacity is not a separate requirement from data governance. It is the human and procedural counterpart of the technical obligations in Chapter 21 and Chapter 22. Where this chapter imposes an obligation to maintain a record, the technical requirements for that record are set out in Part V.

11.1.3 A School that lacks administrative capacity does not satisfy the framework, irrespective of the quality of its teaching. Without reliable records, WISE credentials cannot be issued with confidence, and audits cannot be conducted.

11.2 Student Record System

11.2.1 The School must maintain a student record for every student enrolled in an affiliated class. The record must be held in the Institution Management Portal, and a corresponding copy must be retained locally on a Non-Corruptible Medium as provided in Chapter 21.

11.2.2 Each student record must contain, at minimum, the following fields, which correspond to the WISE credential schema:

Personal	Full legal name (as in official identity document)
	Date of birth
	Gender
	Nationality
	Residential address
	Unique student identifier (assigned by WEQSC)
Parent / Guardian	Name of parent or legal guardian
	Contact telephone number
	Contact email address, where available
Enrolment	Class and section
	Date of enrolment
	Programme (ISCED level and stream, where applicable)
	Enrolment status (active, transferred, withdrawn, graduated)
Academic	Subject registrations for the Academic Session
	Internal Assessment marks, by subject and instrument
	WISE Examination results, by subject
	Final grades and grade point average
Attendance	Daily attendance record
	Aggregate attendance percentage, updated termly
	Attendance-related communications with parent or guardian
Welfare	Medical exemptions and special provisions in force
	Records of serious disciplinary matters, where they affect the student's enrolment status
Recognition	Bonus Marks eligibility documentation (see Chapter 17)

	Scholarship awards received
	Girl-Child support or Elite Support Tier awards, where applicable

11.2.3 A student record must be created within thirty days of enrolment. The record must be updated within thirty days of any change to any field.

11.2.4 Where the WISE credential schema is amended by WEQSC, the School must comply with the amended schema within the transition period specified in the amendment notice.

11.2.5 Student records must be accurate. Where an error is discovered, the School must submit a correction request to WEQSC under Chapter 22. The School may not directly alter any field in the Portal.

11.2.6 A student transferring out of the School is entitled, on request, to a certified transfer record. The School must issue the record within fourteen days of a written request by the parent or guardian.

11.3 Examination Records

11.3.1 The School must maintain, for every WISE examination conducted, a complete examination record comprising: the date of the examination; the subject and class; the list of candidates who sat; the invigilator's report; the sealed question paper and the seal-opening record; the attendance register; and the record of any incident reported under Section 11.3.4.

11.3.2 Examination scripts collected from candidates must be returned to WEQSC in accordance with the procedure notified for each examination. The School may not retain copies of scripts beyond the period specified in the examination instructions.

11.3.3 Internal Assessment records — test papers, project submissions, practical record books — must be retained by the School for inspection at audit, for the period specified in Chapter 21.

11.3.4 Where any incident occurs during an examination that may compromise its integrity — including but not limited to a late arrival of sealed papers, an unauthorised person in the examination hall, a disruption, or a suspected irregularity — the invigilator must record the incident in the invigilator's report, and the School must notify WEQSC within twenty-four hours.

11.3.5 Examination records must be retained for the period specified in Chapter 21. Failure to maintain examination records is a Major Finding at audit.

11.4.1 The School must employ, or have firm written commitments to employ, at least one full-time administrative officer whose designated responsibilities include:

- Maintenance of the student record system in the Institution Management Portal
- Submission of data to WEQSC within the deadlines specified in Chapter 23
- Retention of records in accordance with Chapter 21
- Correspondence with WEQSC on routine administrative matters
- Support of the annual audit process under Part VI

11.4.2 The administrative officer must have completed the WEQSC Portal induction within thirty days of appointment, and must maintain current knowledge of the Portal's functionality.

11.4.3 The School must identify, in writing to WEQSC, a Principal Portal User who is responsible for the accuracy and timeliness of all Portal submissions. The Principal Portal User is the School's accountable person for administrative compliance.

11.4.4 Where the School has more than three hundred students enrolled in affiliated classes, it must employ at least two full-time administrative officers with Portal responsibilities.

11.4.5 Administrative staff must be provided with access to the Portal commensurate with their responsibilities, under the role-based access control provisions of Chapter 23.

11.5 Communication Infrastructure

11.5.1 The School must maintain a functioning institutional email address monitored during business hours, and a telephone line that is answered during business hours or equipped with a voicemail facility that is monitored daily.

11.5.2 The School must notify WEQSC within seven days of any change to its institutional email address, telephone number, or designated Principal Portal User.

11.5.3 The School must monitor correspondence from WEQSC and respond within the period specified in the correspondence. Where no period is specified, the School must respond within fourteen days.

11.5.4 Where the School becomes aware that it may be unable to respond to a WEQSC communication within the specified period, it must notify WEQSC in writing before the deadline, giving reasons and proposing an alternative date.

11.5.5 A School that fails, without reasonable excuse, to respond to three or more WEQSC communications within a period of twelve months may be placed on Provisional Affiliation under Chapter 29.

11.6.1 The School must communicate to parents, at the commencement of each Academic Session, the following information in writing:

- The curriculum to be delivered, with a summary of subjects and streams
- The examination calendar, including all internal and WISE examination dates
- The fee structure applicable to the session, distinguishing WEQSC fees from School fees
- The attendance requirement set out in Chapter 13
- The availability of scholarships and support programmes under Part IV, together with eligibility criteria and application procedures
- The grievance procedure under Section 11.8

11.6.2 The School must hold at least two parent-teacher meetings per Academic Session for each class in the affiliated levels.

11.6.3 The School must provide, at least once per term, a written progress report to the parent or guardian of each student, setting out Internal Assessment marks, attendance, and any matter requiring the parent's attention.

11.6.4 Communication under this section must be in a language the parent or guardian can reasonably be expected to understand. Where the parent's language differs from the School's primary language of communication, the School must make reasonable efforts to provide a translation or summary.

11.7 Fees and Financial Records

11.7.1 The School must maintain financial records in accordance with the accounting standards applicable in its jurisdiction, and in a form capable of audit.

11.7.2 The School must maintain, for every fee received from a parent or guardian, a receipt showing the date, amount, payer, and purpose of the payment. Receipts must be issued within seven days of receipt of the payment.

11.7.3 The School's fee arrangements with WEQSC — comprising affiliation fees and annual fees payable by the School to WEQSC — are confidential to the School. The School is not required to disclose to any parent, student, or third party the amount of any such fee, nor to identify such fees separately in receipts issued to parents or guardians.

11.7.4 The confidentiality in Section 11.7.3 does not affect: the Student Examination Fee, which is separately published by WEQSC under Chapter 14 and which the School may disclose or itemise as it sees fit; the School's obligation to pay WEQSC fees when due; or the School's obligation to maintain internal records sufficient to demonstrate to WEQSC at audit that its fees to WEQSC have been paid.

11.7.5 The School must maintain the financial records specified in this section for the retention period in Chapter 21, and must produce them on request at audit.

Examination — that charge is a Breach. WEQSC fixes the Student Examination Fee, and it is the only examination-related fee payable by a student to the School or to WEQSC.

11.8 Grievance Procedure at School Level

11.8.1 The School must maintain a written grievance procedure, made available to parents and students, for the receipt and resolution of complaints relating to:

- Teaching quality
- Assessment and marking
- Attendance recording
- Discipline
- Fees and receipts
- Any matter arising under this Framework that is within the School's control

11.8.2 The grievance procedure must provide for:

- Submission of a written grievance to a designated member of staff
- A written acknowledgment within seven days of receipt
- A substantive response within thirty days of receipt, or a written notice stating why the response will take longer and giving a new date
- An internal appeal to the senior officer where the complainant is dissatisfied with the initial response
- A record of every grievance received and its outcome

11.8.3 A record of grievances must be maintained for the retention period in Chapter 21, and must be produced at audit in anonymised form.

11.8.4 A complainant who is dissatisfied with the outcome of the School's grievance procedure may escalate the matter to WEQSC under Chapter 35. Escalation to WEQSC does not require the School's consent, and the School must cooperate with any enquiry conducted by WEQSC.

11.8.5 A pattern of grievances across a single academic year that reveals a systemic failure in the School's administrative practice may be treated as a Minor Finding at audit, and, if repeated, as a Major Finding.

11.9 Administrative Data Security

11.9.1 Access to the Institution Management Portal must be controlled through individual credentials. Shared logins are prohibited.

11.9.3 Local copies of student records must be protected by password access or equivalent controls, and must not be stored on any device accessible to unauthorised persons.

11.9.4 The School must maintain a register of persons with access to student records, distinguishing between access through the Portal and access through local copies. The register must be available for inspection at audit.

11.9.5 Where an administrative officer ceases to hold a role with access to student records, the School must revoke that access within twenty-four hours and record the revocation.

11.10 Coordination with Part V

11.10.1 The requirements of this chapter are administrative. The corresponding technical requirements — retention periods, storage media, modification authority, encryption standards — are set out in Part V.

11.10.2 Where a record is required by this chapter and also by Chapter 21, both chapters apply. Nothing in this chapter narrows the obligations in Chapter 21, and nothing in Chapter 21 relieves the School of its administrative obligations under this chapter.

11.10.3 In the event of any apparent conflict between this chapter and Part V, the more specific provision prevails. Where the conflict cannot be resolved by specificity, the matter must be raised with WEQSC for determination.

11.11 Breach — Consequences

11.11.1 A Breach of any provision of this chapter is subject to the audit regime in Chapter 28 and, where applicable, to the suspension and termination regime in Chapter 29.

11.11.2 The following are classified as indicated, unless the contrary is established at audit:

Failure to maintain student records	Major
Failure to maintain examination records	Major
Charging any unauthorised fee to a student or parent	Critical
Falsification of any administrative record	Critical
Failure to report an examination incident within twenty-four hours	Major
Failure to maintain a grievance procedure	Minor (Major if repeated)
Failure to notify change of contact details or Principal Portal User	Minor
Failure to respond to WEQSC communications	Minor (Major if repeated, per §11.5.5)
Shared Portal credentials	Major
Failure to revoke access within twenty-four hours	Minor (Major if systemically neglected)

11.11.3 A Critical Finding under this chapter is subject to the remediation timetable in Chapter 28, and may constitute grounds for Suspension under Chapter 29 where it is deliberate, repeated, or affecting a significant number of students.

11.11.4 Nothing in this chapter displaces the School's right of appeal under Chapter 35.

FURTHER RESOURCES

- Student record schema — wise.weqsc.org/schema/student
- Invigilator's report template — wise.weqsc.org/forms/invigilator
- Grievance register template — wise.weqsc.org/forms/grievance
- Parent communication templates — wise.weqsc.org/forms/parent-comms
- Portal access register template — wise.weqsc.org/forms/access-register

CHAPTER 12

Governance and Leadership

This chapter sets out the governance and leadership standards an Affiliated School must maintain. It covers the authority of the senior officer, the composition and duties of any governing body, the management of conflicts of interest, succession planning, and the relationship between the School's leadership and WEQSC.

12.1 General Principle

12.1.1 An Affiliated School must have clear, documented, and effective governance arrangements, under which authority and accountability are unambiguously vested in identifiable persons.

12.1.2 Governance is a substantive standard, not a formal one. A School that has the appearance of governance without the substance — for example, a board that never meets, or a senior officer who is not in fact authorised to bind the School — does not satisfy this chapter.

12.1.3 The governance requirements in this chapter apply irrespective of the legal form of the School — whether it is a company, a trust, a society, a foundation, a partnership, a sole proprietorship, or a public institution.

12.2 Senior Officer — Authority and Accountability

12.2.1 Every Affiliated School must have a Senior Officer — designated as Principal, Director, Head, Headmaster, Headmistress, Rector, or equivalent, according to the usage of the School's jurisdiction — who is accountable to WEQSC for the School's compliance with this Framework.

12.2.2 The Senior Officer must have, and must be able to demonstrate on request, authority to bind the School in respect of:

- Its affiliation and all obligations arising under it;
- The payment of fees to WEQSC;
- The accuracy and timeliness of data submitted to WEQSC through the Portal;
- The conduct of WISE examinations;
- The issue of WISE Credentials; and
- Cooperation with audits and inspections under Part VI.

12.2.4 The Senior Officer may delegate functions to other members of staff, but may not delegate ultimate accountability for compliance. Delegations must be in writing, must specify the scope and limits of the delegation, and must be recorded in the School's governance file.

12.2.5 The Senior Officer must complete the WEQSC leadership induction within ninety days of appointment. Where the Senior Officer has not completed the induction within that period, the School must notify WEQSC and provide an explanation.

12.2.6 The Senior Officer must maintain current knowledge of this Framework, and must complete any refresher induction required by WEQSC following an amendment to the Framework that affects the School's obligations.

12.3 Change of Senior Officer

12.3.1 Where the Senior Officer of an Affiliated School ceases to hold office, the School must notify WEQSC in writing within seven days, stating:

- The date on which the office became vacant;
- The name of any person appointed as Acting Senior Officer, together with the anticipated duration of the acting appointment;
- The proposed process for the appointment of a permanent successor; and
- The date by which a permanent successor is expected to be appointed.

12.3.2 The School must appoint an Acting Senior Officer within fourteen days of the office becoming vacant, and must appoint a permanent successor within one hundred and eighty days.

12.3.3 Where a permanent successor is not appointed within the period specified in Section 12.3.2, the School must apply to WEQSC for an extension, giving reasons. WEQSC may grant an extension of up to a further one hundred and eighty days, on such terms as it considers appropriate.

12.3.4 Failure to appoint a permanent Senior Officer within the period specified, or any extension granted, may result in the School being placed on Provisional Affiliation under Chapter 29.

12.3.5 A change of Senior Officer does not affect the School's obligations under this Framework. The School remains bound by all obligations subsisting at the date of the change, and the incoming Senior Officer assumes accountability from the date of appointment.

12.4.1 Where an Affiliated School has a governing body — a board of directors, a board of trustees, a management committee, a governing council, a school management committee, or equivalent — that body must:

- Have a written constitution, charter, or terms of reference specifying its composition, powers, and procedures;
- Meet not less than twice per Academic Session, with minutes recorded and retained;
- Have at least one member with responsibility for academic matters, whether by designation or by the member's own qualification;
- Have a clear procedure for the appointment, evaluation, and removal of the Senior Officer; and
- Act at all times in the best interests of the School and its students.

12.4.2 Where an Affiliated School does not have a governing body in the sense of Section 12.4.1 — for example, a school operated as a sole proprietorship or by a single proprietor — the School must establish a documented advisory mechanism under which at least three persons, including at least one parent representative and at least one member of the teaching staff, are consulted on significant governance matters. The advisory mechanism must meet not less than twice per Academic Session.

12.4.3 Where the School is a public institution subject to statutory governance arrangements under the law of its jurisdiction, the arrangements required by that law satisfy this section, provided the School can produce evidence of the arrangements and of the meetings held.

12.4.4 The composition of the governing body — or of the advisory mechanism under Section 12.4.2 — must be documented and provided to WEQSC at the time of application and updated within thirty days of any change.

12.5 Governing Body — Duties

12.5.1 The governing body — or, where none exists, the Senior Officer with the advisory mechanism — is responsible for:

- Approval of the School's annual budget and financial statements;
- Oversight of the School's compliance with this Framework;
- Appointment, evaluation, and where necessary removal of the Senior Officer;
- Adoption of written policies in respect of admission, discipline, grievance, and fee structure;
- Oversight of the annual audit and of any Audit Finding under Part VI; and
- Setting the School's strategic direction.

12.5.2 The governing body must receive, not less than once per Academic Session, a report from the Senior Officer on:

- The School's compliance status under this Framework;

- Any Breach, Suspension, or Provisional Affiliation status;
- Any material litigation or regulatory action affecting the School;
- The School's financial position.

12.5.3 Minutes of governing body meetings must be retained for the retention period specified in Chapter 21, and must be available for inspection at audit.

12.6 Conflicts of Interest

12.6.1 The School must maintain a written policy on conflicts of interest, applying to members of the governing body, the Senior Officer, and senior academic and administrative staff.

12.6.2 A person has a conflict of interest if their personal, financial, or family interests, or the interests of any entity with which they are associated, could reasonably be seen to influence the discharge of their duties to the School.

12.6.3 Every person to whom the policy applies must declare any interest that could reasonably be considered to give rise to a conflict, whether actual or potential, at the time of appointment and upon any subsequent change. Declarations must be recorded in a conflict of interest register maintained by the School.

12.6.4 Where a conflict is declared, the person concerned must not participate in the deliberation or decision to which the conflict relates. The recusal must be recorded in the minutes of the meeting at which the matter is considered.

12.6.5 The conflict of interest register must be made available to WEQSC on request, and its existence and current maintenance are verified at audit.

12.6.6 A failure to declare a conflict of interest, or participation in a decision in which a declared conflict subsists, is a Breach, and may be classified as a Major Finding at audit where it relates to a matter of significance to the School's compliance or finances.

12.7 Management Structure and Reporting Lines

12.7.1 The School must maintain a documented management structure showing the reporting lines from each member of staff to the Senior Officer.

12.7.2 The management structure must identify, for each of the following functions, the person responsible:

- Academic leadership and curriculum delivery;
- Examination conduct and integrity;
- Student records and Portal submissions;

- Financial management and fee collection;
- Data protection and cybersecurity;
- Student welfare and safeguarding; and
- Grievance handling.

12.7.3 A single person may hold responsibility for more than one function. The School must ensure, however, that no person is responsible for both the approval of a financial transaction and the verification of that transaction.

12.7.4 The management structure must be documented in writing, kept current, and provided to WEQSC upon request.

12.8 Succession and Continuity

12.8.1 The School must maintain a written succession plan in respect of the Senior Officer and each person identified under Section 12.7.2 as responsible for a critical function.

12.8.2 The succession plan must identify, for each critical function, at least one person capable of assuming the function on a temporary basis in the event of the absence or incapacity of the person normally responsible.

12.8.3 Where the School is unable, at any time, to identify a successor for a critical function, it must notify WEQSC within thirty days and propose a remedy.

12.8.4 In the event of a prolonged absence or incapacity of the Senior Officer — for example, by reason of illness, legal incapacity, or loss of liberty — the School must appoint an Acting Senior Officer within fourteen days, and must notify WEQSC within the same period.

12.9 Relationship with WEQSC at Governance Level

12.9.1 The relationship between the School and WEQSC is a regulatory relationship, not a commercial partnership. The Senior Officer and the governing body must conduct the relationship in a manner consistent with that character.

12.9.2 Neither the governing body nor the Senior Officer may accept, and neither may offer, any inducement, gift, or benefit, in cash or in kind, to any WEQSC officer, employee, or contractor, in connection with any matter arising under this Framework. This prohibition applies whether the benefit is offered directly or indirectly.

12.9.3 Where the School becomes aware that a WEQSC officer has been offered, or has solicited, any such benefit by any person connected to the School, it must report the matter to WEQSC within seven days.

12.9.4 A breach of Section 12.9.2 is a Critical Finding, and may constitute grounds for Termination under Chapter 29, whether the benefit was accepted or merely offered.

misrepresentation under Section 6.14.

12.10 Financial Governance

12.10.1 The governing body — or, where none exists, the Senior Officer — must approve the School's annual budget before the commencement of each financial year, and must review actual performance against the budget not less than once per Academic Session.

12.10.2 The School must maintain appropriate internal financial controls, including the segregation of duties between authorisation and verification of expenditure, and must document those controls.

12.10.3 The School must maintain reserves or committed funding sufficient to meet its operating costs and its obligations to WEQSC for a period of not less than three months, at all times during the Affiliation Cycle.

12.10.4 Where the School becomes aware that it is likely to breach the requirement in Section 12.10.3, it must notify WEQSC within fourteen days and propose a remedy.

12.10.5 Financial governance is subject to the audit regime in Chapter 27, and the School's compliance with this section is verified at the annual financial audit.

12.11 Breach — Consequences

12.11.1 A Breach of any provision of this chapter is subject to the audit regime in Chapter 28 and, where applicable, to the suspension and termination regime in Chapter 29.

12.11.2 The following are classified as indicated, unless the contrary is established at audit:

Accepting or offering any inducement in connection with a WEQSC matter	Critical
Failure to declare a material conflict of interest	Major
Failure to maintain a governing body or advisory mechanism	Major
Failure to appoint a permanent Senior Officer within the period allowed	Major
Failure to maintain documented management structure	Minor (Major if repeated)
Failure to maintain a succession plan for critical functions	Minor
Failure to maintain a conflict of interest register	Minor (Major if systematic)
Failure to notify change of Senior Officer within seven days	Minor
Failure to notify inability to maintain reserves	Minor
Breach of internal financial controls	Major where material

12.11.3 Nothing in this chapter displaces the School's right of appeal under Chapter 35.

FURTHER RESOURCES

- Governance file template — wise.weqsc.org/forms/governance-file
- Conflict of interest register template — wise.weqsc.org/forms/coi-register
- Management structure template — wise.weqsc.org/forms/management-structure
- Succession plan template — wise.weqsc.org/forms/succession
- Leadership induction — wise.weqsc.org/cpd/leadership

CHAPTER 13

Attendance and Student Welfare

This chapter sets out the attendance standard an Affiliated School must enforce, the recording and reporting obligations that accompany it, the exemptions available on medical or other grounds, and the welfare obligations the School owes to its students — including safeguarding, anti-bullying, and mental health.

13.1 General Principle

13.1.1 Regular attendance is a condition of participation in the WISE system. The School must enforce the minimum attendance requirement in Section 13.2, and must maintain records that permit it to be verified at audit.

13.1.2 Attendance is not merely an administrative metric. It is a proxy for the student's engagement with the curriculum, and a material factor in the validity of the Internal Assessment mark.

13.1.3 Welfare obligations under this chapter are owed by the School to every student enrolled in an affiliated class, whether or not the student is a WISE candidate in that Academic Session.

13.2 Minimum Attendance Requirement

13.2.1 A student must attend not less than seventy per cent of the scheduled school days in the Academic Session in order to sit a WISE Examination.

13.2.2 The seventy per cent threshold is calculated on the basis of the total scheduled school days for the Academic Session, not on the basis of attendance in any particular term or subject.

13.2.3 Attendance is recorded on a daily basis. A student is counted as present on a day if the student attends any part of the scheduled instruction on that day, subject to the School's policy on late arrivals and early departures.

13.2.4 The School's policy on late arrivals and early departures must be in writing, must be published to parents at the commencement of each Academic Session, and must be applied consistently.

13.2.5 Where a student's attendance falls below seventy per cent at any point during the Academic Session, the School must notify the parent or guardian in writing within seven days of the point at which the shortfall is identified.

13.3 Attendance Records

13.3.1 The School must maintain a daily attendance record for every student enrolled in an affiliated class, in the Institution Management Portal. Where a paper register is also kept, the paper register must be reconciled with the Portal record at least once per term.

13.3.2 Attendance data must be submitted to WEQSC through the Portal not later than the tenth day of the following calendar month.

13.3.3 The School must compute and record, for each student, the aggregate attendance percentage for the Academic Session, and must update the computation not less than once per term.

13.3.4 Where a student transfers in from another school during the Academic Session, the attendance record for the current session must include the attendance recorded at the transferring school, on production of a certified attendance transfer document.

13.3.5 Attendance records are subject to the retention requirements in Chapter 21, and are inspected at audit under Chapter 28.

13.3.6 A pattern of inaccurate attendance recording across two or more Academic Sessions is a Major Finding, and may constitute grounds for Suspension under Chapter 29 where the inaccuracy is deliberate.

13.4 Consequences of Non-Compliance

13.4.1 Where a student's attendance falls below the seventy per cent threshold and no exemption applies, the student may not sit the WISE Examination for that Academic Session. The School must record the ineligibility in the Portal before the examination date.

13.4.2 A student who is ineligible to sit the WISE Examination under this section may, subject to the School's policy and to any applicable law, repeat the Academic Session and sit the examination in a subsequent session.

13.4.3 The School must not permit a student to sit a WISE Examination where the School knows, or ought reasonably to know, that the student is ineligible under this section. Permitting an ineligible student to sit is a Breach, and the resulting examination result is subject to cancellation under Chapter 35.

13.4.4 Where the School has failed to enforce the attendance requirement systematically — for example, by failing to record attendance, by fabricating attendance records, or by permitting ineligible students to sit — the matter is treated as a Major Finding, and, where the conduct is deliberate, as a Critical Finding.

provisions of the relevant scholarship chapter.

13.5 Exemptions and Reasonable Adjustments

13.5.1 A student may be granted an exemption from the attendance requirement, in whole or in part, where:

- The student has been absent for a continuous period of not less than fourteen days on documented medical grounds, supported by a certificate from a registered medical practitioner;
- The student has been absent on grounds of a bereavement in the immediate family, or of a comparable compassionate circumstance;
- The student has been absent by reason of a governmental order, natural disaster, epidemic, or similar event outside the student's or the School's control; or
- The student has been absent while representing the School, the district, the state, or the country in a recognised sports, NCC, Scouts & Guides, or co-curricular activity, on the basis of documentation as specified in Chapter 17.

13.5.2 An exemption under Section 13.5.1 reduces the denominator in the attendance calculation by the number of days for which the exemption applies. The student is not credited with attendance; the exempt days are simply not counted as scheduled days for the purpose of the calculation.

13.5.3 An exemption under Section 13.5.1 must be applied for by the parent or guardian, or by the student where the student is over eighteen years of age, in writing, supported by the documentation specified. The application must be made within thirty days of the last day of the absence to which it relates.

13.5.4 The School must maintain a record of every exemption granted, including the grounds, the supporting documentation, and the number of days exempted. The record must be available for inspection at audit.

13.5.5 A student with a disability, chronic illness, or other special educational need is entitled to a reasonable adjustment of the attendance requirement where the disability, illness, or need materially affects the student's ability to attend. The School must record the adjustment and the reasons for it, and must apply to WEQSC for approval where the adjustment is expected to reduce the attendance threshold by more than ten percentage points.

13.5.6 Nothing in this section permits the School to exempt a student arbitrarily, or to grant an exemption as a means of concealing a failure of the School to provide instruction.

13.6 Student Welfare — General Obligations

13.6.1 The School must maintain a safe, supportive, and inclusive learning environment for every student enrolled in an affiliated class.

- Child protection and safeguarding;
- Anti-bullying and anti-harassment;
- Student mental health and wellbeing; and
- Complaints and disciplinary procedures affecting students.

13.6.3 Each policy under Section 13.6.2 must be reviewed not less than once every three years, and must be made available to parents, students, and staff.

13.6.4 The School must designate a member of staff as the Safeguarding Lead, responsible for the implementation of the child protection and safeguarding policy and for the receipt of safeguarding concerns.

13.6.5 Where the School becomes aware of any allegation that a member of staff, or any other adult having contact with students through the School, has caused harm to a student, the School must:

- Take immediate steps to protect the student or students affected;
- Report the matter to the competent authorities in the jurisdiction, in accordance with the law and in any event where the allegation concerns a criminal act;
- Report the matter to WEQSC within seven days; and
- Cooperate fully with any investigation conducted by the competent authorities or by WEQSC.

13.6.6 The School must maintain a record of every safeguarding concern and of the action taken. The record must be treated as confidential, subject to any disclosure required by law or by WEQSC for the purposes of its oversight.

13.7 Anti-Bullying and Anti-Harassment

13.7.1 The School must maintain a written anti-bullying and anti-harassment policy, applicable to conduct occurring on school premises, on school transport, at school activities, and on digital platforms where the conduct materially affects a student's participation in school life.

13.7.2 The policy must:

- Define bullying and harassment, including cyberbullying;
- Specify the procedure by which a student, parent, or staff member may report a concern;
- Specify the procedure by which a reported concern will be investigated;
- Specify the range of consequences that may follow a substantiated concern; and
- Provide for the support of the student affected, whether or not the concern is substantiated.

13.7.3 The School must maintain a record of reports received and of their disposition, in anonymised form, and must be prepared to demonstrate at audit that the policy is applied consistently.

13.8.1 The School must make provision for the mental health and wellbeing of its students, appropriate to the age of the students and to the resources available to the School.

13.8.2 Provision under Section 13.8.1 may include: awareness programmes integrated into the curriculum; access to a counsellor, whether employed by the School or engaged on a visiting basis; and a clear referral pathway to external services where specialist support is required.

13.8.3 Where a student is identified as being at risk of harm to themselves, the School must inform the parent or guardian, unless doing so would place the student at greater risk, and must take reasonable steps to arrange appropriate support.

13.8.4 Records concerning the mental health of a student are treated as special-category data under Chapter 24, and are subject to the heightened protections specified in that chapter.

13.9 Special Provisions for Girl Students

13.9.1 The School must provide, for female students, appropriate sanitary facilities, access to menstrual hygiene products, and a designated rest area where feasible.

13.9.2 The School must make provision for the attendance of female students during menstruation, including where necessary a reasonable adjustment of the attendance requirement under Section 13.5.5.

13.9.3 Where the School becomes aware that a female student is at risk of being withdrawn from school on grounds of gender, early marriage, economic pressure, or comparable circumstance, the School must:

- Take reasonable steps to support the student's continued enrolment;
- Inform the parent or guardian of the support available to girl students under Part IV; and
- Notify WEQSC in writing where the student's continued enrolment is at material risk.

13.9.4 The School must maintain the enrolment of a female student in the WISE programme, and her access to the girl-child support provisions in Part IV, notwithstanding any economic circumstance of the family, subject to the School's general rules on enrolment.

13.10 Special Provisions for Students with Disabilities

13.10.1 The School must not discriminate against a student on the ground of disability, in admission, in participation in the WISE programme, or in any aspect of school life.

13.10.2 The School must make reasonable adjustments for students with disabilities, including adjustments to the mode of instruction, the mode of assessment, the physical environment, and the attendance requirement, to the extent

13.10.3 Adjustments under Section 13.10.2 must be documented for each student, and must be recorded in the student's record in the Portal.

13.10.4 Where a student requires an adjustment that cannot be accommodated by the School — for example, because the adjustment would require a specialist service that the School cannot reasonably procure — the School must notify WEQSC in writing, and must provide the student and the parent with information about alternative provision.

13.10.5 WEQSC may approve special examination arrangements for students with disabilities, including additional time, assistive technology, and alternative assessment formats. Applications are made by the School through the Portal not less than ninety days before the examination date.

13.11 Welfare Records and Confidentiality

13.11.1 Records created under this chapter — attendance records, exemption records, safeguarding records, mental health records, and disability adjustment records — are governed by the data protection provisions of Chapter 24.

13.11.2 Records relating to the mental health, disability, or safeguarding of a student are treated as special-category data, and are subject to the heightened protections specified in Chapter 24.

13.11.3 Access to welfare records must be limited to those members of staff who require access in order to discharge their responsibilities. Access must be logged.

13.11.4 Nothing in this section prevents the School from complying with any applicable law requiring disclosure of welfare records to the competent authorities.

13.12 Breach — Consequences

13.12.1 A Breach of any provision of this chapter is subject to the audit regime in Chapter 28 and, where applicable, to the suspension and termination regime in Chapter 29.

13.12.2 The following are classified as indicated, unless the contrary is established at audit:

Failure to report a safeguarding concern to WEQSC within seven days	Critical
Fabrication of attendance records	Critical
Permitting an ineligible student to sit a WISE Examination	Major
Failure to enforce the seventy per cent attendance requirement	Major if systematic
Failure to maintain a safeguarding or anti-bullying policy	Major
Discrimination against a student on the ground of disability	Major
Failure to make reasonable adjustments for a student with a disability	Major
Failure to maintain attendance records	Minor (Major if repeated)
Failure to notify the parent of an attendance shortfall	Minor
Failure to make provision for the welfare of girl students	Minor (Major if deliberate)

13.12.3 A Critical Finding under this chapter is subject to the remediation timetable in Chapter 28, and may constitute grounds for immediate Suspension under Chapter 29.

13.12.4 Nothing in this chapter displaces the School's right of appeal under Chapter 35.

FURTHER RESOURCES

- Attendance register template — wise.weqsc.org/forms/attendance
- Exemption application form — wise.weqsc.org/forms/exemption
- Safeguarding policy template — wise.weqsc.org/forms/safeguarding
- Anti-bullying policy template — wise.weqsc.org/forms/anti-bullying
- Disability adjustment application — wise.weqsc.org/forms/disability
- Special examination arrangement application — wise.weqsc.org/forms/special-exam

PART IV

Financial Framework

The fee structure, the scholarship programmes, the girl-child universal support framework, the student incentive system, the elite support tier, the school incentives, and the payment and transparency rules that together make the WEQSC system financially sustainable and educationally equitable.

Chapter 14 — Fee Structure

Chapter 15 — Scholarship Programs

Chapter 16 — Girl-Child Universal Support

Chapter 17 — Student Incentive Program — Bonus Marks

Chapter 18 — National-Level Elite Support

Chapter 19 — School Incentives

Chapter 20 — Payment Terms and Financial Transparency

CHAPTER 14

Fee Structure

This chapter sets out the fees payable by Schools to WEQSC and by students in respect of WISE examinations. It establishes the amounts, the basis on which they are calculated, the currencies in which they may be paid, the timing of payment, and the consequences of late payment. It also re-states, for the avoidance of doubt, what fees are not payable.

14.1 General Principle

14.1.1 All fees payable to WEQSC are fixed by WEQSC. No School may vary, waive, or supplement any fee except as expressly permitted by this Framework.

14.1.2 Fees are stated in United States Dollars (USD). Payment may be made in Euros (EUR) or Indian Rupees (INR) at the rate prevailing on the date of payment, as provided in Section 14.6.

14.1.3 Fees are used by WEQSC for the purposes set out in Chapter 20. They are not profit. WEQSC is a not-for-profit institution, and its annual financial statements are published under Chapter 20.

14.1.4 This chapter is to be read subject to the fee confidentiality provision in Section 11.7.3, under which the School's affiliation fee arrangements with WEQSC are confidential to the School.

14.2 School Affiliation Fees

14.2.1 A School admitted to affiliation must pay the following fees to WEQSC:

Fee	Amount (USD)	Frequency	Timing
Five-Year Upfront Affiliation Fee	3,000	One-time, per Affiliation Cycle	Within 14 days of approval
Annual Affiliation Fee	900	Annual, in each year of the cycle	On each anniversary of the Effective Date

14.2.2 The Five-Year Upfront Affiliation Fee is not refundable upon the termination, suspension, or voluntary withdrawal of affiliation during the cycle, save where Section 7.8.4 applies.

14.2.4 Where a School's affiliation is renewed under Chapter 30, a further Five-Year Upfront Affiliation Fee is payable upon renewal, at the rate in force at the date of the renewal.

14.2.5 The rates in Section 14.2.1 are those in force at the date of this Framework. WEQSC may revise the rates under Section 14.9.

14.3 Student Examination Fees

14.3.1 The Student Examination Fee is payable per student per Academic Session, and only in respect of classes in which the student sits a WISE Examination. It is fixed by WEQSC, not by the School.

Class	Registration Fee	Examination Fee	Total per Student
KG through Class 9	—	—	Free
Class 10	—	\$140	\$140
Class 11	—	—	Free
Class 12	—	\$140	\$140

14.3.2 No registration fee is payable by any student, at any class, for enrolment in the WISE programme. Registration is free without exception.

14.3.3 The Student Examination Fee for Classes 10 and 12 is payable once per Academic Session, per student, regardless of the number of subjects in which the student sits. It is not calculated per subject.

14.3.4 Where a student sits both Class 10 and Class 12 in the same Affiliation Cycle, the fee is payable in each examination year. There is no reduction for a student who sits both.

14.3.5 The Student Examination Fee is waived in full for Girl Students under Chapter 16, and is subject to reduction for Scholarship Recipients under Chapter 15.

14.3.6 Where a School charges a Student Examination Fee to a student who is exempt under Chapter 15 or Chapter 16, the charge is unauthorised and is a Critical Breach under Section 14.10.

14.4 No Other Mandatory Fees

14.4.1 The fees set out in Sections 14.2 and 14.3 are the only mandatory fees payable by a School or a student in respect of WISE affiliation and examination.

- Application for affiliation (no application fee);
- Registration of any student in the WISE programme, at any class;
- Participation in the WISE Scholarship Examination;
- Issue of the WISE Credential (certificate, marksheet, digital record);
- Verification of a WISE Credential by any third party;
- Access to the student portal;
- Application for any scholarship, girl-child support, or elite support under this Part;
- Any form, template, or guidance document published by WEQSC.

14.4.3 A School may charge its own tuition and other fees, which are a matter between the School and its parents. Nothing in this Framework regulates those fees, except to the extent that they are not permitted to include any amount styled as a WEQSC or WISE fee beyond the Student Examination Fee.

14.4.4 A School may not require the purchase of any textbook, uniform, device, or service as a condition of participation in the WISE programme, except to the extent that such items are required by the School's own rules and are not presented as a WEQSC requirement.

14.5 Fee Schedule Summary

The table below consolidates the fee structure for the avoidance of doubt. It is a summary; the operative provisions are those in Sections 14.2 through 14.4.

Five-Year Upfront Affiliation Fee	\$3,000	School	Within 14 days of approval
Annual Affiliation Fee	\$900	School	Annually, on each cycle anniversary
Student Examination Fee — Class 10	\$140	Student (or School on student's behalf)	Before the WISE Examination date
Student Examination Fee — Class 12	\$140	Student (or School on student's behalf)	Before the WISE Examination date
Student Examination Fee — all other classes	Nil	—	—
Registration Fee — any class	Nil	—	—
Scholarship Examination Fee	Nil	—	—
Credential Issue Fee	Nil	—	—
Credential Verification Fee	Nil	—	—

14.6 Currency and Payment Methods

14.6.1 Fees may be paid in United States Dollars (USD), Euros (EUR), or Indian Rupees (INR).

14.6.2 Where a fee is paid in a currency other than USD, the conversion is calculated at the rate published by the Swiss National Bank on the date of payment. The applicable rate is locked for the transaction at the time of payment.

14.6.3 Accepted payment methods are:

- International bank transfer (SWIFT);
- Credit or debit card through the secure payment facility in the Portal (a processing fee of two per cent applies);
- Any other method notified by WEQSC from time to time through the Portal.

14.6.4 All bank charges, transfer fees, and currency conversion costs are borne by the payer. The amount received by WEQSC must equal the amount invoiced.

14.6.5 A payment is deemed received on the date on which cleared funds are credited to WEQSC's account, not on the date on which the transfer was initiated.

14.7.1 WEQSC issues an invoice for the Annual Affiliation Fee not less than thirty days before the due date. The invoice is issued through the Portal and copied to the Senior Officer by email.

14.7.2 WEQSC issues a consolidated invoice for Student Examination Fees on the basis of the examination registration submitted by the School through the Portal, not less than thirty days before the examination date.

14.7.3 A receipt is issued by WEQSC within two business days of receipt of a cleared payment.

14.7.4 Where a School disputes an invoice in whole or in part, it must notify WEQSC within fourteen days of the invoice date, giving reasons. The undisputed portion remains payable on the due date.

14.8 Grace Period and Late Payment

14.8.1 A grace period of thirty days following the due date applies to all fees. No penalty is imposed during the grace period.

14.8.2 After the grace period, a late payment penalty of ten per cent of the outstanding amount accrues for each complete month of delay, up to a maximum of fifty per cent of the original amount.

Days Overdue	Status	Penalty	Consequence
1–30	Grace Period	Nil	Reminder issued
31–60	Warning	10%	Formal notice; compliance status flagged
61–90	At Risk	20%	Provisional Affiliation may be imposed
91+	Suspension Trigger	30%+	Suspension under Chapter 29

14.8.3 Where a School anticipates that it will be unable to pay a fee by the due date, it may apply to WEQSC, before the due date, for an instalment arrangement or an extension. WEQSC may grant such relief on terms it considers appropriate, including the payment of interest at a rate no greater than the late payment penalty.

14.8.4 A School that is suspended for non-payment of fees may not enrol new WISE students, may not issue new WISE Credentials, and must notify its parents and students of the suspension in writing within seven days.

14.8.5 Suspension for non-payment is lifted upon payment in full of the outstanding amount together with any penalty that has accrued.

14.9.1 WEQSC may revise the fee rates in this chapter. Any revision is made by amendment to this Framework, under the amendment procedure in the Document Control section.

14.9.2 A revision to the Five-Year Upfront Affiliation Fee or the Annual Affiliation Fee does not take effect for an existing Affiliated School until the next Renewal under Chapter 30, unless the School consents in writing to earlier application.

14.9.3 A revision to the Student Examination Fee does not take effect for an Academic Session that has already commenced.

14.9.4 Notice of any revision is given not less than one hundred and eighty days before the effective date of the revision, so that Schools and parents may make the necessary arrangements.

14.9.5 Continued affiliation after the effective date of a revision constitutes acceptance of the revised rate.

14.10 Breach — Consequences

14.10.1 A Breach of any provision of this chapter is subject to the audit regime in Chapter 28 and, where applicable, to the suspension and termination regime in Chapter 29.

14.10.2 The following are classified as indicated, unless the contrary is established:

Breach	Classification
Charging a Student Examination Fee to a Girl Student or to an otherwise exempt student	Critical
Charging any unauthorised fee styled as a WEQSC or WISE fee	Critical
Charging a registration fee, scholarship examination fee, credential issue fee, or verification fee	Critical
Requiring purchase of any item as a condition of WISE participation	Major
Failure to remit Student Examination Fees collected to WEQSC	Critical
Failure to pay a School fee within the grace period, without an arrangement under Section 14.8.3	As per Section 14.8.2
Failure to display or notify revised fees	Minor

14.10.3 Where a Critical Breach under this chapter involves the collection of an unauthorised fee, WEQSC may require the School to refund the amount collected, in addition to any other consequence.

FURTHER RESOURCES

- Current fee schedule (public) — wise.weqsc.org/fees
- Invoice and payment portal — wise.weqsc.org/portal/fees
- Instalment arrangement application — wise.weqsc.org/forms/instalment
- Fee dispute form — wise.weqsc.org/forms/fee-dispute

CHAPTER 15

Scholarship Programs

WEQSC operates two scholarships for students in Classes KG through 9: a Merit Scholarship, awarded on the basis of performance in the annual WISE Scholarship Examination; and a Participation Scholarship, awarded automatically to any student who sits the examination. Both are fee discounts, not cash awards. They operate in addition to — not in place of — the girl-child support provided under Chapter 16.

15.1 General Principle

15.1.1 The WEQSC Scholarship Programme exists to recognise academic achievement and to encourage broad participation in the Scholarship Examination. It is not means-tested.

15.1.2 The Programme is open to students in Classes KG through 9, as those are the classes in which the WISE examination fee does not otherwise apply. Scholarships for Classes 10 and 12 are not offered by this chapter; those classes fall within the Student Examination Fee regime under Chapter 14, and the separate incentives under Chapter 17.

15.1.3 A scholarship under this chapter takes the form of a discount against the fees payable for the Academic Session in which it is awarded. It is not a cash payment.

15.1.4 A Girl Student is eligible for the Merit Scholarship and the Participation Scholarship under this chapter, and in addition receives the universal fee exemption under Chapter 16. Where a Girl Student is awarded a Merit Scholarship, the discount under this chapter operates in respect of those fees (if any) that are not already exempted under Chapter 16.

15.2 The Scholarship Examination

15.2.1 The WISE Scholarship Examination is conducted by WEQSC annually. Dates are published at wise.weqsc.org/scholarships and communicated through the Portal not less than sixty days in advance.

15.2.2 The examination is conducted online, is of sixty minutes' duration, and comprises one hundred multiple-choice questions. Its components are Mathematics, English, General Knowledge, and Reasoning.

15.2.3 Participation in the Scholarship Examination is free of charge to every student. No School may charge a fee in respect of participation, whether styled as a registration fee, an examination fee, an administrative fee, or any other

15.2.4 A student may sit the Scholarship Examination once per Academic Session. Where a student sits the examination more than once in the same Academic Session, only the first attempt counts for scholarship purposes.

15.2.5 The examination is invigilated in the same manner as the WISE Examination under Chapter 11. An Examination Irregularity in the Scholarship Examination is treated in the same way as an irregularity in the WISE Examination, under Chapter 35.

15.2.6 Results are published through the Portal within thirty days of the examination. A student may request a re-evaluation of a Scholarship Examination result under the procedure in Chapter 35.

15.3 Merit Scholarship

15.3.1 The Merit Scholarship is awarded on the basis of performance in the Scholarship Examination. Bands are established by percentile within the cohort of all candidates sitting the examination in the same Academic Session, across all Affiliated Schools.

Band	Cohort Position	Fee Discount
Band 1	Top 5 per cent	80%
Band 2	Next 10 per cent (5th–15th percentile)	60%
Band 3	Next 15 per cent (15th–30th percentile)	40%
Band 4	Next 20 per cent (30th–50th percentile)	20%
No band	Below 50th percentile	Nil

15.3.2 The discount applies against the fees payable for the following Academic Session in respect of:

- The Student Examination Fee, where the student is in Class 10 or Class 12 in that session; and
- Any amount charged by the School to the student in respect of WEQSC programme participation, to the extent that such amount is separately identified in the School's records as a WEQSC-related fee.

15.3.3 Where a student is in Classes KG through 9, and there is no WEQSC fee otherwise payable, the Merit Scholarship is recorded as an award and applied to the first Student Examination Fee that becomes payable in a subsequent Academic Session, in accordance with Section 15.6.

15.3.4 A Merit Scholarship is personal to the student to whom it is awarded. It may not be transferred, assigned, or exchanged for cash.

15.4 Participation Scholarship

15.4.1 A Participation Scholarship of ten per cent of any applicable fee is awarded automatically to every student who sits the Scholarship Examination in a given Academic Session, regardless of the score obtained.

15.4.2 The Participation Scholarship is not a substitute for the Merit Scholarship. A student who qualifies for a Merit Scholarship receives the Merit Scholarship discount, not the Participation Scholarship discount, in respect of the same session.

15.4.3 Where a student is awarded the Participation Scholarship and, in the following Academic Session, is also awarded a Merit Scholarship, the two do not stack. The higher of the two discounts applies.

15.4.4 The Participation Scholarship is awarded on the same basis and is subject to the same conditions as the Merit Scholarship, save that there is no minimum score and no banding.

15.5 Application and Award

15.5.1 No separate application is required for the Participation Scholarship. It is awarded automatically upon the student's sitting the Scholarship Examination.

15.5.2 No separate application is required for the Merit Scholarship. It is awarded automatically upon publication of the examination results, on the basis of the student's performance.

15.5.3 Awards are recorded in the student's record in the Portal, and the discount is applied automatically to the relevant fee. No manual intervention by the School or by the parent is required.

15.5.4 The School must inform parents, at the commencement of each Academic Session, of the Scholarship Examination, its date, its format, and the discounts available. The notification required by Section 11.6.1 includes this information.

15.6 Continuation and Deferral

15.6.1 A Merit Scholarship is awarded for one Academic Session and does not automatically renew. A student who wishes to hold a Merit Scholarship in a subsequent session must sit the Scholarship Examination in that session.

15.6.2 Where a student is in Classes KG through 9 and is awarded a Merit Scholarship, and no Student Examination Fee is payable in that session, the discount is held in the student's record as a credit. The credit is applied to the first Student Examination Fee that becomes payable in a subsequent Academic Session within the same Affiliation Cycle.

15.6.4 Where a student transfers to another Affiliated School, any credit held under Section 15.6.2 is transferred with the student's record through the Portal.

15.6.5 Where a student is unable to sit the Scholarship Examination in a given Academic Session on medical or compassionate grounds, the School may apply to WEQSC for the student to sit a deferred sitting. Application must be made within thirty days of the original examination date and must be supported by documentation.

15.7 Suspension and Withdrawal of a Scholarship

15.7.1 A scholarship under this chapter may be suspended or withdrawn in the following circumstances:

- Attendance falls below the seventy per cent threshold under Chapter 13 for the Academic Session in which the scholarship is held, without an exemption under Section 13.5;
- The student is found to have committed an Examination Irregularity under Chapter 35 in respect of the Scholarship Examination or the WISE Examination;
- The scholarship was awarded on the basis of information which is subsequently found to be materially false;
- The student withdraws from the School, save where the withdrawal is with transfer to another Affiliated School, in which case the scholarship continues to apply at the receiving School if the student is within the same Academic Session.

15.7.2 Suspension or withdrawal of a scholarship does not affect the validity of any credit already accrued under Section 15.6.2, save where the withdrawal is under Section 15.7.1(d) on grounds of transfer out of the WISE system, in which case any credit is forfeited.

15.7.3 A student whose scholarship has been suspended or withdrawn may apply for a review of the decision under Chapter 35.

15.7.4 Where the Scholarship Examination result of a student is cancelled following an Examination Irregularity, the scholarship is withdrawn automatically and any credit under Section 15.6.2 is cancelled.

15.8 Relationship with Other Support

15.8.1 A scholarship under this chapter is awarded in addition to any support under Chapter 16 (Girl-Child Universal Support), Chapter 17 (Bonus Marks), or Chapter 18 (Elite Support Tier), subject to the coordination rules in those chapters.

15.8.2 A Girl Student is not required to choose between a scholarship under this chapter and the universal fee exemption under Chapter 16. She receives both, subject to Section 15.8.3.

recorded as an award of honour and the girl-child support under Chapter 16 operates in full. The Merit Scholarship credit under Section 15.6.2 is not available in these circumstances, since the underlying fee has already been waived.

15.8.4 A student who is a Scholarship Recipient is not, by virtue of that status, exempt from the attendance requirement, the examination rules, or any other obligation under this Framework.

15.9 Data and Reporting

15.9.1 WEQSC maintains a record of every scholarship awarded, in the student's record in the Portal, showing the Academic Session, the type and band of award, and the discount applied.

15.9.2 The School must not alter any scholarship record. Any correction is made by WEQSC under Chapter 22.

15.9.3 WEQSC publishes annual statistics on the number of scholarships awarded, the distribution by band and by jurisdiction, and the aggregate value of discounts applied. The statistics are anonymised and contain no student-identifying information.

15.10 Breach — Consequences

15.10.1 A Breach of any provision of this chapter is subject to the audit regime in Chapter 28 and, where applicable, to the suspension and termination regime in Chapter 29.

15.10.2 The following are classified as indicated, unless the contrary is established:

Breach	Classification
Charging a fee in respect of participation in the Scholarship Examination	Critical
Failing to apply an awarded scholarship discount to the fee payable	Major
Failing to inform parents of the Scholarship Examination	Minor
Altering a scholarship record other than through WEQSC	Critical
Misrepresenting a student's Scholarship Examination result	Critical

15.10.3 Nothing in this chapter displaces the School's right of appeal under Chapter 35.

FURTHER RESOURCES

- Scholarship Examination dates — wise.weqsc.org/scholarships/dates
- Sample papers and syllabus — wise.weqsc.org/scholarships/prep
- Deferred sitting application — wise.weqsc.org/forms/deferred-sitting
- Scholarship statistics — wise.weqsc.org/reports/scholarships

CHAPTER 16

Girl-Child Universal Support

Every Girl Student enrolled in an affiliated class is exempt from all WEQSC fees, without exception, without means-testing, and without application. In addition to this universal exemption, every Girl Student is entitled to elect either a monthly stipend or an educational support bundle. This chapter sets out the scope of the exemption, the two support options, the election procedure, and the coordination with other chapters.

16.1 General Principle

16.1.1 WEQSC is committed to the removal of gender-based financial barriers to secondary education. This commitment is given effect through the universal fee exemption and the support options provided under this chapter.

16.1.2 The provisions of this chapter apply to every Girl Student enrolled in an affiliated class, from Kindergarten through Class 12, without discrimination as to age, class, stream, or family circumstance.

16.1.3 The universal fee exemption under this chapter is not means-tested, is not subject to any application, and is not subject to any quota or budget limit. Every eligible Girl Student receives it as of right.

16.1.4 The support options under this chapter — the monthly stipend and the educational support bundle — are subject to the election procedure and budget constraints in Sections 16.4 and 16.5.

16.2 Universal Fee Exemption

16.2.1 A Girl Student is exempt from:

- Any registration fee in respect of enrolment in the WISE programme;
- The Student Examination Fee under Chapter 14, at any class;
- Any fee in respect of participation in the Scholarship Examination;
- Any fee in respect of the issue of a WISE Credential;
- Any fee in respect of attendance at a WISE Examination.

16.2.2 The exemption is applied automatically at the point of enrolment or at the point at which a fee would otherwise become payable. No application, declaration, or documentation is required of the Girl Student, her parent, or her guardian.

16.2.4 The School must not charge a Girl Student any amount styled as a WEQSC or WISE fee, whether at registration, at examination, at credential issue, or at any other point. Where the School does so, the amount is refundable and the charge is a Critical Breach under Section 14.10.

16.2.5 The School may not require a Girl Student to demonstrate need, produce an income certificate, or submit to any other assessment of eligibility in order to receive the exemption.

16.2.6 The exemption is applied by WEQSC in its invoicing to the School. The School does not pay WEQSC in respect of a Girl Student's examination fee, and does not recover such an amount from any source.

16.3 Support Options — Overview

16.3.1 In addition to the universal fee exemption, every Girl Student is entitled to elect one of two support options:

- **Option A — Monthly Stipend.** A cash payment made monthly during the Academic Session.
- **Option B — Educational Support Bundle.** A bundle of educational resources and equipment.

16.3.2 The options are mutually exclusive in a given Academic Session. A Girl Student may not receive both in the same session, subject to Section 16.5.4.

16.3.3 A Girl Student may change her election between Academic Sessions, in accordance with Section 16.6.

16.3.4 The support options are awarded on a first-come, first-served basis, subject to the annual budget for girl-child support allocated by WEQSC under Chapter 20. Where the budget is insufficient to meet all elections in a given Academic Session, WEQSC will:

- Prioritise applications from Girl Students in Classes 9 through 12;
- Prioritise applications from Girl Students in schools located in low-income regions; and
- Where necessary, defer remaining applications to the following Academic Session, preserving the original date of application for priority purposes.

16.4 Option A — Monthly Stipend

16.4.1 A Girl Student who elects Option A receives a monthly stipend for the duration of the Academic Session.

16.4.2 The stipend amount is between USD 30 and USD 50 per month, determined by WEQSC on the basis of the School's location and the cost of basic educational supplies in the jurisdiction. The applicable amount for a given School is notified through the Portal.

16.4.4 The stipend is paid directly to the Girl Student, or, where the student is a minor, to a designated parent or guardian account. Where the stipend is paid to a parent or guardian, the School must record in the student's record that the parent or guardian has received the payments and must obtain a written acknowledgment.

16.4.5 The stipend may be used for any educational purpose beneficial to the Girl Student, including tuition, books, supplies, transport, or nutrition.

16.4.6 Payment of the stipend is made by WEQSC directly or by a payment agent engaged by WEQSC. The School is not responsible for disbursement, but must cooperate in verifying the Girl Student's enrolment and continuing eligibility.

16.5 Option B — Educational Support Bundle

16.5.1 A Girl Student who elects Option B receives a bundle of educational resources and equipment, comprising one or more of the following items:

Item	Specification	Indicative Value (USD)
Laptop or Tablet	Refurbished or entry-level device, sufficient for online learning and WISE portal access	200–300
Smartphone	Basic smartphone for communication and learning apps	80–150
School Bags and Stationery Kit	Backpack, notebooks, pens, pencils, geometry set	30–50
Reference Books and Textbooks	WEQSC-approved curriculum books, plus literature and reference works	50–100
Bicycle	For commuting to school, where the distance or transport cost warrants	80–120

16.5.2 The bundle is composed by WEQSC on the basis of the Girl Student's individual circumstances, including the class in which she is enrolled, the distance from home to school, and any specific educational need identified in her record.

16.5.3 The bundle is not a fixed package. WEQSC may substitute, add to, or reduce the items in the bundle for any individual Girl Student, subject to the aggregate value of the bundle being within the range specified for her Academic Session.

appropriate. A Girl Student who has received a laptop under Option B ordinarily receives other items in subsequent sessions rather than a second laptop, unless the first laptop is no longer functional and the School certifies this.

16.5.5 Items provided under Option B become the property of the Girl Student. They are not the property of the School and are not returned to WEQSC. Where the Girl Student transfers to another school, she retains the items.

16.5.6 Where an item is lost, stolen, or irreparably damaged through no fault of the Girl Student, she may apply for a replacement under the following Academic Session's bundle, on production of a police report (where applicable) or a written explanation certified by the School.

16.5.7 WEQSC procures items under Option B through its own procurement processes and arranges delivery to the School, which then delivers to the Girl Student. The School must confirm receipt and delivery in the Portal within thirty days of receiving the items.

16.6 Election Procedure

16.6.1 The Girl Student, or her parent or guardian, elects Option A or Option B by submitting an election form through the Portal, ordinarily within sixty days of the commencement of the Academic Session.

16.6.2 Where no election is made within the period specified, the Girl Student is deemed to have elected Option B (the bundle) unless the School is notified otherwise in writing by the parent or guardian.

16.6.3 An election may be changed once during an Academic Session, on written application by the parent or guardian to the School, which must record the change in the Portal. Any stipend already paid is not recoverable, and any bundle already delivered is not returnable. Where a change is made after stipend payments have begun, the bundle provided is the residual value, if any, after accounting for amounts already paid.

16.6.4 WEQSC may, in exceptional circumstances and on written application, permit an election to be made at any point in an Academic Session, including after the ordinary election period has closed.

16.6.5 The School must not influence, or attempt to influence, the election made by a Girl Student or her family. Any attempt to do so — including by representing that one option is unavailable, or by presenting the choice in a manner that favours one option — is a Breach.

16.7 Coordination with Other Support

16.7.1 The universal fee exemption under this chapter operates independently of any scholarship under Chapter 15. A Girl Student may hold a Merit Scholarship or Participation Scholarship and receive the universal exemption under this chapter simultaneously, subject to Section 15.8.3.

different purposes and are not offset against each other.

16.7.3 Bonus Marks under Chapter 17 are available to a Girl Student on the same basis as to any other student, and are unaffected by her receipt of support under this chapter.

16.7.4 Where a Girl Student is enrolled in a School that receives a discount under Chapter 19 in respect of Recognised Uniformed Youth Organisation units, the discount to the School does not reduce the support to which the Girl Student is entitled under this chapter.

16.8 Confidentiality and Dignity

16.8.1 The receipt of support under this chapter is confidential to the Girl Student, her parent or guardian, and the School. The School must not disclose, in any public manner, the identity of a Girl Student receiving support under this chapter, whether by name, class, or any other identifier.

16.8.2 Where the School publishes information about the availability of girl-child support, it must do so in general terms, without identifying any individual recipient.

16.8.3 Stipend payments must be made in a manner that does not single out the Girl Student in front of her peers. Where a School is involved in any physical distribution of items, it must do so in a dignified manner, ordinarily outside classroom hours.

16.8.4 Any breach of the confidentiality requirements in this section is a Major Finding under Chapter 28, and may be escalated to Critical where the breach is deliberate.

16.9 Data and Reporting

16.9.1 The School must maintain, in the Portal, a record of every Girl Student enrolled, indicating the support option elected and the payments or items received.

16.9.2 The record under Section 16.9.1 is subject to the confidentiality provisions of Section 16.8 and the data protection provisions of Chapter 24.

16.9.3 WEQSC publishes annual statistics on the number of Girl Students supported, the aggregate value of support provided, and the distribution of elections between Option A and Option B. The statistics are anonymised.

16.9.4 Where a Girl Student is at risk of being withdrawn from school under Section 13.9.3, the School must record the risk and the action taken under that section.

16.10.1 A Breach of any provision of this chapter is subject to the audit regime in Chapter 28 and, where applicable, to the suspension and termination regime in Chapter 29.

16.10.2 The following are classified as indicated:

Breach	Classification
Charging a Girl Student any WEQSC or WISE fee	Critical
Requiring a Girl Student to prove need or eligibility for the exemption	Major
Influencing or attempting to influence a Girl Student's election	Major
Disclosing the identity of a Girl Student receiving support	Major (Critical if deliberate)
Failure to record a Girl Student's election or support received	Minor (Major if repeated)
Failing to deliver a bundle item to the Girl Student	Major
Failing to cooperate in verifying enrolment for stipend disbursement	Minor

16.10.3 Where a Critical Breach under this chapter involves the collection of an unauthorised fee from a Girl Student, WEQSC may require the School to refund the amount collected with interest, in addition to any other consequence.

16.10.4 Nothing in this chapter displaces the School's right of appeal under Chapter 35.

FURTHER RESOURCES

- Girl-child support overview — wise.weqsc.org/girl-child
- Election form — wise.weqsc.org/forms/girl-child-election
- Bundle item catalogue — wise.weqsc.org/girl-child/bundle
- Confidentiality guidelines for Schools — wise.weqsc.org/girl-child/confidentiality
- Statistics — wise.weqsc.org/reports/girl-child

Student Incentive Program — Bonus Marks

WEQSC recognises achievement beyond the classroom. A student who represents their school, district, state, or country in sports, NCC, Scouts & Guides, or co-curricular activity receives Bonus Marks added to their Class 10 or Class 12 examination score. The tier of representation determines the percentage of Bonus Marks awarded. National representation also carries the Elite Support Tier under Chapter 18. This chapter sets out the tiers, the stacking rules, the verification requirements, and the consequences of fraud.

17.1 General Principle

17.1.1 Bonus Marks are additional marks awarded to a student's final score in a Class 10 or Class 12 WISE Examination, in recognition of representation in sport, uniformed organisations, or co-curricular activity, at a level specified in this chapter.

17.1.2 Bonus Marks are added to the aggregate score, not to individual subject scores. The final percentage stated on the credential reflects the aggregate score after the addition of Bonus Marks.

17.1.3 Bonus Marks are awarded only in Class 10 and Class 12. They are not awarded in any other class.

17.1.4 Bonus Marks are awarded on the basis of documented representation. Documentation requirements are set out in Section 17.6. A claim that cannot be supported by the required documentation is not admissible.

17.1.5 Bonus Marks are personal to the student. They are not transferable, assignable, or exchangeable for cash or any other benefit.

17.2 Bonus Marks Tiers

17.2.1 Bonus Marks are awarded at the following rates, according to the level at which the student represented:

		Bonus Marks	
School Level	Sports (any recognised sport, M/F)	+10%	—
	NCC — enrolment and participation	+10%	—
	Scouts & Guides — membership and participation	+10%	—
District Level	Sports — district competition	+10%	—
	Co-curricular activity — district competition	+10%	—
State Level	Sports or co-curricular activity — state competition	+20%	—
National Level	Sports, co-curricular, or academic representation of the country	+50%	Elite Support Tier (Chapter 18)

17.2.2 A "recognised sport" for the purposes of this chapter is a sport recognised by the competent national sports authority in the School's jurisdiction, or by any international sports federation recognised by the International Olympic Committee.

17.2.3 "Co-curricular activity" for the purposes of this chapter includes, but is not limited to: debate, public speaking, drama, music, dance, visual arts, science olympiad, mathematics olympiad, and academic quiz.

17.2.4 "Recognised Uniformed Youth Organisation" carries the meaning given in the Definitions Register. The Schedule of Recognised Uniformed Youth Organisations, maintained by WEQSC as Appendix W, lists the organisations currently recognised for the purposes of this chapter. A School may apply to WEQSC for the addition of a national organisation to the Schedule; applications are decided by WEQSC on the basis of the criteria in the definition.

17.3 Computation of Bonus Marks

17.3.1 Bonus Marks are calculated as a percentage of the student's aggregate examination score — that is, the score out of the maximum aggregate mark for all subjects combined, before the addition of any Bonus Marks.

17.3.2 Worked example. A Class 12 student has an aggregate examination score of 400 out of a maximum aggregate of 500. The student represented the state in athletics. The Bonus Marks rate is 20 per cent. Bonus Marks = $400 \times 0.20 = 80$. Final score = $400 + 80 = 480$ out of 500. Final percentage = 96 per cent.

17.3.3 The final score after Bonus Marks is capped at the maximum aggregate mark. A student cannot exceed 100 per cent by addition of Bonus Marks.

17.3.5 Bonus Marks do not affect the grade awarded in any individual subject. They affect only the aggregate and the final percentage.

17.3.6 The credential issued to the student records the aggregate score before Bonus Marks, the Bonus Marks applied, and the final score. Each component is separately identified, so that any reader can see both the raw achievement and the bonus.

17.4 Stacking of Bonus Marks

17.4.1 Bonus Marks from different categories stack additively, subject to the rules in this section.

17.4.2 The following categories are each eligible to contribute Bonus Marks independently:

- Sports representation;
- Recognised Uniformed Youth Organisation membership and participation;
- Co-curricular activity representation.

17.4.3 Where a student has multiple representations within a single category — for example, representation in two sports at state level — only the highest rate within that category applies. Multiple representations within the same category do not stack with each other.

17.4.4 Where a student has representation across multiple categories, the highest rate from each category is added. For example, a student who represents the state in athletics (+20%), holds NCC membership (+10%), and holds Scouts & Guides membership (+10%) receives a total of +40%.

17.4.5 National Level representation (+50%) does not stack with any other category. Where a student qualifies for National Level Bonus Marks, the rate of +50% applies and no further Bonus Marks are added, irrespective of other representations the student may hold.

17.4.6 The maximum total Bonus Marks under this chapter, other than for National Level representation, is +40%.

17.4.7 Bonus Marks under this chapter are independent of Bonus Marks that may be conferred by the Local Education Authority under any national scheme. Where a student is entitled to both, the WEQSC Bonus Marks and the national Bonus Marks are applied sequentially, subject to the total not exceeding the maximum aggregate mark.

17.5 Application of Bonus Marks to the Final Score

17.5.1 Bonus Marks are calculated and applied by WEQSC, not by the School. The School's function is to submit a Bonus Marks claim under Section 17.6. WEQSC verifies the claim and applies the Bonus Marks.

and the Bonus Marks may be applied only on a subsequent re-issue of the credential, if the claim is subsequently verified.

17.5.3 A claim that is verified by WEQSC is reflected in the aggregate score. A claim that is not verified is not reflected, and the School and student are so notified with reasons.

17.5.4 A student may not submit a Bonus Marks claim directly. All claims are submitted by the School. Where a student believes that a claim has not been submitted on their behalf, they may report the matter to WEQSC under Chapter 35.

17.6 Documentation Requirements

17.6.1 Every Bonus Marks claim must be supported by documentation proportionate to the tier of the claim. The following documents are required:

Tier	Required Documentation
School Level	Certificate or letter from the School, signed by the Senior Officer, stating the student's name, the activity, the period of participation, and the level of participation. Where the activity is NCC or Scouts & Guides, the enrolment number and the name of the unit are also required.
District Level	Certificate or letter from the district-level organising body or authority, stating the student's name, the event, the date, the level of participation (participant, runner-up, winner), and the authority's official seal or reference number.
State Level	Certificate or letter from the state-level organising body or authority, with the official seal or reference number, stating the same particulars as for District Level.
National Level	Certificate or letter from the national organising body or authority, or from the competent national sports or education authority, with the official seal or reference number. Where the representation is international, the certificate or letter from the international organising body or the national authority that nominated the student.

17.6.2 All documents must be provided in PDF format through the Portal. Where the document is in a language other than English, a certified English translation must be provided.

17.6.3 The document must be genuine. A document that is forged, altered, or obtained by misrepresentation is subject to the fraud provisions in Section 17.9.

17.6.4 WEQSC may require the School to produce the original document for inspection. Where the School cannot produce the original, WEQSC may verify the document directly with the issuing authority.

17.7 Verification by WEQSC

17.7.1 WEQSC verifies every Bonus Marks claim at State and National Level directly with the issuing authority. Claims at School and District Level are verified by sample and by reference to the School's records.

17.7.2 Verification ordinarily takes not more than thirty days from submission. The outcome of verification is communicated to the School through the Portal.

17.7.3 Where verification is not possible — for example, because the issuing authority cannot be reached, or because the document's genuineness cannot be confirmed — WEQSC may refuse the claim. The refusal is subject to appeal under Chapter 35.

17.7.4 Where verification reveals a pattern of unsupported claims from a School — whether negligent or deliberate — WEQSC may conduct an enhanced review of the School's Bonus Marks claims for the current and preceding two Academic Sessions.

17.8 Coordination with Other Provisions

17.8.1 Bonus Marks under this chapter are available to every student, regardless of gender, class, stream, or receipt of any scholarship or support under Part IV.

17.8.2 A student who receives the Elite Support Tier under Chapter 18 receives National Level Bonus Marks under this chapter. The two provisions operate together and are not alternatives.

17.8.3 Bonus Marks do not substitute for attendance. A student who is ineligible to sit the WISE Examination under Chapter 13 may not sit the examination, irrespective of any Bonus Marks claim.

17.8.4 Bonus Marks do not affect the issue of a credential where the student has otherwise satisfied the requirements for the credential. They affect the score stated on the credential.

17.9 Fraud and Misrepresentation

17.9.1 A Bonus Marks claim that is supported by a forged, altered, or fraudulently obtained document is a Critical Breach.

17.9.2 Where WEQSC determines that a Bonus Marks claim is fraudulent, WEQSC will:

- Reject the claim;

- Notify the parent or guardian of the student, where the student is a minor;
- Classify the Breach and apply the audit and sanction regime in Chapters 28 and 29; and
- Where the conduct is deliberate and serious, refer the matter to the appropriate authorities in the jurisdiction for investigation as a criminal matter.

17.9.3 Where the student or the student's parent or guardian has participated in the fraud, the student may be additionally subject to the sanction regime in Chapter 35 relating to Examination Irregularities, including cancellation of the affected examination result.

17.9.4 A student who did not participate in the fraud, but who benefited from it unknowingly, is not personally sanctioned. The Bonus Marks are nonetheless removed, and the credential is corrected.

17.9.5 A School that submits a fraudulent Bonus Marks claim, whether directly or through the conduct of any person acting on its behalf, commits a Critical Breach and may be subject to Suspension or Termination under Chapter 29.

17.10 Breach — Consequences

17.10.1 A Breach of any provision of this chapter is subject to the audit regime in Chapter 28 and, where applicable, to the suspension and termination regime in Chapter 29.

17.10.2 The following are classified as indicated:

Breach	Classification
Submitting a fraudulent Bonus Marks claim	Critical
Failing to submit a Bonus Marks claim for an eligible student	Major (Minor if isolated and promptly remedied)
Submitting a Bonus Marks claim supported by a document of unverifiable origin	Major
Failing to retain documentation in support of a Bonus Marks claim	Minor (Major if repeated)
Influencing or attempting to influence the outcome of a Bonus Marks verification	Critical
Submitting a Bonus Marks claim after the deadline without reasonable excuse	Minor

FURTHER RESOURCES

- Bonus Marks programme overview — wise.weqsc.org/bonus-marks
- Claim submission portal — wise.weqsc.org/portal/bonus-marks
- Documentation templates — wise.weqsc.org/forms/bonus-marks
- Recognised sports and activities list — wise.weqsc.org/bonus-marks/recognised
- Verification status — wise.weqsc.org/portal/bonus-marks/status

National-Level Elite Support

A student who represents their country in sport, co-curricular activity, or academic competition has demonstrated exceptional ability and commitment. WEQSC provides such students with a comprehensive support package that goes well beyond Bonus Marks. The Elite Support Tier comprises devices, connectivity, transportation, a monthly stipend, and additional support on request. WEQSC is not merely a credentialing body; it is also a support ecosystem for students whose achievement warrants it.

18.1 General Principle

18.1.1 The Elite Support Tier is a comprehensive package of support provided to students who represent their country at national or international level. It is awarded in recognition of exceptional achievement, and to ensure that the practical circumstances of such students do not become a barrier to their continued development.

18.1.2 The Elite Support Tier is awarded in addition to National Level Bonus Marks under Chapter 17. It is not an alternative to those Bonus Marks.

18.1.3 The support provided under this chapter is discretionary as to its composition. WEQSC determines the specific items, amounts, and duration of support for each recipient, in accordance with the eligibility bands and framework provisions in this chapter.

18.1.4 Nothing in this chapter displaces the requirement that the recipient continue to satisfy the attendance requirement under Chapter 13, the examination rules, and the general obligations of a student under this Framework.

18.2 Eligibility

18.2.1 A student is eligible for the Elite Support Tier where the student represents their country in one or more of the following:

- **International sport:** Competition at the Olympic Games, Paralympic Games, Asian Games, Commonwealth Games, World Championships, or comparable international competition, having been selected through the competent national authority;
- **National sport leading to international selection:** Representation at a national-level sports competition where selection to an international event is at stake, subject to confirmation by the competent national sports authority;

- **National academic competition:** Representation in a nationally recognised academic competition or olympiad, including but not limited to science olympiad, mathematics olympiad, or equivalent academic competition organised by a recognised national body.

18.2.2 Eligibility for the Elite Support Tier is determined by WEQSC on application by the School, supported by the documentation specified in Section 17.6 for National Level claims.

18.2.3 A student may apply for the Elite Support Tier at any time during the Academic Session. The application is submitted by the School through the Portal.

18.2.4 A student who qualifies for the Elite Support Tier in one Academic Session is not required to reapply in subsequent Academic Sessions, provided the student remains enrolled in an affiliated class and continues to satisfy the eligibility criterion of representing their country.

18.3 The Support Package

18.3.1 The Elite Support Tier comprises the following components:

- Technology and device provision;
- Connectivity and internet access;
- Transportation support;
- A monthly stipend;
- Additional support on request, at WEQSC's discretion.

18.3.2 The specific composition of the package is determined by WEQSC for each recipient, in accordance with the provisions of Sections 18.4 through 18.8.

18.4 Technology and Devices

18.4.1 A recipient of the Elite Support Tier is entitled to receive a package of technology devices, comprising one or more of the following:

		value (USD)
Laptop or Desktop	High-performance device suitable for study, training analysis, or competition preparation; may be a gaming laptop or workstation where appropriate	up to 1,000
Smartphone	Current-generation flagship device, or entry-level device where the student's circumstances warrant	up to 600
Tablet or iPad	For study, content consumption, and competition preparation	up to 400
E-Reader (Kindle or equivalent)	For reading digital textbooks and literature	up to 200

18.4.2 WEQSC determines which devices are provided to a given recipient, having regard to the student's activity, the requirements of that activity, and the student's existing provision.

18.4.3 Devices provided under this section become the property of the student. They are not the property of the School and are not returned to WEQSC.

18.4.4 Where a device is lost, stolen, or irreparably damaged through no fault of the student, the student may apply for a replacement. Replacement is at WEQSC's discretion, having regard to the circumstances.

18.4.5 Devices are delivered by WEQSC to the School, which delivers them to the student. The School must confirm delivery in the Portal within thirty days of receipt.

18.5 Connectivity and Internet Access

18.5.1 A recipient of the Elite Support Tier is entitled to a connectivity support package, ordinarily provided as a prepaid data plan or an internet card, sufficient for the student's study, training, and communication needs.

18.5.2 The connectivity support is ordinarily provided as a recurring monthly provision, and remains in effect until the student completes Class 12, or until the student ceases to be enrolled in an affiliated class, whichever is earlier.

18.5.3 The provision of connectivity support is subject to the availability of suitable service in the student's location. Where connectivity support cannot be provided effectively, WEQSC may substitute an equivalent benefit.

18.5.4 Connectivity support under this section is personal to the student and may not be transferred, sold, or shared.

18.6.1 Where the student's circumstances warrant, a recipient of the Elite Support Tier is entitled to transportation support, ordinarily provided in the form of an electric scooter or equivalent low-cost personal transport.

18.6.2 The provision of transportation support is determined by WEQSC, having regard to:

- The distance between the student's residence and the School or training facility;
- The availability of alternative transport;
- The safety of the route; and
- Any legal restriction in the jurisdiction on the operation of the proposed vehicle by a person of the student's age.

18.6.3 Where the student is below the legal age for the operation of a motorised scooter in the jurisdiction, WEQSC may substitute a bicycle, a public transport allowance, or another transport solution.

18.6.4 A vehicle provided under this section becomes the property of the student or, where the student is a minor, of the student's parent or guardian.

18.7 Monthly Stipend

18.7.1 A recipient of the Elite Support Tier is entitled to a monthly stipend, paid during the Academic Session.

18.7.2 The stipend amount is between USD 100 and USD 200 per month, determined by WEQSC on the basis of:

- The tier of competition in which the student is engaged;
- The cost of training, equipment, or travel associated with the student's activity in the jurisdiction;
- The student's class and the resources reasonably required to sustain both the activity and academic study.

18.7.3 The stipend is ordinarily paid over the duration of the student's enrolment in Classes 10 and 12, and in the intervening years where the student's activity continues. The maximum duration of stipend support is four years.

18.7.4 The stipend is paid directly to the student, or, where the student is a minor, to a designated parent or guardian account. The School must confirm the student's continuing enrolment and activity to WEQSC on request.

18.7.5 The stipend may be used for any purpose connected with the student's activity or education, including coaching, training, equipment, travel, nutrition, or academic support.

18.8 Additional Support on Request

18.8.1 A recipient of the Elite Support Tier may request additional support beyond the components set out in Sections 18.4 through 18.7.

- Coaching sessions with expert trainers or specialist instructors;
- Travel support to national or international competitions;
- Medical, physiotherapy, or sports-science support;
- Specialised equipment for the student's activity;
- Mental performance coaching or psychological support;
- Academic tutoring where the student's activity interferes with classroom study; and
- Any other support that WEQSC considers, in its discretion, to be beneficial to the student's development.

18.8.3 A request under this section is submitted by the School through the Portal, in the form specified by WEQSC. The request must state the support sought, the reason for it, and the anticipated benefit to the student.

18.8.4 WEQSC evaluates requests under this section within thirty days of submission. The evaluation is holistic and may consider, without limitation, the student's performance, the alignment of the requested support with the student's activity, and the availability of the requested support in the student's jurisdiction.

18.8.5 WEQSC's decision on a request under this section is discretionary. A decision to refuse a request does not affect the student's entitlement to the components under Sections 18.4 through 18.7.

18.8.6 Nothing in this section obliges WEQSC to grant any particular request. WEQSC's decisions under this section are subject to the School's and the student's right of appeal under Chapter 35, but only on grounds of material error, procedural unfairness, or failure to consider the request.

18.9 Coordination with Other Support

18.9.1 A recipient of the Elite Support Tier who is a Girl Student receives the girl-child support under Chapter 16 in addition to the Elite Support Tier. The two programmes serve different purposes and are not offset against each other.

18.9.2 A recipient of the Elite Support Tier who is a Scholarship Recipient under Chapter 15 receives the Elite Support Tier in addition to the scholarship. The two are not offset against each other.

18.9.3 Where the same item is provided under both the Elite Support Tier and the girl-child support under Chapter 16 — for example, a laptop — WEQSC may consolidate the provision so that a single item of better specification is provided, rather than two items of lesser specification.

18.10 Termination and Continuity

18.10.1 Elite Support Tier provision continues for so long as the student remains enrolled in an affiliated class, satisfies the attendance requirement under Chapter 13, and continues to represent their country in the activity for which the support was awarded.

items already provided remain the student's property, and any stipend already paid is not recoverable.

18.10.3 Where the student's attendance falls below the seventy per cent threshold without an exemption under Section 13.5, support under this chapter is suspended until attendance is restored or the Academic Session closes, whichever is earlier.

18.10.4 Where a student who is receiving Elite Support transfers to another Affiliated School, the support continues, subject to the new School's cooperation in confirming the student's enrolment and activity.

18.10.5 Where a student is found to have committed an Examination Irregularity under Chapter 35, support under this chapter may be suspended or terminated in accordance with the sanction imposed under that chapter.

18.11 Confidentiality

18.11.1 The fact that a student is a recipient of the Elite Support Tier may be disclosed by the student, the parent, or the School, but is not required to be disclosed. The School must not publicly identify any student as a recipient without the student's or the parent's written consent.

18.11.2 Where WEQSC publishes information about the Elite Support Tier, it does so in anonymised or aggregated form, unless the student or the parent has consented to the use of the student's name.

18.11.3 Where a student or parent consents to the use of the student's name in association with the Elite Support Tier, WEQSC may publicise the student's achievement, and the student may benefit from the recognition.

18.12 Breach — Consequences

18.12.1 A Breach of any provision of this chapter is subject to the audit regime in Chapter 28 and, where applicable, to the suspension and termination regime in Chapter 29.

18.12.2 The following are classified as indicated:

Submitting a fraudulent Elite Support Tier application	Critical
Failing to deliver to the student an item provided by WEQSC	Major
Publicly identifying a student as an Elite Support recipient without consent	Major
Failing to confirm delivery or enrolment to WEQSC when required	Minor (Major if repeated)
Influencing or attempting to influence the outcome of an Elite Support Tier application	Critical

18.12.3 Nothing in this chapter displaces the School's or the student's right of appeal under Chapter 35.

FURTHER RESOURCES

- Elite Support Tier overview — wise.weqsc.org/elite
- Application form — wise.weqsc.org/forms/elite-support
- Device catalogue — wise.weqsc.org/elite/devices
- Additional support request form — wise.weqsc.org/forms/elite-additional
- Recognition and consent — wise.weqsc.org/elite/consent

CHAPTER 19

School Incentives

WEQSC recognises Schools that contribute to the broader educational ecosystem — through participation in uniformed organisations, through sustained compliance, or through service to disadvantaged communities. This chapter sets out the discounts, grants, and awards available to Schools, the conditions attached to each, and the process by which they are applied for and granted.

19.1 General Principle

19.1.1 The incentives set out in this chapter are available to Affiliated Schools on the terms specified. They are not automatic unless so stated, and they operate only in respect of the affiliation fees and other amounts specified.

19.1.2 Where a School qualifies for more than one incentive, the incentives apply cumulatively unless the contrary is stated in this chapter. They do not, however, reduce any amount payable by WEQSC to a third party.

19.1.3 WEQSC may add, amend, or withdraw an incentive by amendment to this Framework, under the amendment procedure in the Document Control section.

19.2 NCC and Scouts & Guides Discount

19.2.1 A School that maintains an active unit of NCC and an active unit of Scouts & Guides, both meeting the requirements of Section 19.2.2, is entitled to a discount of ten per cent on each of the following:

- The Five-Year Upfront Affiliation Fee under Section 14.2.1;
- The Annual Affiliation Fee under Section 14.2.1.

19.2.2 A unit is "active" for the purposes of this section where:

- The unit is officially enrolled with the competent authority in the jurisdiction;
- The unit has not fewer than fifteen student members enrolled in the current Academic Session;
- The unit conducts not fewer than twelve meetings or activities per Academic Session;
- The unit is supervised by a teacher or officer with the qualification or certification required by the competent authority; and

19.2.3 The discount is applied automatically upon the School demonstrating that the conditions in Section 19.2.2 are satisfied. The School must provide documentary evidence of the enrolment of each unit and of the unit's activity in the preceding Academic Session.

19.2.4 The discount is applied at the time of invoicing. Where the School qualifies for the discount mid-cycle — for example, because it establishes a unit during the cycle — the discount is applied from the next Annual Affiliation Fee invoice onwards.

19.2.5 Where a School ceases to maintain either unit in an active state, the discount ceases to apply from the next Annual Affiliation Fee invoice onwards.

19.2.6 The discount under this section is separate from the Bonus Marks available to students under Chapter 17. A student whose School receives the discount is entitled to Bonus Marks on the same basis as any other student.

19.3 Performance-Based Renewal Discount

19.3.1 A School that completes an Affiliation Cycle with a perfect compliance record is entitled to a discount of five per cent on the Five-Year Upfront Affiliation Fee payable at the next Renewal.

19.3.2 A "perfect compliance record" for the purposes of this section means that, in respect of the Affiliation Cycle just completed:

- The School has not been subject to a Critical or Major Finding at any annual audit under Chapter 28;
- The School has paid all fees due to WEQSC on or before the due date, or within any extension granted under Section 14.8.3;
- The School has met the data quality standard of one hundred per cent in the annual data audit under Chapter 28;
- The School has not been subject to any Suspension or Provisional Affiliation; and
- The School has not submitted any fraudulent Bonus Marks claim, Elite Support Tier application, or scholarship claim during the cycle.

19.3.3 The discount is applied automatically upon Renewal, on the basis of WEQSC's own records. The School is not required to apply for it.

19.3.4 The discount is not lost by reason of a Minor Finding at audit, provided the finding is remedied within the remediation period specified.

19.3.5 The discount under this section may be combined with the discount under Section 19.2.

19.4.1 WEQSC operates a grant programme for the provision of technology infrastructure in qualifying Schools. Grants are awarded to assist Schools in low-income regions or serving disadvantaged communities to establish or improve the technology required for the delivery of the WISE programme.

19.4.2 A School is eligible for a grant under this section where it satisfies all of the following:

- The School's annual revenue is less than USD 50,000, as verified by its most recent audited financial statements;
- The School's enrolled student population is fewer than five hundred;
- The School is located in a low-income region, as classified by WEQSC;
- The School has not received a technology grant under this section in the current Affiliation Cycle; and
- The School undertakes to maintain any equipment acquired with the grant for a minimum of five years.

19.4.3 The grant amount is up to fifty per cent of the approved equipment cost, subject to a maximum of USD 5,000 per School per Affiliation Cycle.

19.4.4 Eligible equipment under this section includes: computers and laptops for student use; networking equipment; printers and scanners; projectors and display equipment; and other equipment reasonably required for the delivery of the WISE programme.

19.4.5 An application under this section is submitted by the School through the Portal, and must be accompanied by:

- The School's most recent audited financial statements;
- A statement of the School's technology needs and the intended use of the equipment;
- A specification and cost estimate for the equipment proposed; and
- A plan for the maintenance and use of the equipment over a minimum of five years.

19.4.6 WEQSC evaluates applications under this section within sixty days of submission. Grants are awarded on the basis of demonstrated need, the likely impact on the delivery of the WISE programme, and the availability of grant funding.

19.4.7 A grant is disbursed to the School after the equipment has been purchased and the invoice has been submitted to WEQSC, or on such other basis as WEQSC may specify in the grant award letter.

19.4.8 A School that receives a grant under this section must submit an annual usage report to WEQSC for five years following the award, describing the use and condition of the equipment.

19.4.9 Where a School disposes of equipment acquired with a grant within five years of the award, or fails to submit an annual usage report, WEQSC may require repayment of the grant in whole or in part.

19.5.1 WEQSC awards up to ten Teaching Excellence Fellowships annually, providing support for teachers to attend an international education conference or comparable professional development opportunity.

19.5.2 A teacher is eligible for a Fellowship where:

- The teacher has been employed by an Affiliated School for not fewer than three years;
- The teacher has demonstrated innovation in teaching, evidenced by the nomination of the School's Senior Officer; and
- The teacher has not received a Fellowship in the preceding five years.

19.5.3 A Fellowship provides:

- International airfare, economy class, to a maximum of USD 1,500;
- Accommodation for not more than four nights, to a maximum of USD 100 per night;
- Conference registration, to a maximum of USD 500.

19.5.4 Nominations are made by the School's Senior Officer through the Portal, ordinarily before 30 April each year. WEQSC announces the recipients of Fellowships by 30 June.

19.5.5 A Fellow must, within sixty days of attending the event, submit a written report to WEQSC describing the learning and its application to the Fellow's teaching. A Fellow must also present at the next WEQSC annual conference, ordinarily held in September.

19.5.6 Where a Fellow fails to submit the report or to present at the conference without reasonable excuse, WEQSC may require repayment of the Fellowship in whole or in part.

19.6 Recognition Awards

19.6.1 WEQSC confers recognition awards on Schools that have demonstrated exceptional performance, innovation, or service in a given year. Recognition awards are honorary and do not carry cash prizes.

19.6.2 The recognition awards are:

WEQSC Excellence in Education Award	Awarded to a School with a pass rate exceeding ninety-five per cent in WISE Examinations, zero Critical or Major Findings at audit, and a perfect compliance record for the Affiliation Cycle.
WEQSC Innovation Champion	Awarded to a School that has introduced novel pedagogy, technology, or assessment practice to the benefit of its students, as evidenced by documented outcomes.
WEQSC Sustainability Leader	Awarded to a School that has implemented environmental sustainability practices in its operations, curriculum, or community engagement.
WEQSC Equity Champion	Awarded to a School that has demonstrated exceptional commitment to gender equity, inclusion of students with disabilities, or service to disadvantaged communities.

19.6.3 Awards are conferred annually at the WEQSC conference in September, following evaluation by the Awards Committee.

19.6.4 A recipient of an award may:

- Display the award logo on its premises, website, and prospectus;
- Refer to the award in its communications, provided the year of award is stated and the award is not represented as extending to any programme or activity of the School beyond that which the award addressed; and
- Use the award in teacher recruitment and professional development communications.

19.6.5 An award is valid for the year in which it is conferred and for the following Academic Session. It may not be represented as current beyond that period.

19.7 Bulk Enrolment Discount

19.7.1 Where a School enrolls three hundred or more students in the WISE programme in a given Academic Session, it is entitled to a discount of two per cent on the aggregate Student Examination Fees payable for that session.

19.7.2 The discount is calculated on the aggregate amount payable after the application of any exemption under Chapter 16 and any scholarship under Chapter 15.

19.7.3 The discount is applied automatically upon invoicing. The School is not required to apply for it.

19.7.4 The discount is not available where the aggregate Student Examination Fees payable for the session are less than USD 1,000 after the application of exemptions and scholarships.

19.8.1 Applications for incentives under this chapter are made through the Portal, using the form specified for each incentive. Applications are ordinarily accepted at any time, except where a specific deadline is specified.

19.8.2 Every application must be accompanied by the documentation specified in the relevant section of this chapter, and any further documentation reasonably required by WEQSC to evaluate the application.

19.8.3 WEQSC may, in its discretion, request clarifications, conduct site visits, or seek independent verification of any document or representation in an application.

19.8.4 A grant or award under this chapter is personal to the School to which it is granted. It may not be transferred to another School, and it does not survive the termination or non-renewal of the School's affiliation, save where WEQSC determines otherwise in the grant or award letter.

19.9 Breach — Consequences

19.9.1 A Breach of any provision of this chapter is subject to the audit regime in Chapter 28 and, where applicable, to the suspension and termination regime in Chapter 29.

19.9.2 The following are classified as indicated:

Breach	Classification
Fraudulently claiming an incentive under this chapter	Critical
Misrepresenting the state of an NCC or Scouts & Guides unit to obtain the discount	Critical
Disposing of grant-funded equipment within five years without WEQSC approval	Major
Failing to submit an annual usage report for a technology grant	Minor (Major if repeated)
Representing an expired award as current	Minor
Failing to submit a Fellow's report or to present at the annual conference	Minor (Major if repeated)

19.9.3 Where a Critical Breach under this chapter involves the receipt of a discount or grant to which the School was not entitled, WEQSC may require repayment of the amount together with interest, in addition to any other consequence.

19.9.4 Nothing in this chapter displaces the School's right of appeal under Chapter 35.

- Incentives overview — wise.weqsc.org/incentives
- NCC and Scouts & Guides discount application — wise.weqsc.org/forms/ncc-sg-discount
- Technology grant application — wise.weqsc.org/forms/tech-grant
- Fellowship nomination — wise.weqsc.org/forms/fellowship
- Recognition awards — wise.weqsc.org/awards

CHAPTER 20

Payment Terms and Financial Transparency

This chapter sets out the payment mechanisms, billing cycles, invoicing procedures, and financial reporting requirements that govern the relationship between Schools and WEQSC. It also sets out WEQSC's own financial disclosure obligations, on the principle that a body that requires transparency of its Schools must be transparent itself.

20.1 General Principle

20.1.1 All financial dealings between a School and WEQSC are conducted transparently, in accordance with this Framework, and in a manner that permits both parties to reconcile their records.

20.1.2 WEQSC does not accept, and does not permit, any payment in cash. All payments are made through traceable channels.

20.1.3 The confidentiality provisions of Section 11.7.3 apply to the School's affiliation fee arrangements with WEQSC. Nothing in this chapter requires the School to disclose the amount of its affiliation fees to any third party.

20.2 Payment Methods

20.2.1 WEQSC accepts payment by:

- International bank transfer (SWIFT);
- Credit or debit card through the secure payment facility in the Portal; and
- Any other method notified by WEQSC through the Portal.

20.2.2 A processing fee of two per cent applies to payments by credit or debit card. No processing fee applies to payments by bank transfer.

20.2.3 All bank charges, transfer fees, and currency conversion costs are borne by the payer. The amount received by WEQSC must equal the amount invoiced.

20.2.4 A payment is deemed received on the date on which cleared funds are credited to WEQSC's account, not on the date on which the transfer was initiated.

20.3.1 Fees may be paid in United States Dollars (USD), Euros (EUR), or Indian Rupees (INR).

20.3.2 Where a fee is paid in a currency other than USD, the conversion is calculated at the rate published by the Swiss National Bank on the date of payment. The rate is locked for the transaction at the time of payment.

20.3.3 Where a payment is made in a currency other than that in which the invoice is denominated, and the amount received is less than the amount invoiced by reason of currency fluctuation or transfer charges, the shortfall is treated as an unpaid amount and is subject to Section 14.8.

20.3.4 A School may request that invoices be denominated in a currency other than USD. WEQSC will ordinarily accommodate such a request where the School's jurisdiction does not permit or does not facilitate payment in USD.

20.4 Billing Cycles

20.4.1 The Annual Affiliation Fee is billed annually, on or before each anniversary of the Effective Date.

20.4.2 The Student Examination Fee is billed once per Academic Session, on the basis of the examination registration submitted by the School through the Portal, ordinarily not less than thirty days before the examination date.

20.4.3 A School may apply to pay the Annual Affiliation Fee in two half-yearly instalments, or in four quarterly instalments, subject to a small administration fee for quarterly instalments, as notified by WEQSC.

20.4.4 An application for instalment payment must be made before the due date of the first instalment. Where granted, the instalment arrangement applies only to the invoice in respect of which it was made, and does not carry forward automatically to subsequent invoices.

20.4.5 Where an instalment arrangement is in place and a School fails to pay an instalment on its due date, the whole of the outstanding amount becomes immediately payable, and Section 14.8 applies to the whole amount from that date.

20.5 Invoicing

20.5.1 WEQSC issues invoices through the Portal. A copy is sent by email to the Senior Officer and to the Principal Portal User.

20.5.2 An invoice states: the fee to which it relates; the period covered; the amount in USD; the amount in any other currency if applicable; the due date; the payment methods available; and the reference number of the invoice.

20.5.3 Where an invoice relates to the Student Examination Fee, it identifies, in aggregate, the number of students in each class for which the fee is payable, and the total amount payable after the application of exemptions under

20.5.4 An invoice is deemed received on the date it is made available in the Portal. A School that does not access the Portal is not thereby excused from the due date.

20.5.5 Where a School disputes an invoice in whole or in part, it must notify WEQSC within fourteen days of the invoice date, giving reasons. The undisputed portion remains payable on the due date.

20.5.6 WEQSC resolves an invoice dispute within thirty days of receiving notice of it, and issues a corrected invoice where appropriate.

20.6 Receipts and Reconciliation

20.6.1 WEQSC issues a receipt for each payment received, within two business days of the payment being credited to its account. The receipt is issued through the Portal and is accessible to the School at all times.

20.6.2 WEQSC issues an annual reconciliation statement to each Affiliated School, ordinarily in January, showing all amounts invoiced, all payments received, and the net balance.

20.6.3 A School must reconcile its own records with the WEQSC annual reconciliation statement and notify WEQSC of any discrepancy within thirty days of receiving the statement.

20.6.4 A School's failure to notify a discrepancy within the period specified does not prevent it from raising the discrepancy later, but WEQSC will not be liable to account for the discrepancy in a subsequent Academic Session unless the failure to notify was for good reason.

20.7 Refunds

20.7.1 Fees paid to WEQSC are non-refundable, save as specified in Sections 20.7.2 and 20.7.3.

20.7.2 A refund is made where a School has made an overpayment, whether by reason of an error in invoicing, a currency adjustment, or any other cause. The refund is made within thirty days of the overpayment being identified.

20.7.3 A refund is made where WEQSC is unable to issue an Affiliation Certificate for reasons within its own control, as provided in Section 7.8.4.

20.7.4 A refund is not made in respect of:

- The Five-Year Upfront Affiliation Fee upon termination, suspension, or voluntary withdrawal of affiliation during the cycle;
- The Annual Affiliation Fee for a period during which affiliation subsists, whether or not the School makes full use of the affiliation;

- Any other fee where the service to which the fee relates has been provided.

20.7.5 Where a Student Examination Fee has been paid and the student is subsequently found to be exempt under Chapter 15 or Chapter 16, the fee is refunded in full, or credited against future fees, at the School's election.

20.8 WEQSC Financial Disclosure

20.8.1 WEQSC publishes an annual financial report, audited by an independent firm, on its website. The report is published within six months of the end of WEQSC's financial year.

20.8.2 The financial report includes: total revenue; total expenditure; allocation of expenditure by category; surplus or deficit for the year; and the balance of reserves at the end of the year.

20.8.3 WEQSC publishes, in addition to the financial report, an annual statement of the allocation of revenue by programme, showing:

Allocation Category	Indicative Share	Purpose
Operations and administration	~25%	Staff, office, utilities, general administration
Portal and technology	~20%	Portal hosting, security, maintenance, updates
Examination and credentialing	~20%	Question paper design, credential infrastructure, verification system
Quality assurance and audits	~15%	Annual audits, data quality checks, compliance verification
Professional development and training	~10%	Teacher workshops, onboarding, curriculum development
Scholarships and student support	~10%	Girl-child support, elite support, scholarships, merit awards

20.8.4 The indicative shares in Section 20.8.3 are the shares applicable at the date of this Framework. They may vary from year to year within the aggregate budget approved by the WEQSC Council.

20.8.5 WEQSC's financial statements are audited annually by a firm of international standing. The audit report is published together with the financial report.

20.9 School's Right to Cost Transparency

20.9.1 A School may submit a written request to WEQSC asking how a particular fee has been applied, or how a category of expenditure has been funded.

20.9.2 WEQSC provides a written response within thirty days of the request, giving such information as can reasonably be provided without disclosing confidential commercial information, personal data, or information that would place WEQSC at a competitive disadvantage.

20.9.3 Requests under this section may be made by the School's Senior Officer or by the School's governing body. They are ordinarily submitted through the Portal, but may also be submitted by letter or email to the WEQSC Secretary.

20.9.4 WEQSC may charge a reasonable fee to cover the cost of responding to a request under this section where the request is unusually complex or voluminous. The fee is notified to the School before the response is prepared, and the School may withdraw the request if it does not wish to pay it.

20.10 Public Reporting

20.10.1 WEQSC publishes annually:

- The number of Affiliated Schools by jurisdiction and ISCED level;
- The number of students enrolled in the WISE programme, by class;
- The number of WISE Credentials issued;
- The number and aggregate value of scholarships awarded under Chapter 15;
- The number of Girl Students supported and the aggregate value of support provided under Chapter 16;
- The number of students receiving Elite Support Tier support under Chapter 18; and
- Anonymised statistics on compliance, audit findings, and remediation.

20.10.2 The public reporting under Section 20.10.1 is prepared in accordance with the data protection principles in Chapter 24, and does not identify any individual student, teacher, or School, save where the School has consented to being identified.

20.10.3 WEQSC may publish additional reports, briefings, or analyses on matters within its mandate, in such form as it considers appropriate.

20.11.1 A Breach of any provision of this chapter is subject to the audit regime in Chapter 28 and, where applicable, to the suspension and termination regime in Chapter 29.

20.11.2 The following are classified as indicated:

Breach	Classification
Submitting a fraudulent invoice dispute	Critical
Failure to notify a discrepancy in an annual reconciliation statement for three or more consecutive years	Major
Failure to reconcile records with WEQSC when requested	Minor (Major if repeated)
Failure to respond to a cost transparency request within the period specified	Minor
Requesting a cost transparency response without a reasonable basis	Minor

20.11.3 Nothing in this chapter displaces the School's right of appeal under Chapter 35.

FURTHER RESOURCES

- Payment portal — wise.weqsc.org/portal/payments
- Annual reconciliation statement — wise.weqsc.org/portal/reconciliation
- Instalment arrangement application — wise.weqsc.org/forms/instalment
- Cost transparency request — wise.weqsc.org/forms/cost-transparency
- WEQSC annual financial report — wise.weqsc.org/reports/financial
- Public reporting statistics — wise.weqsc.org/reports

PART V

Data, Technology and the Portal

The information infrastructure on which the credential system depends: the retention and storage of records, the governance of any change to those records, the operation of the Institution Management Portal, the protection of personal data, and the security standards a School must maintain.

Chapter 21 — Document and Database Management

Chapter 22 — Data Modification Governance

Chapter 23 — Institution Management Portal

Chapter 24 — Data Protection and Privacy

Chapter 25 — Cybersecurity Requirements

CHAPTER 21

Document and Database Management

Every credential issued under the WISE system is only as reliable as the record that supports it. This chapter sets out the retention periods, storage media, backup arrangements, and integrity requirements that an Affiliated School must observe in respect of the records it holds on behalf of its students and of WEQSC.

21.1 General Principle

21.1.1 Records governed by this Framework fall into two categories: **PHYSICAL RECORDS**, held in original paper or other tangible form; and **DIGITAL RECORDS**, held in electronic form on a **NON-CORRUPTIBLE MEDIUM**.

21.1.2 Physical Records are subject to a retention period of five years. Digital Records are subject to a retention period of unlimited duration. Both are subject to the modification governance rules in Chapter 22 and the data protection rules in Chapter 24.

21.1.3 Where a record exists in both physical and digital form, the Digital Record is the authoritative version. Where any discrepancy exists between the two, the Digital Record prevails, subject to the modification procedure in Chapter 22.

21.1.4 Records held on behalf of WEQSC are subject to WEQSC's oversight. Records held by the School for its own purposes, not governed by this Framework, are outside the scope of this chapter.

21.2 Categories of Records

21.2.1 The following categories of records are governed by this chapter:

Student Records	Admission forms, identity documents, enrolment details, parent contact details, contact history	Physical: 5 years. Digital: unlimited.
Academic Records	Internal Assessment marks, project submissions, practical record books, examination results, grade calculations	Physical: 5 years. Digital: unlimited.
Examination Records	Invigilator reports, seal-opening records, attendance registers, incident reports, submitted scripts (as required)	Physical: 5 years. Digital: unlimited.
Attendance Records	Daily attendance registers, monthly summaries, exemption records	Physical: 5 years. Digital: unlimited.
Welfare Records	Safeguarding records, mental health records, disability adjustment records, medical exemptions	Physical: 5 years. Digital: unlimited.
Financial Records	Fee receipts, bank statements, audit reports, invoices to and from WEQSC	Physical: 5 years. Digital: unlimited.
Governance Records	Board minutes, conflict of interest declarations, delegation records, succession plans	Physical: 5 years. Digital: unlimited.
Compliance Records	Audit reports, corrective action plans, grievance registers, branding compliance records	Physical: 5 years. Digital: unlimited.
Teacher Records	Qualification certificates, teaching register, induction records, professional development records	Physical: 5 years. Digital: unlimited.

21.2.2 A record is governed by this chapter regardless of whether it is held at the School's premises, at the School's premises under a separate arrangement, at an off-site location controlled by the School, or in the Portal.

21.3 Physical Record Retention

21.3.1 Every Physical Record must be retained for a period of five years from the date of its creation or receipt, whichever is later.

21.3.2 Where a record relates to an ongoing matter — for example, an open grievance, an unresolved audit finding, or a pending appeal — the five-year period does not begin to run until the matter is closed.

21.3.3 Where a record relates to a matter in litigation or under investigation, the record must be retained for the duration of the matter and for any period thereafter required by the applicable law or by WEQSC.

21.3.4 Physical Records must be stored in a manner that preserves their legibility, protects them from loss, damage, or unauthorised access, and permits their prompt retrieval.

the same information has been preserved in accordance with Section 21.4.

21.3.6 Where no Digital Record exists at the time of expiry of the five-year period, the Physical Record must be digitised before destruction, and the Digital Record retained indefinitely. The digitisation must be certified by a member of the School's staff and recorded in the Portal.

21.4 Digital Record Retention

21.4.1 Every Digital Record must be retained for an unlimited period. There is no time at which a Digital Record may be deleted, destroyed, or permitted to become unreadable.

21.4.2 Digital Records must be held on a **NON-CORRUPTIBLE MEDIUM**, being a Hard Disk Drive (HDD), Solid-State Drive (SSD), USB storage device, optical disc (DVD or equivalent), or other medium approved by WEQSC from time to time, and not being any volatile or transient storage medium.

21.4.3 Digital Records must be held in a format that is:

- Non-proprietary or otherwise readable using publicly available software at the time of audit;
- Encrypted in accordance with Chapter 25;
- Free from dependence on a single vendor, operating system, or platform; and
- Capable of being migrated to a successor medium without loss of content or integrity.

21.4.4 The School must maintain, at all times, at least two offline backups of its Digital Records, on separate physical media, stored in separate physical locations within the School's control or in a location notified to WEQSC.

21.4.5 The School must test the readability of each offline backup at least once per Academic Session, and must record the result of the test in the Portal.

21.4.6 Where a backup is found to be unreadable, incomplete, or otherwise defective, the School must create a replacement backup within thirty days and must record the fact in the Portal.

21.4.7 Digital Records must be migrated to a new medium before the medium on which they are currently held reaches the end of its useful working life, as indicated by the manufacturer or by industry practice. Migration must be verified and recorded in the Portal.

21.5 WISE Server Backup

21.5.1 In addition to the School's own backups, WEQSC maintains a centralised backup of all Digital Records submitted to the Portal, on WEQSC's own infrastructure.

21.5.3 Where a School loses a Digital Record as a result of hardware failure, natural disaster, or similar event, it may request restoration from the WISE server backup. Restoration is ordinarily provided free of charge for the first request in any twelve-month period, and on payment of a fee for subsequent requests.

21.5.4 Where a School requests restoration under Section 21.5.3, the fact of the loss and the fact of the restoration are recorded in the School's compliance record, and may be considered at audit as evidence of the adequacy of the School's own backup arrangements.

21.6 Record Integrity

21.6.1 Records must be maintained in a form that preserves their integrity, meaning that:

- The record is a faithful representation of the information it purports to record;
- The record has not been altered except through the modification procedure in Chapter 22;
- Where the record has been modified, the modification is recorded in the audit trail; and
- The record remains readable and retrievable throughout the retention period.

21.6.2 A School must not:

- Delete, alter, or obscure any record, in whole or in part, without WEQSC approval;
- Create a copy of any record that differs in any material respect from the original;
- Hold any record on a storage medium that does not satisfy Section 21.4.2; or
- Represent a record as authoritative where it is not the version most recently approved by WEQSC.

21.6.3 A breach of Section 21.6.2 is a Critical Finding under Chapter 28, and may constitute grounds for Suspension under Chapter 29.

21.7 Record Retrieval

21.7.1 The School must be able to retrieve any record within its retention period, in response to a request from WEQSC, the Local Education Authority, a court, or a student or parent exercising a right of access under Chapter 24.

21.7.2 Retrieval must ordinarily be possible within five business days of a request. Where a request requires retrieval of a large number of records or records held in an off-site backup, the School must notify the requester of the extended period and must retrieve the records within twenty business days.

21.7.3 A School that is unable to retrieve a record within the applicable period, whether by reason of loss, corruption, or inadequate retrieval arrangements, commits a Breach. The matter is treated as a Major Finding where

21.8 Ownership of Records

21.8.1 Student Records and Academic Records are held by the School in trust for the student to whom they relate, subject to the School's obligations under this Framework.

21.8.2 The student, or the student's parent or guardian where the student is a minor, is entitled to obtain a copy of the Student Record at any time, on written request and on payment of any reasonable copying or administrative charge.

21.8.3 Where a School ceases to operate, whether by closure, insolvency, or de-affiliation, Student Records must be transferred to WEQSC in accordance with Chapter 29.

21.8.4 Nothing in this section affects any right of WEQSC to access records for the purposes of audit, verification, or compliance under this Framework.

21.9 Compliance and Audit

21.9.1 Compliance with this chapter is verified at the annual digital audit under Chapter 28.

21.9.2 At audit, the School must produce:

- A register of the categories of records held, with the retention period applicable to each;
- Evidence of the storage medium and location of each category of Digital Record;
- Evidence of the offline backups and their most recent readability tests;
- A record of any data loss in the preceding twelve months, with the action taken; and
- A record of any digitisation undertaken under Section 21.3.6.

21.9.3 Failure to produce the documents in Section 21.9.2 is a Major Finding.

21.10 Breach — Consequences

21.10.1 A Breach of any provision of this chapter is subject to the audit regime in Chapter 28 and, where applicable, to the suspension and termination regime in Chapter 29.

21.10.2 The following are classified as indicated:

Deletion, alteration, or concealment of a record without WEQSC approval	Critical
Loss of a Digital Record by reason of inadequate backup or storage	Major (Critical if material and systemic)
Holding records on a storage medium that does not comply with Section 21.4.2	Major
Failure to test offline backups as required by Section 21.4.5	Minor (Major if repeated)
Failure to migrate records before end of medium life	Minor (Major if loss results)
Failure to retrieve a record within the applicable period	Major if material
Failure to produce the audit documents in Section 21.9.2	Major
Physical Record destroyed before its five-year retention period	Major

21.10.3 Nothing in this chapter displaces the School's right of appeal under Chapter 35.

FURTHER RESOURCES

- Record register template — wise.weqsc.org/forms/record-register
- Backup readability test log — wise.weqsc.org/forms/backup-test
- Digitisation certification form — wise.weqsc.org/forms/digitisation
- Retention period guidance — wise.weqsc.org/retention
- Approved storage media list — wise.weqsc.org/storage-media

CHAPTER 23

Institution Management Portal

The Institution Management Portal is the primary channel through which an Affiliated School interacts with WEQSC. This chapter sets out the access arrangements, the data submission requirements, the reporting facilities, the integration with the credential system, the technical support available, and the service levels that WEQSC commits to.

23.1 General Principle

23.1.1 The Portal is the operative system for every transaction between the School and WEQSC that this Framework requires to be conducted electronically. Where this Framework requires a submission, a notification, or a request to be made through the Portal, submission through the Portal is the only form that satisfies the requirement.

23.1.2 WEQSC may also accept a paper or email communication where this Framework expressly permits it, or where the Portal is unavailable for an extended period. In every such case, the communication is treated as provisional until it is entered into the Portal.

23.1.3 The Portal is operated at wise.weqsc.org/portal.

23.2 Access and User Management

23.2.1 Access to the Portal is by individual user account. Shared accounts are prohibited.

23.2.2 Each School is entitled to a base allocation of user accounts, comprising:

- One account for the Senior Officer, with the role of Principal Portal User;
- Up to four additional accounts, allocated among administrative, academic, and finance staff as the School determines;
- An unlimited number of read-only parent accounts, created automatically for each enrolled student's parent or guardian; and
- An unlimited number of read-only student accounts, created automatically for each enrolled student.

23.2.3 Additional staff accounts may be requested through the Portal. WEQSC grants additional accounts where the School demonstrates a reasonable operational need.

23.3.1 Each account is assigned a role that determines the actions the account holder may perform. The standard roles are:

Role	Scope
Principal Portal User	Full administrative access. Can view all records, submit all categories of data, submit modification requests, submit scholarship and support claims, and manage other user accounts within the School.
Administrative User	Submission of student enrolments, attendance records, and general administrative data. Access to student and teacher records. Cannot approve modification requests or manage user accounts.
Academic User	Submission of Internal Assessment marks and curriculum coverage records. Access to the classes to which the user is assigned. Cannot access financial records or user management.
Finance User	Submission and viewing of fee and financial records. Cannot access academic records or student welfare records.
Parent / Guardian (read-only)	Viewing of the records of the user's own child or children: attendance, Internal Assessment marks, examination results, credential status, scholarship status.
Student (read-only)	Viewing of the user's own records: attendance, Internal Assessment marks, examination results, credential status, scholarship status.

23.3.2 A School may assign a user to more than one role where the user's responsibilities require it. The School must record the assignment in the Portal access register maintained under Section 11.9.4.

23.3.3 The School must revoke an account within twenty-four hours of the account holder ceasing to hold a role for which access is required.

23.4 Credential Management

23.4.1 Each user account is protected by a password and by a second authentication factor, in accordance with Chapter 25.

23.4.2 Passwords must be changed at least once every ninety days. The Portal enforces password complexity requirements consistent with Section 25.4.

23.4.3 Where a user account is compromised, or is suspected of having been compromised, the School must:

- Disable the account immediately;

- Reset the credentials of the affected account and of any account that may have been exposed; and
- Cooperate with any investigation conducted by WEQSC.

23.4.4 WEQSC may disable a user account where it has reasonable grounds to believe that the account has been compromised, is being used in breach of this Framework, or is no longer required.

23.5 Data Submission

23.5.1 Data may be submitted to the Portal by three methods:

- **Single-record entry:** data entered directly through a form in the Portal, one record at a time;
- **Batch upload:** data submitted in a structured file, ordinarily in CSV format, using the template provided by WEQSC; and
- **API integration:** automated submission from the School's own information system, where the School has been granted API access by WEQSC.

23.5.2 Each method is subject to the same validation requirements under Section 23.6. Automated submission does not exempt a School from the requirement to ensure that the submitted data is accurate.

23.5.3 A submission is deemed received when it has been accepted by the Portal following validation. A submission that is in draft, or that has not passed validation, is not deemed received.

23.5.4 The Portal records the date, time, and user for every submission. The record of submission is authoritative for the purposes of any deadline in this Framework.

23.6 Validation

23.6.1 The Portal applies automatic validation to every submission. The following checks are performed, at minimum:

- **Required field presence:** every field marked as mandatory in the schema is populated;
- **Data type:** dates are valid dates, numbers are numeric, text is within the permitted length;
- **Range:** marks are within the permitted range for the subject and assessment instrument; attendance percentages are within 0–100;
- **Uniqueness:** student identifiers do not duplicate existing identifiers; a student is not enrolled twice in the same Academic Session;
- **Referential integrity:** the student, teacher, class, or subject referred to in the submission exists in the Portal; and

23.6.2 Where validation fails, the Portal rejects the submission and reports the specific failure. The School must correct the data and resubmit.

23.6.3 Validation is a check on form, not on substance. A submission that passes validation is not thereby represented by WEQSC to be accurate. The School remains responsible for the accuracy of everything submitted under its account.

23.7 Submission Deadlines

23.7.1 The following submission deadlines apply. Deadlines are calculated in the time zone in which WEQSC's servers are located, and are enforced by the Portal.

Submission	Deadline	Reference
Initial student enrolment	Within 30 days of enrolment	§11.2.3
Teacher register update	Within 30 days of change	§10.4.6
Attendance data	By the 10th day of the following calendar month	§13.3.2
Internal Assessment marks	Within 7 days of the assessment	§10.6.5
Academic calendar	Not less than 30 days before session start	§10.3.4
Bonus Marks claim	Not less than 90 days before examination	§17.5.2
Examination registration	Not less than 30 days before examination	§14.7.2
Special examination arrangement application	Not less than 90 days before examination	§13.10.5
Elite Support Tier application	Any time during the Academic Session	§18.2.3
Girl-child election	Within 60 days of session start	§16.6.1

23.7.2 A submission made after the applicable deadline is recorded as late. Late submission may attract the penalties specified in the relevant chapter, and may be refused by WEQSC where the deadline is critical to the integrity of the examination or the accuracy of the credential.

23.8.1 The Portal provides, to each School, a dashboard showing:

- The number of students enrolled, by class and programme;
- The number of WISE candidates, by examination year;
- Internal Assessment marks submitted and outstanding;
- Attendance rates, aggregate and by class;
- Compliance status (Active, Provisional, Suspended, or Terminated);
- Outstanding submissions, fees, and audit actions;
- Scholarships awarded to the School's students, in aggregate;
- Girl-child support and Elite Support Tier awards to the School's students, in aggregate; and
- Pending modification requests and their status.

23.8.2 Reports may be exported in PDF or in a structured data format for the School's own use. Exports are subject to the same data protection obligations as the data itself.

23.8.3 The dashboard reflects the data held in the Portal at the time of viewing. Where a submission is pending, the dashboard may not reflect the most recent state of the School's records.

23.9 Integration with the Credential System

23.9.1 Where a student's results have been finalised and the student has met the requirements for a WISE Credential, the School may generate the credential through the Portal.

23.9.2 The generated credential comprises a certificate, a marksheet, and a digital record. The digital record is created automatically in the WISE credential register at the moment the credential is generated.

23.9.3 Each credential carries a unique verification reference and a QR code. The QR code links to the public verification service at wise.weqsc.org/verify.

23.9.4 Once a credential has been generated, the underlying record is locked. Any correction requires the modification procedure under Chapter 22, and the corrected credential is issued with a new verification reference while the original remains in the register marked as superseded.

23.10 Technical Support

23.10.1 WEQSC provides technical support to Affiliated Schools in respect of the Portal.

23.10.3 Support is provided at two levels:

Level	Scope	Target Response
Critical	Data loss, suspected compromise, inability to submit by a deadline, Portal inaccessibility	Within 1 hour during support hours
Standard	General questions, guidance on Portal use, assistance with a specific submission	Within 24 hours during support hours

23.10.4 Support is provided in English. Where a School's primary language is not English, WEQSC makes reasonable efforts to provide support in a mutually understood language.

23.11 Onboarding and Documentation

23.11.1 Every Affiliated School receives a mandatory onboarding session for its Principal Portal User and up to two additional staff, within the Pre-Opening Compliance Window under Section 7.11.

23.11.2 Ongoing documentation, in the form of written user guides and video tutorials, is provided through the Portal and at wise.weqsc.org/portal/guides.

23.11.3 Where the Portal is materially updated — by the addition of a new feature, the change of a workflow, or the amendment of a schema — WEQSC issues a written notice to all Schools at least thirty days in advance, and provides updated documentation.

23.12 Service Levels

23.12.1 WEQSC commits to a Portal availability of 99.5 per cent, measured monthly, excluding scheduled maintenance windows.

23.12.2 Scheduled maintenance is ordinarily conducted on the second Sunday of each month, between 02:00 and 04:00 Central European Time. WEQSC provides not less than fourteen days' notice of each scheduled maintenance window.

23.12.3 Where the Portal is unavailable for a continuous period of more than four hours, or where unavailability affects a submission deadline falling within seven days, WEQSC:

- Notifies all Schools as soon as reasonably practicable;
- Extends the affected deadline by a period equal to the duration of the unavailability, plus one business day; and

23.12.4 A School may notify WEQSC of any suspected breach of the service levels. WEQSC investigates and responds within fourteen days.

23.13 Breach — Consequences

23.13.1 A Breach of any provision of this chapter is subject to the audit regime in Chapter 28 and, where applicable, to the suspension and termination regime in Chapter 29.

23.13.2 The following are classified as indicated:

Breach	Classification
Sharing Portal credentials	Major
Failure to revoke an account within twenty-four hours of role change	Major
Failure to notify WEQSC of a suspected compromise within twenty-four hours	Major
Systematic late submission of required data	Major
Submission of data known to be inaccurate, relying on validation to catch the error	Critical
Failure to complete mandatory onboarding	Minor
Failure to maintain Portal access register	Minor (Major if repeated)

23.13.3 Nothing in this chapter displaces the School's right of appeal under Chapter 35.

FURTHER RESOURCES

- Portal login — wise.weqsc.org/portal
- User guides and video tutorials — wise.weqsc.org/portal/guides
- Data schema — wise.weqsc.org/schema
- Batch upload templates — wise.weqsc.org/forms/batch
- Technical support — support@weqsc.org
- Service status — status.weqsc.org

CHAPTER 25

Cybersecurity Requirements

The security of the WISE system depends on the security of every School that participates in it. This chapter sets out the minimum cybersecurity standards an Affiliated School must maintain, the alignment with ISO/IEC 27001, the specific requirements for encryption, access control, and incident response, and the obligations that arise where a security incident occurs.

25.1 General Principle

25.1.1 A School must implement and maintain technical and organisational measures appropriate to the risk to the personal data and confidential information it processes in the course of its participation in the WISE system.

25.1.2 The measures required by this chapter are the minimum. A School whose operations, data volumes, or risk profile warrant more stringent measures must implement them.

25.1.3 A School must designate a person as responsible for cybersecurity. This may be the same person as the Data Protection Officer, the person responsible for the Portal, or the senior administrative officer, provided the person has the competence and the authority to discharge the role.

25.2 Framework Alignment

25.2.1 The information security management requirements of this chapter are aligned to ISO/IEC 27001, the international standard for information security management systems. Compliance with this chapter does not of itself constitute certification to ISO/IEC 27001; certification is a separate matter.

25.2.2 A School that holds a current ISO/IEC 27001 certification, issued by an accredited certification body, is treated as satisfying Sections 25.4 through 25.9 of this chapter, subject to the School demonstrating that the scope of the certification covers the systems and processes used for the WISE programme.

25.2.3 WEQSC may recognise other information security frameworks — including ISO/IEC 27002, the NIST Cybersecurity Framework, and equivalent national standards — as satisfying the requirements of this chapter, where the framework provides an equivalent or higher level of assurance. Recognition is granted by WEQSC on application by the School.

25.3.1 The School must conduct, at least annually, a risk assessment in respect of the information systems and data used for the WISE programme.

25.3.2 The risk assessment must identify:

- The information assets concerned, including personal data, confidential information, and credentials;
- The threats to those assets, including external attack, insider misuse, accidental loss, and natural disaster;
- The vulnerabilities through which threats might be realised;
- The likelihood and potential impact of each identified risk; and
- The measures in place to mitigate each risk.

25.3.3 The risk assessment must be documented, reviewed by the Senior Officer, and retained for the duration of the affiliation and for five years thereafter.

25.3.4 Where the risk assessment identifies a residual risk that the School cannot adequately mitigate with its own resources, the School must notify WEQSC and propose a remedy, including, where appropriate, a request for support under Chapter 19.

25.4 Access Control

25.4.1 Access to systems containing personal data or confidential information must be controlled by individual authentication. Shared credentials are prohibited.

25.4.2 Passwords must:

- Be not less than twelve characters in length;
- Contain at least three of the four character classes: lowercase letters, uppercase letters, digits, and symbols;
- Not be a dictionary word, a name, a date of birth, or any other easily guessable value;
- Not be reused across systems; and
- Be changed at least every ninety days, or immediately on any suspicion of compromise.

25.4.3 Two-factor authentication is mandatory for all accounts with write access to the Portal. The second factor must be a time-based one-time passcode generated by an authenticator application, a hardware token, or a similarly secure method. SMS-based verification is permitted only where no other method is available to the user.

25.4.4 Access rights must be granted on the principle of least privilege. A user must have access only to the data and functions necessary for the discharge of their role.

25.4.6 The School must maintain a register of all persons with access to systems containing personal data, showing the role assigned, the date access was granted, and the date of the most recent review. The register is produced at audit.

25.5 Encryption

25.5.1 Personal data and confidential information must be encrypted in transit and at rest.

25.5.2 Encryption in transit must use TLS 1.2 or higher, with a cipher suite that is currently considered secure. Older protocol versions — including SSL, TLS 1.0, and TLS 1.1 — are prohibited.

25.5.3 Encryption at rest must use AES-256 or an equivalent algorithm. Encryption keys must be stored separately from the data they protect, and must be rotated at least annually.

25.5.4 Offline backups must be encrypted with the same standard as live data. Unencrypted backups are prohibited.

25.5.5 Portable devices — laptops, tablets, smartphones, USB drives — used to store or access personal data must be encrypted in full, and must be protected by a strong passcode or biometric authentication.

25.5.6 Where encryption is not feasible for a specific system or dataset — for example, where a legacy system cannot support it — the School must notify WEQSC, explain the reason, and implement compensating controls. WEQSC determines whether the compensating controls are adequate.

25.6 Network and Endpoint Security

25.6.1 School networks used for the WISE programme must be protected by a firewall, configured to deny traffic by default and to permit only necessary services.

25.6.2 All devices that access the Portal or that hold personal data must run a current operating system with security patches applied. Patches designated as critical by the vendor must be applied within thirty days of release.

25.6.3 All such devices must run current anti-malware protection, updated automatically, and must perform a full scan at least once per month.

25.6.4 Wireless networks used to transmit personal data must use WPA3 or WPA2-Enterprise encryption. Open networks and networks using WEP or WPA are prohibited for such transmissions.

25.6.5 Remote access to School systems or to the Portal must be through an encrypted channel. Direct exposure of internal systems to the public internet is prohibited.

25.7.1 In addition to the retention obligations in Chapter 21, the School must maintain backup copies of its systems and data sufficient to permit recovery from a security incident, a hardware failure, or a natural disaster.

25.7.2 Backups must be taken at least weekly. Critical data — student records, examination data, and fee records — must be backed up at least daily.

25.7.3 Backup restoration must be tested at least once per Academic Session. The test must demonstrate that a backup can be restored within twenty-four hours and that the restored data is complete and unaltered.

25.7.4 At least one backup copy must be held offline or in an immutable form, so as to be protected against ransomware and similar attacks.

25.8 Incident Response

25.8.1 The School must maintain a written incident response plan, setting out the steps to be taken in the event of a security incident.

25.8.2 A security incident includes:

- Unauthorised access to or disclosure of personal data;
- Loss or theft of a device containing personal data;
- Ransomware or other malware affecting the School's systems;
- Denial of service or other disruption of the School's ability to access the Portal;
- Compromise of a user account with access to personal data; and
- Any other event that may affect the confidentiality, integrity, or availability of personal data.

25.8.3 Where the School becomes aware of a security incident, it must:

- Take immediate steps to contain the incident and prevent further harm;
- Preserve evidence of the incident, including logs and copies of affected systems, in accordance with legal requirements and any instruction from WEQSC;
- Notify WEQSC within twenty-four hours, or immediately where the incident involves personal data of students;
- Where the incident involves personal data, assess whether the incident constitutes a data breach requiring notification under Section 25.9;
- Cooperate with any investigation conducted by WEQSC or by a competent authority; and
- Take steps to prevent recurrence.

25.8.4 Where the incident requires the intervention of a specialist third party — for example, a forensic investigator or a cybersecurity consultancy — the School must engage one, or must request assistance from WEQSC, without

25.8.5 The School must produce a written post-incident report within thirty days of the incident being resolved. The report must describe the incident, its cause, the steps taken to contain and remediate it, and the steps taken to prevent recurrence.

25.9 Data Breach Notification

25.9.1 A data breach is a security incident that results in the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

25.9.2 Where a data breach occurs and is likely to result in a risk to the rights and freedoms of the data subjects affected, the School must:

- Notify WEQSC within twenty-four hours of becoming aware of the breach;
- Notify the competent data protection authority in its jurisdiction without undue delay, and in any event within seventy-two hours of becoming aware of the breach, where required by applicable law;
- Notify the affected data subjects without undue delay where the breach is likely to result in a high risk to their rights and freedoms; and
- Record the breach in the register maintained under Section 25.9.5.

25.9.3 The notification under Section 25.9.2 must describe:

- The nature of the breach;
- The categories and approximate number of data subjects concerned;
- The categories and approximate number of records concerned;
- The name and contact details of the DPO or of the person who may be contacted for further information;
- The likely consequences of the breach; and
- The measures taken or proposed to address the breach and to mitigate its adverse effects.

25.9.4 Where the breach involves data held by WEQSC, WEQSC is responsible for notifying the competent authority in Switzerland and for notifying the data subjects where required. The School remains responsible for any notification required under the law of its own jurisdiction.

25.9.5 The School must maintain a register of data breaches, recording every breach, its cause, its effects, and the remedial action taken. The register is retained for the duration of the affiliation and for five years thereafter, and is produced at audit.

25.9.6 Failure to notify WEQSC of a data breach within twenty-four hours, or to record the breach in the register, is a Critical Finding.

25.10.1 Staff with access to personal data must receive training in data protection and information security, ordinarily within thirty days of appointment and annually thereafter.

25.10.2 Where the law of the jurisdiction permits and the School considers it appropriate, staff with access to personal data of students must be subject to a background check before appointment.

25.10.3 Staff must be made aware of their obligations under this Framework and must acknowledge in writing their understanding of those obligations.

25.11 Supplier and Third-Party Security

25.11.1 Where the School engages a third party to process personal data on its behalf — for example, a cloud service provider, a payroll bureau, or an IT support contractor — the engagement must be governed by a written agreement that imposes on the third party obligations equivalent to those in this chapter.

25.11.2 The School must satisfy itself, before engaging a third party and at least annually thereafter, that the third party maintains security standards equivalent to those required by this chapter.

25.11.3 A third party that processes personal data of students is subject to the same obligations of confidentiality, integrity, and availability as the School itself. Breach by the third party is treated as breach by the School for the purposes of this Framework.

25.11.4 The School must maintain a register of third parties that process personal data on its behalf, with the purpose, the categories of data concerned, and the location of processing. The register is produced at audit.

25.12 Audit and Certification

25.12.1 Compliance with this chapter is assessed at the annual digital audit under Chapter 28.

25.12.2 Where the School holds a current information security certification, it provides evidence of the certification at audit, and the scope of the certification is verified.

25.12.3 Where the School does not hold such a certification, it demonstrates compliance with this chapter through the documentation required by Sections 25.3, 25.4.6, 25.8.5, 25.9.5, and 25.11.4.

25.12.4 WEQSC may require an independent security assessment where the School has experienced a data breach, where audit findings indicate a systemic weakness, or where the School processes a volume or category of data warranting additional assurance.

25.13.1 A Breach of any provision of this chapter is subject to the audit regime in Chapter 28 and, where applicable, to the suspension and termination regime in Chapter 29.

25.13.2 The following are classified as indicated:

Breach	Classification
Failure to notify WEQSC of a data breach within twenty-four hours	Critical
Failure to notify a competent data protection authority within the statutory period	Critical
Failure to notify affected data subjects of a high-risk breach	Critical
Holding unencrypted personal data at rest or in transit	Major
Shared credentials for accounts with write access to the Portal	Major
Failure to implement two-factor authentication for write-access accounts	Major
Failure to maintain an incident response plan	Major
Failure to conduct a risk assessment	Minor (Major if repeated)
Failure to test backup restoration	Minor (Major if no test has ever been conducted)
Failure to maintain a register of third-party processors	Minor
Failure to train staff in data protection and information security	Minor (Major if repeated)

25.13.3 Nothing in this chapter displaces the School's right of appeal under Chapter 35.

FURTHER RESOURCES

- Incident response plan template — wise.weqsc.org/forms/irp
- Data breach register template — wise.weqsc.org/forms/breach-register
- Risk assessment template — wise.weqsc.org/forms/risk-assessment
- Access register template — wise.weqsc.org/forms/access-register-security
- Third-party processor register — wise.weqsc.org/forms/processor-register

