



**Centre Name: Keswick School**

**GCSE EXAMS 2024**

**GUIDANCE FOR  
STUDENTS & PARENTS**

**Centre Number: 42217**

**School Telephone No: 017687 72605**

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## INTRODUCTION

Keswick School is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

## PURPOSE OF THIS HANDBOOK

- To support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

## MALPRACTICE

- To maintain the integrity of qualifications, strict Regulations are in place
- Malpractice means any act or practice which is in breach of the Regulations
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information regarding what constitutes malpractice:
  - Introduction of unauthorised material into the examination room
  - Breaches of examination conditions
  - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
  - Offences relating to the content of candidates' work
  - Undermining the integrity of examinations/assessments

Refer to ICE 24 and the Indicative sanctions against candidates (Appendix 6, [Suspected Malpractice - Policies and Procedures](#))

## THINGS NOT DO ON SOCIAL MEDIA

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work and/or non-examination assessments and coursework, as example:

## RESEARCH AND USING REFERENCES

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

## PLAGIARISM

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

## PERSONAL DATA

- The awarding bodies collect information about exam candidates
- To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Refer to [Information for candidates – Privacy Notice](#)

## **COPYRIGHT**

- The copyright of any form of work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate
- By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence)
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights

## **COURSEWORK ASSESSMENTS/NON-EXAMINATION ASSESSMENTS**

- Relevant JCQ information for candidates' documents - coursework, non-examination assessments, social media (these documents were emailed to all students on 26 September 2023 and also available on the school website)
- Students will be informed when assessments will take place by their class teacher
- Students will be informed of any relevant deadlines that must be met (dependent on the assessment type) by their class teacher.
- Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Keswick School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.
- candidates will be informed of their centre assessed marks by their class teacher. 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.
- Please see Internal Appeals Procedure (Appendix 5 of this document).

## **WRITTEN TIMETABLED EXAMS**

- Candidate statement of entry will be distributed to candidates in early February to check that personal details and exam entries are correct
- if any of the information is incorrect, candidates must inform Mrs Rigg (Exams Officer) immediately. Candidates are entered under their legal name, using the format of First Name + middle name + Surname, e.g. Adam John Smith and this is the name that you should write on all exam materials.
- Candidate exam timetables (to ensure candidates know the date and time of all their exams/assessments), will be distributed to students after Easter and any relevant information regarding seating arrangements, exam rooms, etc. will be sent out two weeks before the first exam
- A copy of the GCSE timetable is available on the school website
- 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 exam. Please wait quietly outside your exam room until you are invited to enter by the exam invigilators
- The JCQ information for candidates' documents – written examinations, social media have been emailed to students on 26 September 2023 and are also provided as appendices of this document.
- Exam room posters – Warning to candidates, Unauthorised items have been emailed to students on 26 September 2023 and are also provided as appendices of this document. All students should read these carefully and note that to break any of the exam rules and regulations could lead to disqualification by the exam board. All breaches **must** be reported to the exam board.

## **CONTINGENCY SESSIONS – SUMMER 2024**

The contingency sessions for 2024 are the afternoon of 6 June and 13 June and the morning and afternoon of 26 June 2024, please make sure you are available on all three dates even if you do not have an exam.

## **WHAT TO DO IF YOU IDENTIFY YOU HAVE TWO OR MORE EXAM PAPERS TIMETABLED AT THE SAME TIME (A TIMETABLE CLASH)**

Candidates will normally sit one paper then have a short break during which they will remain in the exam room. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. If in doubt consult the Exams Officer. Where there is a clash of subjects which results in a total time of **more** than 3 hrs within a session (am or pm), the school will re-schedule papers internally (on the same day) and candidates will remain under centre supervision between the sessions.

## **WHAT TIME YOUR EXAMS WILL START AND FINISH**

Morning exam sessions will start at 9.15 and afternoon sessions at 1.30 pm. The exceptions are:

- Friday 10 May 2024 – Exams will start at 1 pm
- Tuesday 14 May 2024 – Exams will start at 1.15 pm
- Wednesday 15 May 2024 – Exams will start at 1 pm
- Thursday 16 May 2024 – Exams will start at 1.15 pm
- Tuesday 21 May 2024 – Exams will start at 1.15 pm
- Tuesday 4 June 2024 – Exams will start at 1 pm
- Wednesday 5 June 2024 – Exams will start at 1.15 pm
- Friday 7 June 2024 – Exams will start at 1.15 pm
- Tuesday 11<sup>th</sup> June – Exams will start at 1.15 pm
- Friday 14 June 2024 – Exams will start at 1.15 pm

Each of these exams will start earlier to allow students adequate time to catch the school buses. **Please ensure you arrive at least 15 minutes before your exam is due to start**

## **SUPERVISION DURING YOUR EXAMS**

Exams are supervised by a team of external exam invigilators. Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.

## **EXAM ROOM CONDITIONS**

- Candidates will wait outside the back door of the Sports Hall, students should **NOT** bring bags, coats, mobile phones, electronic equipment and watches into the exam room they should be left in their lockers.
- When the whistle is blown students must remain silent, you will be then called into the Sports Hall in order
- Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator and have left the exam room.
- Candidates must listen to and follow the instructions of the invigilator at all times
- Candidates are not allowed to communicate with or disturb any other candidate
- Your candidate number will be on the name card on your desk in each exam.
- The centre number, subject title, paper number and the actual start and finish times will be displayed on the board at the front of the room
- Check you have the correct question paper – check the subject, paper and tier of entry.
- The invigilator will announce clearly to the candidates when they may complete the details on their answer booklet. The exam will formally start when the invigilator clearly announces that candidates may begin to write their answers.
- Candidates must not open the question paper until the examination begins
- Please do not write on exam desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write comments on exam papers – if you do the exam board may refuse to accept your paper.
- 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
- Read all instructions carefully and number your answers clearly.

- Candidates must stay in the exam room for the duration of the exam. You will not be allowed to leave an exam room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- You are not allowed to use correcting fluid, erasable pens or highlighter pens in any answer booklets (although they may be used to highlight questions, words or phrases within the question paper or question/answer booklet), gel pens in answers or blotting paper.

### **WHERE YOU WILL SIT IN THE EXAM ROOM**

Your seat number will be printed on your individual candidate timetable and there will also be seating plans displayed in locker areas. If you are unsure of your seat speak to an invigilator.

### **HOW YOUR IDENTITY IS CONFIRMED IN THE EXAM ROOM**

All candidates will have an exam card on their desk, this desk will have the candidates name, exam number and photograph on it so that invigilators can identify candidates.

### **WHAT EQUIPMENT YOU NEED TO BRING TO YOUR EXAMS**

For most exams you should bring at least 2 pens (black ink only). For Mathematics and Science exams you should also bring at least 2 **HB** pencils. 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). All pencil cases taken into the exam room must be see-through.

### **USING CALCULATORS**

The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations (emailed to all students on 19 January 2024) Candidates must not borrow a calculator from another candidate during the exam, if you need a calculator please ask an invigilator. Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements. Remove any parts such as cases, lids or covers which have printed instructions or formulae

### **WHAT YOU SHOULD NOT BRING INTO THE EXAM ROOM**

In the exam room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject. Bags or coats must be left in lockers.

Candidates must not be in possession of the following items:

- AirPods;
- earphones/earbuds;
- iPods;
- mobile phones;
- MP3/4 players or similar devices;
- watches.

These items should be left in student lockers, in exceptional circumstances they may be handed to an invigilator at the door as you come in, these will be stored in pupil reception and students can reclaim them at the end of the exam.

Students who are found to have any material with them that is not allowed will be reported to the appropriate exam board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

### **FOOD AND DRINK IN EXAM ROOMS**

No food or drink is allowed in the exam room with the exception of water in a transparent bottle with all labels removed.

### **WHAT YOU SHOULD WEAR FOR YOUR EXAMS**

Full School Uniform must be worn by all students attending school for exams.

### **WHAT TO DO IF YOU ARRIVE LATE FOR YOUR EXAM**

Candidates who arrive late for an exam may still be admitted, please report to the school office and wait for the Exams Officer to escort you to the exam room **DO NOT** enter the exam room unsupervised as you may disrupt other students. If special consideration applies then you must speak to the Exams Officer.

### **WHAT TO DO IF YOU ARE UNWELL ON THE DAY OF YOUR EXAM**

Inform school at the earliest possible point so we can help or advise you. If you feel unwell during the exam put your hand up and an invigilator will assist you. You should inform the Exams Officer/invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

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

The minimum requirements for enhanced grading in cases of acceptable absence, are one whole unit, which is a minimum of 15% of the total qualification **must** be completed. Where an application for special consideration is submitted to the Exam Board, it is for them to consider – it is not the decision of the school.

### **ABSENCE FROM EXAMS**

Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an exam without good reason and without informing the school.

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

### **WHAT HAPPENS IN THE EVENT OF AN EMERGENCY IN THE EXAM ROOM**

The exam invigilators will tell you what to do. If you have to 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. If the lockdown alarm sounds students should follow the school policy to stop writing, close your paper and get underneath the desk, students must remain silent and should not communicate with any other candidate. 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 exam and a report will be sent to the awarding body detailing the incident.

### **CANDIDATES WITH ACCESS ARRANGEMENTS/REASONABLE ADJUSTMENTS**

Candidates and parents will be informed of any approved arrangements by letter, this will include information regarding extra time, supervised rest breaks, prompts, reading pens etc. Candidates will be told how the arrangement will work and they should ensure to check their individual exam timetable to ensure that these have been applied.

### **AT THE END OF THE EXAM**

At the end of the exam **all** work must be handed in – remember to cross out any rough work.

If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under exam conditions until you have left the room.

Remain seated in silence until told to leave the exam room. Please leave the room in silence and show consideration for other candidates who may still be working.

Do not leave the exam room until told to do so by the invigilator.

Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

## RESULTS

Results will be available for collection from the Queens Hall, Keswick School on **Thursday 22 August 2024 from 9 am – 12 Noon**

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.

Candidates who do not intend to collect their results on 22<sup>nd</sup> August should leave a stamped, self-addressed envelope with the School Office for their results to be sent home. Letters will be posted on 22<sup>nd</sup> August and not before.

Students can also telephone the school at the times shown above to receive their results

Results **will not** be emailed to students.

## POST RESULTS SERVICES

The services that are available to candidates

- Clerical Re-check - This service will include the following checks: that all parts of the script have been marked; the totaling of marks; the recording of marks
- Review of marking - This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly. A marking error can occur because of:
  - an administrative error;
  - a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer;
  - an unreasonable exercise of academic judgement

Requests for post-results services must be made through Keswick School.

If you need post-results advice, members of Keswick School teaching staff will be available on Results Day.

## COLLECTION OF CERTIFICATES

Students will be able to collect their certificates from the school office during November, or posted out for a fee. Full details will be provided in due course. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.

Keswick School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time they will be able to request a copy by direct application to the appropriate exam boards. This will require proof of identity (such as a birth certificate) and a substantial fee per exam board. You are therefore urged to collect your certificates as soon as possible and to keep them safely.

Details of awards can be provided by Keswick School, for a small administration fee, on school-headed paper should candidates require. However please note that not all employees or government agencies will accept this as proof of your qualifications.

## CONTACT DETAILS

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

The Exams Officer – **Mrs Fiona Rigg** on **017687 72605 Ext 294** or email [exams@keswick.cumbria.sch.uk](mailto:exams@keswick.cumbria.sch.uk)

The school telephone number is: **017687 72605**.

Remember – we are here to help.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## 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.*

**JCQ**  
CIC

**Information for candidates  
Using social media and examinations/assessments**



Image by Patrice Jones

**This document has been written to help you stay within exam regulations. Please read it carefully.**

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

**You need to know that the following would be malpractice:**

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

**Penalties that awarding bodies apply include:**

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

**Please take the time to familiarise yourself with the JCQ rules:**

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



JCQ 2022 – Effective from September 2022



AQA

City &amp; Guilds

CCEA

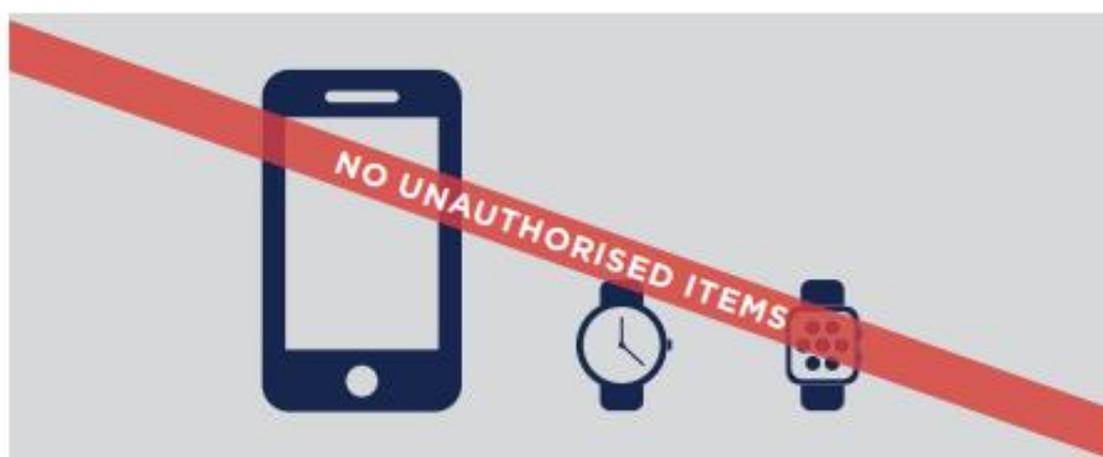
OCR

Pearson

WJEC

## 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.

## Information for candidates

### Written examinations

With effect from 1 September 2022

**This document has been written to help you.  
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

### A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
  - (a) notes;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Any pencil cases taken into the exam room **must** be see-through.

**Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**
- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

## B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

## C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
  - (a) make sure it works properly; check that the batteries are working properly;
  - (b) clear anything stored in it;
  - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
  - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

## D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

### Examination Internal Appeals Policy

Keswick School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Keswick School 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, Cambridge Nationals, Cambridge Technicals, ASDAN, Entry Level, Project qualifications (including any other qualifications delivered by Keswick School to which these procedures apply), including the marking and quality assurance/internal standardisation processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Keswick School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved 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.

Keswick School:

1. ensure that candidates are informed of their centre assessed marks at least two weeks before the marks are submitted to the exam boards so that they may request a review of the centre's marking. Candidates must request a review of marking within three days of being given their mark to allow the review to take place following the timescales below.
2. Inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as 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 of the marked assessment material (work) and the mark scheme 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 (or for some marked assessment materials, such as art work and recordings, inform the candidate that the originals will be shared under supervised conditions) within 3 working days
5. Inform candidates they will not be allowed access to original assessment material unless supervised
6. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain 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 3 working days of receiving copies of the materials and by completing the internal assessment appeals form. This will be chargeable at the same rate as script remark for that particular course component.
8. allow up to five working 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 appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review. This may be a reviewer from the same centre as long as they meet the criteria.
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. Candidates will be informed that their original marks may be lowered, confirmed as correct or raised due to this review process.
12. 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 bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.