



GUIDANCE FOR STUDENTS, PARENTS AND/OR CAREGIVERS

Examinations 2023-2024

Centre Name: William Howard School

Exam Centre Number: 42109

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INTRODUCTION.

It is the aim of William Howard School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you. Please read it carefully and share it amongst your family so that they are also aware of the examination regulations and the procedures to follow and support this process with you.

INTERNAL APPEALS PROCESS.

William Howard School has an Internal Appeals Procedure in place about components of non-examination assessments (or units of coursework) which are internally assessed (marked) by us and internally standardised.

If at any stage during the exam course you have concerns about the procedures used in assessing your internally marked work for public exams - you should see the Exam Officer or Head Teacher, Ms. Pigdon. Please note, the Appeal Process will only investigate the procedures used by William Howard and NOT individual marks.

If you have any queries, or, need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer – Mrs L Muldoon (in the 1st Floor Exams Office)
The direct Exam Office telephone number is: 016977 45743.

JCQ INFORMATION FOR CANDIDATES.

The Awarding Bodies (or Examination Boards) set down strict criteria which must be followed for the conduct of examinations and, as an Authroised Centre, we must follow them precisely. You should therefore, pay particular attention to the Notices to Candidates that are published on the JCQ website, if you are unable to access the following link, copies can be obtained from the Exams Office on request.

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

Remember - we are here to help.

BEFORE THE EXAMINATIONS.

- *STATEMENTS OF ENTRY*

All Candidates receive a statement of entry from the Exams Officer showing the subjects they are being entered for and, where applicable, the levels of entry. **Please check that these are correct.** Some subjects only have one tier of entry, and some have Foundation or Higher tiers. Particularly check that all personal details (date of birth, spelling of names) are correct too, because these will appear on certificates, and it will be difficult and expensive for you to change them once certificates are awarded.

- *CANDIDATE NUMBER*

Each candidate has a four-digit candidate number. This is the number that must be entered on every examination paper. It will appear next to your name on seating plans and examination registers.

- *UCI*

In addition to a candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. The UCI is used for administration purposes, and it is not necessary for this to be remembered.

- *ULN*

The Unique Learner Number (ULN) is a 10-digit number unique to every student and obtained by schools/colleges from the Learning Records Service (LRS). From September 2013, ULNs are needed to access the Personal Learning Record (PLR) of anyone over the age of 14 who is in education or training. The PLR is an online, lifelong record of an individual's achievements which will include information about your qualifications, awards, training and learning achievements that you may collect throughout your lifetime.

Using your ULN, you can access your PLR online here: <https://www.gov.uk/guidance/how-to-access-your-personal-learning-record>.

Some of the information you supply to William Howard will be used by the Skills Funding Agency to fulfil its statutory functions, issue and/or verify your Unique Learner Number (ULN) and up-date and/or check your own Personal Learning Record (PLR).

The Skills Funding Agency may obtain and use third party reference data to help when verifying your ULN and when checking that the data it holds about you is correct. This ensures compliance with the requirements of the Data Protection Act to keep your details accurate and up to date. The Skills Funding Agency may use your information for management and statistical purposes and for monitoring the accuracy of the information it holds about you. The Skills Funding Agency may share your ULN and Personal Learning Record information with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education.

Please note that you can opt-out of the Skills Funding Agency sharing your Personal Learning Record. However, you cannot opt-out of the Skills Funding Agency storing your information.

To opt-out of sharing your participation and achievement data, please contact the LRS Service Desk on 0345 602 2589. You will have to provide some personal details to confirm your identity, which may include your Unique Learner Number (ULN), so please ensure you keep a record of this.

- *DATA PROTECTION (GDPR) & PRIVACY NOTICE FROM JCQ.*

Full information within the policy can be found on our school website.

[Policies - William Howard School](#)

William Howard will ensure that all candidate data, where required by the Awarding Body, is supplied within the terms of the General Data Protection Regulation, the Data Protection Act 2018 and the Freedom of Information Act 2000.

Legislation on sharing information

Under the principles of the General Data Protection Regulations and the Data Protection Act 2018, children and young adults can assume control over their personal information and restrict access to it from the age of 13.

JCQ privacy notice [GDPR - JCQ Data Privacy Policy - May 2018 - JCQ Joint Council for Qualifications](#)

Annually updated, the JCQ document 'Information for Candidates - Privacy Notice' explains how JCQ & Awarding Bodies process their personal data per the DPA 2018 and UK GDPR (or law relating to personal data in any jurisdiction in which the awarding body or Centre are operating).

Candidates eligible for exam Access Arrangements, which require awarding body approval using Access Arrangements Online, must also provide their consent by signing the GDPR compliant JCQ candidate personal data consent form before approval applications can be processed online.

- *TIMETABLES.*

Timetables showing candidates their specific examinations with details of date, time, duration of exam, venue and seat number are sent out in advance. Check it carefully! If you think something is wrong, see the Exam Officer in the 1st Floor Exams Office at once.

A few candidates might have a clash where two subjects are timetabled at the same time. William Howard will make special timetable arrangements for these candidates only. If you think there is a clash on your timetable that has not been resolved, please contact the Exams Officer.

- *EQUIPMENT.*

Coming prepared with all the correct equipment before your examinations, including a working calculator and maths sets for those exams which require them, is imperative. It is your responsibility to ensure you have all the equipment you need - William Howard does not have enough exam stock to cover every student. Check the regulations in the Notice to Candidates and the information on the following pages if you are unsure about what is allowed.


On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

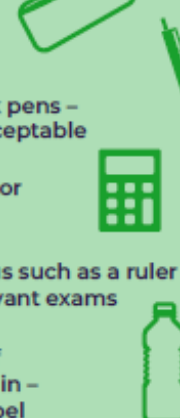
Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
- 

What you will need:

- a clear pencil case
 - at least two black ink pens – blue pens are not acceptable
 - an approved calculator for relevant exams
 - appropriate apparatus such as a ruler or protractor for relevant exams
 - a clear water bottle if you wish to take one in – it must not have a label
- 

Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2023

DURING THE EXAMINATIONS

- *EXAMINATION REGULATIONS*

The "Information for Candidates", which is issued jointly by all the Examining Boards, must be read carefully by ALL candidates. Please note that breaking any of the examination rules or regulations could lead to disqualification from all subjects. William Howard must report any breach of regulations to the Awarding Body.

[Information for candidates documents - JCQ Joint Council for Qualifications](#)

- *ATTENDANCE AT EXAMINATIONS*

Candidates are responsible for checking their own timetable and arriving at School on the correct day and time, properly dressed and equipped. Candidates must arrive 15 minutes prior to the start time of their examination. Please wait quietly outside your exam venue until you are invited to enter by the examination Invigilators.

Candidates who arrive late for an examination *may* still be admitted, but we will have to report this to the Examination Board who will decide whether to accept the paper. Listen to all instructions carefully if you arrive late. If Special Consideration applies, then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).

Enlarged Seating Plans are posted on the Examinations Board next to the Performance Hall for you to double check your seat number before you enter the exam.

Full uniform must be worn by students attending examinations.

All items of equipment, pens, pencils, mathematical instruments, etc. should be always visible to the Invigilators. You must either use a transparent pencil case or transparent plastic bag, **do not** keep items in blazer and/or trouser pockets. Other items such as lip balm, tissues, medicines are also not allowed into the exam venue. Any prescribed medication must be declared in advance of any exam, to the Exams Officer, and where permission is granted, this must be provided in a transparent plastic bag (as you would when travelling abroad).

Pens should be black ink or black ballpoint **only**. No correction pens or gel pens are allowed. Highlighter pens are only to be used to highlight text in the question sections of the exam, NEVER within your written answer.

For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.

Do not attempt to communicate with or distract other candidates. This can be seen as Malpractice and may result in your exam paper being disqualified.

Examination Regulations are extremely strict about items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules, you will be disqualified from the examination.

Candidates must not be in possession of the following items:

- mobile phones
- watches of any kind
- ANY POTENTIAL TECHNOLOGICAL/WEBENABLED SOURCES OF INFORMATION

If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate Exam Board. No exceptions can be made. This will most likely result in disqualification from the exam in question and potentially all exams taken in the series.

- Do not write on examination desks. This is regarded as Vandalism, and you will be asked to clean it off and pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers - if you do the Examination Board may refuse to accept your paper or may reduce your marks.
- Listen carefully to instructions and notices read out by the Invigilators - there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper - check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- It is William Howard's policy that candidates must stay in the examination room for the whole duration of the exam. You will not be allowed to leave an examination room early. If you have finished the paper, use any time still being to check over your answers and make sure that you have completed your personal details correctly.
- At the end of the examination all work must be handed in - remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, ask for a treasury tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence **must be kept during this time**. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and other paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room quietly and show consideration for any other candidates who may still be working.
- If the fire alarm sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you must evacuate the room, you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a

designated assembly point. Leave everything on your desk. You must not try to communicate with anyone else during the evacuation. When you return to the exam room, do not start writing until the Invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the Awarding Body detailing the incident.

- *INVIGILATORS.*

William Howard employs and trains Invigilators to conduct the examinations and always uphold the integrity of the examination process. Students are expected to behave in a respectful manner towards all Invigilators and always follow their instructions. Some of our Invigilators are ex-members of staff and have a vast experience of exam practice.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if needed and deal with any problems that occur during the examination, for example if a candidate is feeling ill. The Invigilator can contact the exams officer by Microsoft Teams at any time if an emergency arises.

NOT following the rules from the Invigilator is Malpractice and you will result in a report being made to the Exam Board.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by Invigilator(s) and/or a member(s) of the Senior Leadership Team.

If poor behaviour results in a candidate having separate invigilation, the cost of this invigilation will be passed onto parents.

- *ABSENCE FROM EXAMINATIONS.*

If you experience difficulties during the examination period (e.g., illness, injury, or personal problems) please inform the Year Group Team at the earliest possible point, so we can help and/or advise you.

Only in exceptional circumstances are candidates allowed Special Consideration for absence from any part of an examination. It is essential that in all cases, Medical and/or other proper evidence is obtained on the day by the candidate/parent and given to the Exam Officer without delay, so an application can be made for the Special Consideration

Parents and candidates are reminded that William Howard will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the Year Group Team in advance of the exam start time.

Please note misreading the timetable **will not** be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS.

- **NOTIFICATION OF RESULTS.**

Your Statement of Provisional Results will be available to collect from William Howard on:

GCE & Level 3 – Thursday 15th August 2024

GCSE & Level 1 & 2 – Thursday 22nd August 2024

(This is not your certificate; Certificates are issued in November)

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to the Exams Officer – Mrs Muldoon.

Candidates who do not collect their results on the allocated days can collect them from the main office from Thursday 5th September 2024 onwards. We cannot give results over the phone or post them out.

- **POST RESULTS.**

If you need post-results advice, William Howard teaching staff will be available on Results Day.

If the Centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be correct, post-results services may be considered.

The JCQ post-results services currently available are detailed below.

Reviews of Results (RoRs):

- ❖ [Service 1 \(Clerical re-check\)](#)

This is the only service that can be requested for objective tests (multiple choice tests)

- ❖ [Service 2 \(Review of marking\)](#)

- ❖ [Priority Service 2 \(Review of marking\)](#)

This service is only available for externally assessed components of GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)

- ❖ [Service 3 \(Review of moderation\)](#)

This service is not available to an individual candidate.

Access to Scripts (ATS):

- ❖ Copies of scripts to support reviews of marking.
- ❖ Copies of scripts to support teaching and learning.

A detailed information sheet including fees and deadlines for reviews of marking will be given to you on Exam Results Day.

FREQUENTLY ASKED QUESTIONS.

➤ **Q. What do I do if there is a clash on my timetable?**

The Exams Officer will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised by an Invigilator or member of school staff and must not have any communication with other candidates.

They will then sit the second subject paper.

Correct times should be on the Individual Candidate Timetable, and you will also be sent a letter explaining the arrangements. If you have a clash, it may be necessary for you to bring a packed lunch if you have exams both in the morning and afternoon, as you will have to remain in isolation until all examinations are completed. If in doubt consult the Exams Officer.

➤ **Q. What do I do if I think I have the wrong paper?**

Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator at once.

➤ **Q. What do I do if I forget my Candidate ID Number?**

Candidate Numbers are printed on seating plans, which are displayed on the Examinations Noticeboard, by the Performance Hall, on attendance registers and on your own individual seating timetable. Invigilators will be able to help you find your number.

➤ **Q. What do I do if I have an accident or am ill before the exam?**

Inform the Year Group Team at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible.

You may need to obtain medical evidence (from your GP or hospital) if you wish William Howard to make an appeal for Special Consideration on your behalf (see below.)

➤ **Q. What is an Appeal for Special Consideration?**

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis.

The Exams Officer must be informed at once, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will have to provide evidence to support such an application.

➤ **Q. What do I do if I feel ill during the exam?**

Put your hand up and an Invigilator will help you. You should inform an Invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

➤ **Q. If I'm late can I still sit the examination?**

In some situations, it may still be possible for you to sit the examination. You should get to William Howard as quickly as possible and report to Reception. A member of staff will then escort you to the exam Venue. You must not enter an examination room without permission from an Invigilator once an examination has begun. It may not be possible to allow you any extra time if you start the examination late. If you start the exam more than 30 minutes after

the published starting time, we must inform the exam board and it is possible that the Board may decide not to accept your work.

➤ **Q. If I miss the examination, can I take it on another day?**

NO. Timetables are regulated by the Exam Boards, and you must attend on the given date and time.

➤ **Q. Do I have to wear William Howard uniform?**

Yes. Normal William Howard regulations apply to uniform, hair, jewellery, Nails, Lashes, make-up, etc.

➤ **Q. Can I take food and/or drink into the exam room?**

Yes. Students are allowed to bring a drink into the exam venue; this must be in a clear bottle free of writing or labels, and the liquid must be transparent. Any food that is needed for medical purposes (pre-exam authorisation must be obtained from the Exams Officer) must be free of wrappers and in a transparent plastic bag and be in clear sight of the invigilators either on the desk or on the floor next to the desk.

➤ **Q. What equipment should I bring for my exams?**

For most exams you should bring at least 2 pens (black ink only).

For Mathematics, pencils must be used for diagrams.

For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens).

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

➤ **Q. What items are not allowed into the examination room?**

Only material that is listed on question papers (e.g., an anthology, mathematical equipment) is allowed in the examination room and students who are found to have any material with them that is not allowed, will be reported to the appropriate Examination Board. In such circumstances, a student would normally be disqualified from the paper and/or the subject concerned.

Bags, coats and any other items not permitted under examination regulations must be left in the Common Room. Do not bring any valuables into school with you when you attend for an examination.

Mobile telephones must be turned off and left in your bag in the Common Room. Students are security 'wanded' prior to entry into the Exam Venue and are given numerous opportunities to hand any unauthorised items to an Invigilator. If any unauthorised item is later found on a candidate, after the exam has begun, then this will be reported to the Examination Board as Malpractice.

➤ **Q. Can I leave the exam early?**

It is a requirement of the Exam Boards that you must stay in the examination room for at least one hour after the published Exam Board start time, not the school start time. If an exam is less than one hour, then you must stay in the exam venue for the whole exam.

William Howards policy does not allow candidates to leave the exam room early either because this is disruptive to other candidates. A candidate may not leave the examination room without the permission of an Invigilator.

➤ **Q. What do I do if the fire alarm goes?**

The Invigilators will tell you what to do. If you must evacuate the room, leave everything on your desk and leave the room **in silence**. You must not attempt to communicate with any other candidates during the evacuation. Any such communication must be reported to the Examination Board as Malpractice.

➤ **Q. Can I go to the toilet during the exam?**

When a student goes to the toilet during an exam, the time they have taken out of the exam venue is not recoverable, therefore toilet breaks can be detrimental to their exam time, which is why we ask that students go to the toilet before their exam. However, we do understand that sometimes you can still be 'caught short'!

So, if it is necessary and you have a Toilet Card issued to you by the Year Group Team, you are allowed to go to the toilet at any time during the exam. If you do not have a Toilet Card issued by the Year Group Team, then you will only be allowed to go to the toilet after the first hour and up to the last 30 minutes of the exam.

In all instances, you will be escorted out of the exam venue by an Invigilator, you will be security 'wanded' before you go into the toilet and again when you come out of the toilet, then escorted back to your desk.

➤ **Q. Why do I need to check the details on the Statement of Entry?**

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

IMPORTANT CONTACT DETAILS AND USEFUL WEBSITES.

William Howard School
Longtown Road
Brampton
Cumbria
CA8 1AR
T: 016977 45743
Student Services Dept. 016977 45700 ext.: 225/241

Head of Centre. Ms. K Pigdon. Deputy Headteacher. Mr R O'Connor
(Contact via Mrs W Dixon – wdixon@williamhoward.cumbria.sch.uk DD: 016977 45700)

Y11 Director of Learning. Mr D Anderson – danderson@williamhoward.cumbria.sch.uk
Y11 Student Manager. Mrs H Elliot – helliott@williamhoward.cumbria.sch.uk
T: 016977 45700

Examinations Officer. Mrs L Muldoon – lmuldoon@williamhoward.cumbria.sch.uk
DD: 016977 45743
William Howard Exam information: [Exams - William Howard School](#)

Designated Safeguarding Lead. Mr R O'Connor.
Deputy Designated Safeguarding Lead. Mrs E Mothersdale.
T: 016977 45700

- *USEFUL WEBSITES.*

Joint Council for Qualifications - [Home - JCQ Joint Council for Qualifications](#)

AQA - [AQA – education charity providing GCSEs, A-levels and support](#)

OCR - [OCR - awarding body for A Levels, GCSEs, Cambridge Nationals, Cambridge Technicals and other qualifications](#)

Pearson/Edexcel - [Pearson qualifications | Edexcel and BTEC | Pearson qualifications](#)

WJEC - [Welcome to the WJEC homepage](#)

Appendix

- **INTERNAL APPEALS PROCEDURE:**

William Howard is committed to ensuring that whenever its staff body mark a candidates' work this is done fairly, consistently and following the awarding body's specification and any subject specific associated documentation.

William Howard ensures that all Centre staff follow a robust Non-Examination Assessment Policy (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to Non-Examination Assessments for GCE, GCSE, BTEC, Cambridge National & Technical and Project qualifications.

Note that the JCQ publication *General Regulations for Approved Centre's* states that Centre's must have a written internal appeals procedure relating to internal assessment decisions in all qualifications. Details of this procedure must be communicated and made widely available and accessible to all candidates, including the marking and quality assurance/internal standardisation processes which relevant teaching staff must follow.

Candidates' work will be marked by staff who have proper knowledge, understanding and skill, and who have been trained in this activity. William Howard is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers engage in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their Centre Assessed Marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the marking standards to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the Centre's marking.

William Howard will:

1. Ensure that candidates are informed of their Centre Assessed Marks so that they may request a review of the Centre's marking before marks are submitted to the awarding body.
2. Inform candidates that they will need to explain their grounds by which they wish to request a review of an internally assessed mark. A review will only focus on the quality of their work in meeting the published assessment criteria.
3. Inform candidates that they may request copies of materials (generally as a minimum, a copy their marked assessment material (work), the mark scheme and/or assessment criteria, plus additional materials which may vary from subject to subject), to assist them in considering whether to request a review of the Centre's marking of the assessment
4. Having received a request for copies of materials, promptly make them available to the candidate within 7 calendar days. **Note** for some marked assessment materials, such as Artwork and Recordings, we will inform the candidate that these can only be shared under supervised conditions.

5. Inform candidates they will not be allowed access to original assessment material unless supervised.
6. Provide candidates with sufficient time to review copies of materials and reach a decision. We will also inform candidates of the next steps, should their decision be to request a review; especially as this will need a full explanation and reasoning for what they believe the issue to be.
7. Provide a clear deadline for candidates to submit a request for a review of the Centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 7 calendar days of receiving copies of the requested materials by completing the Internal Appeals Form.
8. Allow 14 calendar days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the Awarding Body's deadline for the submission of marks.
9. Ensure that the Review of Marking is conducted by an Assessor who has proper competence, has had no earlier involvement in the assessment of the Candidate's work and has no personal interest in the review.
10. Instruct the Reviewer to ensure that the Candidate's mark is consistent with the standard set by the Centre.
11. Inform the Candidate, in writing, of the outcome of the review of the Centre's marking.

The outcome of the review of the Centre's marking will be made known to the Head of Centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the Awarding Body upon request.

The Awarding Body will be informed if the Centre does not accept the outcome of a review.

The Moderation process carried out by the Awarding Body may result in a mark change upwards or downwards, and may also stay the same, even after an internal review.

The internal review process is in place to ensure consistency of marking within William Howard, while Moderation by the Awarding Body ensures that William Howard marking is in line with National Standards.

The mark submitted to the Awarding Body is subject to change and should therefore be considered provisional.

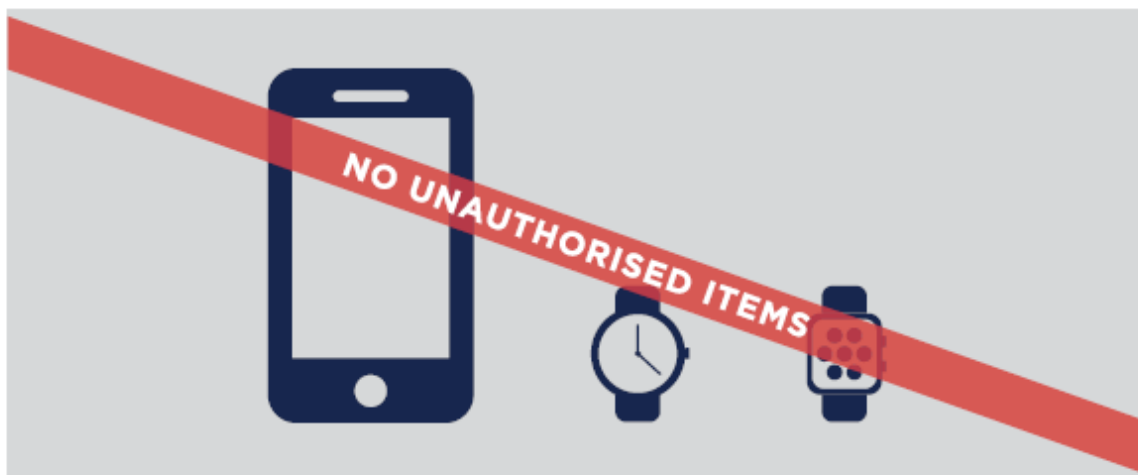
Warning to candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, **only** speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.