

Kirkby High School



Examinations 2023/24

Guidance for Students and Parents

Centre No: 34131

School Telephone Number- 0151 477 8710

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Date of next review	October 2024

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Introduction

Kirkby High School is committed to ensuring that candidates are fully briefed on the exam 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 the candidate exam handbook

Hopefully, this booklet will prove informative and helpful for you and your parent(s)/carer(s). Please read it carefully and show it to your parent(s)/carer(s) so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down a strict criteria which must be followed for the conduct of examinations and Kirkby High School is required to follow them precisely.

Kirkby High School will endeavour to the following:

- *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*

Some of the queries you may have, are answered at the back of this booklet.

If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

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

The Examinations Officer- **Miss J Hargadon** (in the School Main Office)

Assistant Headteacher- **Mr P Greenhalgh**

The school telephone number is: **0151 477 8710**

Remember – we are here to help.

GOOD LUCK!

Malpractice

Candidates need to be aware of the extremities of consequences with malpractice throughout examinations. 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 *Table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates* [[Suspected Malpractice in Examinations and Assessments](#)]

Refer to [Information for candidates – social media](#)

You should be aware that the following constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Personal data

The awarding bodies collect information about exam candidates such as their legal names, date of birth UPN number etc.

*To understand what information is collected and how it is used, you must read the **JCQ Information for candidates – Privacy Notice**. This is located on the JCQ website or can be requested from the exams officer- Miss Hargadon.*

Refer to [GR 6](#) and [Information for candidates – Privacy Notice](#)

Copyright

The copyright of any 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

Refer to [GR 6](#)

Coursework assessments/non-examination assessments

If a student must complete coursework/non-examination assessments as part of their course, their subject teacher will supply them with all coursework guidance such as key dates etc and appropriate deadlines. The centre will notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments.

All coursework/non examination assessments is assessed internally before being submitted to exam boards. Candidates are informed of their centre assessed marks before they are sent off. If a candidate would like to make an appeal against their mark, they can do so by following the internal appeals process.

Their work is then submitted to the exam board where they will check and grade it.

Kirkby High School will ensure that the JCQ Information for candidates (coursework, non-examination assessments, on-screen tests, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format prior to assessments and/or examinations taking place.

Refer to Instructions for conducting non-examination assessments, Foreword and Information for candidates documents

The centre will... notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments... ensure that the *JCQ Information for candidates* (coursework, non-examination assessments, on-screen tests, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format **prior to assessments and/or examinations taking place...** [GR 5.8]

Written timetabled exams

All candidates will be given an individual exam timetable before their upcoming exams. This will include all of the examinations that the student has been entered for. Also included, is information to ensure candidates know the date and time of all their exams/assessments, where they are sitting and which exam room they will be based in.

A candidate statement of entry will be on each individual timetable. Pupils need to check that all personal details such as their name and date of birth etc are correct. If any information appears incorrect, please see Miss Hargadon or Mr Greenhalgh as soon as possible.

The centre will... notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments... ensure that the *JCQ Information for candidates* (coursework, non-examination assessments, on-screen tests, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format **prior to assessments and/or examinations taking place...** (Candidates must also be made aware of the content of the *JCQ Mobile Phone* and *Warning to Candidates* posters.)

(It is permissible for each of the *JCQ Information for candidates* documents to be placed on the centre's website and for the respective link to be e-mailed to candidates, with an appropriately worded message. The centre should follow this up with a briefing session or a special assembly led by the relevant Head of Year or an Assistant Head. The briefing session would reinforce what candidates must and must not do when sitting written examinations and/or on-screen tests, and when producing coursework and/or non-examination assessments.)

A centre may provide candidates with a copy of the *JCQ Information for candidates* documents in a language other than English, Irish or Welsh. [GR 5.8]

Contingency day - summer 2024

A contingency day has been planned by JCQ for GCSE and/or GCE examinations should they have sustained national or local disruption arise during the June 2024 examination series.

The awarding bodies have designated Wednesday 26 June 2024 as a 'contingency day' for examinations. This is consistent with the qualification regulators' document *Exam system contingency plan: England, Wales and Northern Ireland* - <https://www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland>

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

In the highly unlikely event that there is national disruption to a day of examinations in summer 2023, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the contingency day on 28 June 2023. Centres will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of this contingency arrangement so that they may take

it into account when making their plans for the summer. However, the awarding bodies will not insist upon candidates being available throughout the entire timetable period as a matter of course.
[ICE 15]

What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)

A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see Miss Hargadon or Mr Greenhalgh if you are unaware what to do. If you think there is a clash on your timetable that has not been resolved, please see Miss Hargadon or Mr Greenhalgh immediately. Usually, a timetable clash will be managed where one paper will be taken, followed immediately/after a short supervised break by the next paper(s) in the same session and the formal supervision arrangements that will be in place in the exam room.

Candidates will be supervised by invigilators at all times. Mr Greenhalgh / Miss Hargadon will determine the examination which is to be conducted in a later or earlier session within the same day.

JCQ reference:

If candidates are taking two or more examinations in a session and the total time is three hours or less, you may decide the order within the timetabled session in which to hold them.

You may also give candidates a supervised break of no more than twenty minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions at all times*. Therefore candidates cannot revise.

*For candidates with approved supervised rest breaks, the rest break may be conducted outside of the examination room, with the candidate being supervised at all times†.

†Where reference is made to supervised rest breaks, this is a supervised rest break as defined in section 5.1 of the JCQ publication *Access Arrangements and Reasonable Adjustments*.

If candidates are taking two or more papers timetabled in a session and the total time is more than three hours including approved extra time allowances and/or supervised rest breaks†, you may conduct an examination in a later or earlier session within the same day. There is no need to complete any paperwork. Prior permission from an awarding body is not required.

†Where reference is made to supervised rest breaks, this is a supervised rest break as defined in section 5.1 of the JCQ publication *Access Arrangements and Reasonable Adjustments*.

The security of the examination must still be maintained. You must supervise candidates in line with the requirements in Points a) to d) and paragraph 7.5, as below...

... 'Centre supervision' means that a member of centre staff, or an invigilator, will be in the same room as the candidate(s) at all times.

Candidates may revise using their own resources whilst under centre supervision between examinations but must not...
[ICE 7]

Where you will take your exams

The majority of students will take their exams in the Ball Hall. Students who are sitting their examinations in different rooms, will be informed before they begin their exam in their pre-exam briefing/assembly.

What time your exams will start and finish

JCQ official start times are 9.00am and 1.30pm.

However at Kirkby High School, we start the morning examinations at **9.00am** and the afternoon examinations start at **1.00pm**. JCQ allows centres to start exams up to 30 minutes earlier or later than the published start time.

Supervision during your exams

The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Mr Greenhalgh will be present at the start of all examinations.

Invigilators are in the examination room 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 required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

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

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Management Team- all malpractice will be reported to JCQ and the examination awarding bodies.

Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.

Exam room conditions

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in full uniform and equipped with the correct equipment. Candidates must arrive 20 minutes prior to the start time of their examination. Please wait quietly outside the sports hall until you have had your before exam briefing. Candidates will then be invited to enter their exam room by the examination invigilators.

All students attending school for examinations must wear Full School Uniform.

All items of equipment, pens, pencils, mathematical instruments, etc should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.

Pens should be **ballpoint black ink only**. No erasers or correction pens are allowed.

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

Please make sure that any watches are removed and placed on your desk. Any smart watches need to be removed and locked away with mobile phones.

Do not attempt to communicate with or distract other candidates.

Examination regulations are very strict regarding items that may be taken into the examinations room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.

Mobile telephones/Wrist Watches/Smart Watches MUST NOT BE BROUGHT INTO THE EXAMINATION

ROOM. If a mobile phone (or any other type of electronic communication or storage device including a wrist watch which has a data storage device or any other product with text/digital facilities) 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 which could result in disqualification. If you have a mobile phone/electronic device including a wrist watch with data storage with you please turn it off and give it to the senior invigilator who will put it in a sealed envelope with your name and seat number on it. It will then be placed in secure storage outside of the examination room until your examination is finished. No exceptions can be made.

Water is allowed in the examination rooms, in a clear bottle with the label removed.

Please do not write on examination desks. This is regarded as vandalism and you will be asked to 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.

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.

Candidates must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). You will not be allowed to leave an examination 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.

At the end of the examination all work must be handed in – remember to cross out any rough work. Make sure you have put any loose additional answer sheets in the order you answered the questions and insert them inside the answer booklet. Treasury tags should only be used if permitted by the awarding body marking the papers.

Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room. Question papers, answer booklets and additional paper must NOT be taken from the exam room. Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working. Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator

Candidates must listen to and follow the instructions of the invigilator at all times in the exam room

Candidates must not communicate with other candidates

There will be information displayed in the exam room, visible to all candidates, such as (centre number, centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam)

Candidates will be instructed from Mr Greenhalgh to complete of the front of their answer books before the start of each examination (first name and surname that matches their entry information, candidate number etc.) and that this must not be completed until instructed to do so.

Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave.

Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room...

[ICE 19]

Where you will sit in the exam room

All candidates are placed in a seating plan. Mr Greenhalgh will let you know your seat number in the pre exam briefing before you enter the exam room. Invigilators are on hand to support if you cannot locate your seat.

How your identity is confirmed in the exam room

Photographic IDs are placed on each of the candidate's desk so they can be identified by the Invigilators.

JCQ reference:

"...A private/external candidate or a transferred candidate who is not known to the school or college must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence.

*...Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. **Centres must inform candidates in advance of this procedure and well before their first examination.***

Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination."

What equipment you need to bring to your exams

- For most exams you should bring at least 2 pens (black ink only).
- For Science Modules & Mathematics you need 2 x **HB** pencils.
- For some exams you will need a calculator (Maths/Science), a 15cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor (not gel pens), set texts (e.g. for English Literature).
- You must not attempt to borrow equipment from another candidate during the examination.

Using calculators

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

JCQ reference: *"Candidates may use a calculator in an examination unless prohibited by the awarding body's specification.*

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are 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..."

Calculators must be: <ul style="list-style-type: none"> ○ of a size suitable for use on the desk; ○ either battery or solar powered; ○ free of lids, cases and covers which have printed instructions or formulas. 	Calculators must not: <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> ○ language translators; ○ symbolic algebra manipulation; ○ symbolic differentiation or integration; ○ communication with other machines or the internet; • be borrowed from another candidate during an examination for any reason; • have retrievable information stored in them - this includes: <ul style="list-style-type: none"> ○ databanks; ○ dictionaries; ○ mathematical formulas; ○ text.
The candidate is responsible for the following: <ul style="list-style-type: none"> ○ the calculator's power supply; ○ the calculator's working condition; ○ clearing anything stored in the calculator. 	

[Taken from JCQ instructions for conducting examinations 2022/2023, Section 10.3]

What you should not bring into the exam room

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

Mobile telephones/ smart watches/ analogue watches MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.

Food and drink in exam rooms

Water is allowed in the examination rooms, in a clear bottle with the label removed. This is the only food/drink item that is acceptable.

JCQ reference:

"Food and drink may be allowed in the examination room at the discretion of the head of centre. However, this is on the condition that any food or drink brought into the examination room whether by the candidate or the centre is free from packaging and all labels are removed from drink containers."

[ICE 18]

What you should wear for your exams

Normal school regulations apply to school uniform, hair, jewellery, make up etc. Candidates should always arrive in full school uniform.

What to do if you arrive late for an exam

Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Attendance. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has officially started.

What to do if you are unwell on the day of an exam

Inform school 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 the school to make an appeal for Special Consideration on your behalf.

What happens if you have an unauthorised absence from an exam

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

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer without delay in all cases where an application is to be made for special consideration.

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

If the **fire alarm** sounds during an examination the invigilators will tell you what to do.

Don't panic. If you have to evacuate the room, you will be asked to leave **in silence** and in the order in which you are sitting. You must not attempt 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. Candidates will be advised to close their answer booklets.

You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Candidates with access arrangements

Any candidates with access arrangements would have had a discussion with Mrs Hughes/Mrs Rigby to discuss what they have in place during the examinations. If you feel like you need more information regarding this, please see Mrs Hughes or Mrs Rigby.

Results

Summer 2024 results will be available for collection on: **Thursday 22 August 2024 from 10.00am.**

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 collect their results on 24th August, can come into school to collect them at a later date but please call to confirm the Examinations Officer is available.

No results will be given out by telephone under any circumstances.

JCQ reference:

"The centre agrees to distribute provisional statements of results to all candidates, either electronically or in hard copy, without delay and regardless of any disputes..."

[\[GR 5.12\]](#)

"Senior members of centre staff must be accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of enquiries. Candidates must be informed of the periods during which centre staff will be available so that they may plan accordingly."

Post-results services

If you need post-results advice, Kirkby High School teaching staff will be available on Results Day.

Requests for post-results services must be made through the centre. The services available are reviews of results and appeals and access to scripts. Kirkby High School staff will inform you if they would like to request your script back or have it remarked. Any queries on the day, please speak to your subject teacher or Mr Greenhalgh.

JCQ reference:

"The centre will have in place written procedures for how it will deal with candidates 'requests for access to scripts, clerical checks, reviews of marking, reviews of moderation and appeals to the awarding bodies. Details of these procedures must be made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services before they sit any examinations and the accessibility of senior members of centre staff immediately after the publication of results..."

...ensure that candidates have provided their written consent for clerical checks, reviews of marking and access to scripts services offered by the awarding bodies after the publication of examination results" [\[GR 5.13\]](#)

Certificates

Certificates will be given out at the awards presentation evening in November 2024. Further information will be sent out to candidates after their examinations.

If candidates cannot attend the awards evening, they can collect their certificates at a later date from Miss Hargadon (examinations officer). Students will need to come into school, providing ID.

JCQ reference:

"The centre will distribute certificates to all candidates without delay and regardless of any disputes..." [GR 5.14]

Internal appeals procedures

Certain components of GCSE and GCE qualifications (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments) that contribute to the final grade of the qualification are internally assessed (marked) by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

Kirkby High 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.

Kirkby High 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, including the marking and quality assurance 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. Kirkby High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

JCQ reference:

"The centre will... have in place and be readily available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates... The centre must inform candidates of their centre assessed marks. A candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."

[GR 5.7]

"The centre will... have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal. (A centre may place its internal appeals procedure on the school/college website or alternatively the document may be made available to candidates upon request.)"

[GR 5.13]

Complaints and appeals procedure

If a student or parent wishes to make a complaint about any aspect of the examinations system at Kirkby High School, they should follow the schools General Complaints Procedure. The first point of contact should be the Examinations Officer or the Senior Leadership Team (Mr Greenhalgh).

JCQ reference:

"The centre will draw to the attention of candidates and their parents/carers their written complaints and appeals procedure which will cover general complaints regarding the centre's delivery or administration of a qualification."

[GR 5.8]