



ASHMOLE ACADEMY

CENTRE NO: 12204

EXAMINATIONS 2016/2017

**Public Examinations Information for
Parents/Carers**

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INTRODUCTION

This booklet has been prepared so that parents/carers are familiar with the rules and procedures relating to public examinations. It is important that this handbook is read and any questions are addressed to a member of the Exams Office.

The examination boards set down very strict criteria for the conduct of public examinations and the school is required to follow them precisely. Notices to candidates are appended to this booklet and may also be found in the exams section on the school website.

Final details of arrangements for examinations will be issued at the start of the examination season through the tutor or year group.

The handbook should be read carefully and retained so that it can be referred to as necessary.

IMPORTANT DATES

- The Summer Examination Season begins on **Monday 15th May 2017** and continues until **Thursday 29th June 2017**. Some practical and oral examinations will take place before this date e.g. Art Practical Examinations.
- Controlled Assessments will take place throughout the academic year; the relevant calendars detailing the exact dates of specific subject controlled assessments have already been issued to you. You can also find these calendars on the school web-site.
- GCSE Maths and English re-takes take place in **November 2017**.

STUDY LEAVE

Dates for study leave will be published closer to the summer examination period. Once study leave begins students need not come to school after this date unless they have an examination.

Year 11

NB: For Year 11 students who have examinations outside of study leave, the following arrangements have been made:

Morning Examination: Attend examination and return to normal lessons at the end of the exam.

Afternoon Examination:	P1, 2 & 3	Normal lessons
	P4	Early lunch
	1.00pm	Attend examination venue

Year 12 & 13

NB: For Year 12 and 13 students only who have an examination outside of study leave, the following arrangements have been made:

Morning Examination: Attend examination and return to normal lesson at the end of the exam.

Afternoon Examination:	P1 and P2	Normal lessons
	P3	Study period
	P4	Early lunch
	1.00pm	Attend examination venue

Mock Examinations

- Same examination conditions as public examinations.
- Examinations will take place during lesson time.

BEFORE PUBLIC EXAMINATIONS

- Students will receive a copy of their Statement of Entry (which list all the examinations for which they have been entered) and an individual Examination Timetable. They should ensure that the Statement of Entry includes all the expected subjects and correct tiers of entry. They must check that their name and date of birth are correct and as they should appear on examination certificates.. The timetable should be studied carefully so that students know when and where their examinations will take place. A reply slip must be returned to their form tutor confirming that these are correct in advance of the examinations.
- A full timetable is available in the Examinations section of the school website.
- Parents/carers should ensure that contact details are up to date on schoolcomms.
- **If there is a clash on their timetable students must see the Exams Co-ordinator (Mrs Perera) immediately.** It may be possible to obtain permission from the Board to move one of the papers, but only if the clash is reported promptly.

IF IN DOUBT – STUDENTS MUST ASK

- If students miss an examination they cannot take it on another day. Parents/carers will be asked to repay the entry fee for any examination their son/daughter misses without good cause. They should bring a medical certificate if the absence is due to illness.

IT IS THE STUDENT'S RESPONSIBILITY TO CHECK THEIR EXAMINATION TIMETABLE CAREFULLY AND TO ATTEND THE RIGHT EXAMINATION AT THE CORRECT TIME.

- Full adherence to the school's uniform and appearance policy applies throughout the examinations; full school uniform includes proper shoes. Outdoor coats, bags and valuables should be left in lockers. The school appearance rule relates also to hair and piercings; students must not attend with piercings or with haircuts or hair length not complying with the policy. Anyone who is unsure should check the uniform list in planners or on the school website, or speak to the relevant person who is responsible for that year group.
- Y12 and Y13 students must be dressed appropriately. They are **not permitted** to wear hoodies, baggy jumpers or jackets in the examination venue.
- Students may be refused entry into the examination room if they do not comply with the school uniform regulations.

DURING PUBLIC EXAMINATIONS

All examinations take place in the Sports Hall, Assembly Hall or Training Room unless indicated otherwise on the noticeboard.

- Students must arrive in the refectory ten minutes before the start of the examination unless alternative instructions have been given.
- Years 12 and 13 students should go to registration and then directly to the refectory.
- Examinations usually begin at **8.45am** for the morning session. Afternoon examinations will begin at **1.00pm**. Students who wish to take lunch before an examination should report to the Refectory at **12.10pm** to be registered and then remain in the Refectory until **1.00pm**. Lockers will only be available between **12.45 and 12.55pm**.
- Students who arrive late for an exam may be refused entry to the examination room.
- On entry to the examination, students will be checked by a security detector, having removed any electronic devices from pockets. This process is the beginning of the examination and must be completed in silence.
- Students must come to the examination properly equipped. They should bring a pen, pencil, ruler, rubber and spares. Some examinations require additional materials which **STUDENTS MUST PROVIDE** (e.g. calculator, coloured pencils). Individual subject areas will advise students in advance. The school will not be able to provide such specialist materials. Students must leave everything else – bags, books, coats – in lockers. Should students bring any **UNAUTHORISED** materials with them into the exam they are at risk of being disqualified. This includes notes/exercise books etc. Writing notes on any part of the body or clothing is also prohibited.

NB Liquid paper (e.g. Tippex), mobile phones (even if they are turned off), iPods, MP3/4 players, smart watches, products with an electronic communication/storage device or digital facility are not allowed in the examination room. If a student uses liquid paper on their examination paper, or brings a mobile phone into the examination room, the Board will disqualify them from that and possibly subsequent examinations. YEAR 11 STUDENTS ARE NOT ALLOWED TO HAVE MOBILE PHONES IN SCHOOL UNDER ANY CIRCUMSTANCES.

- Calculators are allowed in **some** examinations. Where calculators are allowed, the case and instructions must be handed in. Only clear pencil cases are allowed.
- The only refreshment students may bring in to the examination room is still water, which must be in a clear container with no label and a sports cap.
- Good behaviour is required in the examination room. Any form of misconduct could result in disqualification from **all** examinations in **all** subjects.

CLASH EXAMINATIONS

If a student has a clash examination, parents will be informed of this clash 48 hours before the examination. Students who are entitled to free school meals will be provided with lunch on this day; all other students are required to bring a packed lunch with them.

INVIGILATORS

- The school employs invigilators to help in the conduct of examinations. Students are expected to behave in a respectful manner towards invigilators and follow their instructions at all times. They must be treated as other members of the school staff.
- Invigilators are in the examination rooms to assist in the supervision of the conduct of the examination. They will help to distribute and collect the examination papers, hand out extra paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Students should note that invigilators cannot discuss the examination paper or explain the questions.

SPECIAL CONSIDERATION

If a student has suffered any adverse circumstances, is ill during the examination period, has sustained a recent injury or has suffered a recent bereavement, the parent/carer must inform Mrs Perera in writing immediately. A medical note should be given to her if appropriate. Adverse circumstances must be reported **before** the end of the examination season or they cannot be processed.

EXAMS MISSED DUE TO ILLNESS

The Joint Council for Qualifications (JCQ) has issued advice on how marks are estimated for students who miss exams, usually due to illness, or rarely because work has been lost. The main points are as follows:

- The method used to estimate a missing mark is the 'z-score' method. The z-score method is fairer than a simple pro-rata adjustment of marks as it takes into account variations in the performance of the whole cohort on the different papers. Detailed information on this method can be found at <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/other-documents/estimating-the-mark-when-a-candidate-is-absent>.
- An enhanced grade can only be awarded if the student has completed at least 40% of the total assessment.

COMMUNITY LANGUAGES

The school will endeavour to facilitate examinations for those students who wish to sit community languages. Entry fees and costs of invigilation will be met by the candidate. Where **speaking** units are concerned, in subjects that are not taught as part of the main school curriculum, it is likely that the candidate will be referred to an alternative centre which will enter the student directly for that part of the examination. Candidates will be required to complete and submit a form (available from the Exams Office) which will be passed on to the centre where speaking examinations are conducted. All communications regarding that element of the qualification will then be dealt with directly through that centre.

Candidates will be entered for **written** units of the qualification by the Ashmole Exams Office and candidates will sit these units at Ashmole.

AFTER PUBLIC EXAMINATIONS

BOOK RETURN

Year 11

Textbooks should be brought to the final examination in a subject and returned immediately prior to entry to the examination venue. Any books that have not been returned by then should be brought to the Main venue between **3.30pm and 4.30pm** on **Wednesday 28th June 2016 (prov)**. The correct books should be returned and names checked off against the number issued.

Year 13

Book return day will be on **Wednesday 28th June 2016 (prov)** between **3.30pm and 4.30pm**. Students should bring their books to the Main venue.

RESULTS

GCE (AS and A2)

Results for exams taken in May/June will be published on **Thursday 17th August 2017**. Students should visit school on this day between **9.00am and 10.00am** for Year 13, and between **10.00am and 11.00am** for Year 12. Results not collected will be posted. Staff will be in school to give advice, where necessary, on post results services and university admissions.

GCSE

Results for GCSE are published on **Thursday 24th August 2017**. Students should visit school on this day between **10.00am and 11.00am**. Results not collected from school on this day will be posted. Staff will be in school to give guidance about results to those students who need it.

If a student wishes to nominate someone to collect his/her results on their behalf, written notification must be handed to the Exams Office before the commencement of the exam season.

UNDER NO CIRCUMSTANCES WILL ANY RESULTS BE GIVEN OVER THE TELEPHONE

POST RESULTS

It is possible to make enquiries about results for completed courses (reviews of marking, access to scripts) and full details of deadlines and costs will be enclosed with results slips. It is important that deadlines are adhered to as examination boards do not allow late applications.

It should be noted that examination marks (and grades) can go down as well as up if an enquiry is made.

After an enquiry it is possible to appeal to an examination board if it is done so within 14 days of the outcome being issued. However, it should be noted that the purpose and remit of the appeals process is to consider the procedures leading to the setting of grades and to consider whether those procedures were applied in a manner that complies with the exam board's procedures rather than looking at judgments made. Appeals do not generally involve a further review of a candidate's work.

INTERNAL ASSESSMENTS

If there are any disputes regarding internally awarded marks for coursework or controlled assessments, there are procedures in place. Please refer to the policy on the school website.

If there are any issues relating to the examination process students may contact Mrs Perera.

YEAR 12 ENROLMENT

Students must attend meetings for enrolment to Year 12 on **31st August 2017 (prov)** and Year 13 on **1st September 2017 (prov)**. Further details will be supplied. Lessons begin for all students on **5th September 2017**.

CERTIFICATES

These arrive at various times during the Autumn Term. It is not safe to send certificates through the post, so students are required to collect their certificates personally from the Academy. Students will be informed when certificates are available for collection.

POLICY ON INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS

Ashmole Academy is committed to ensuring that whenever members of staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have the appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will be in place in order to ensure consistency.

Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the Awarding Body must moderate the assessment. The final judgement on marks awarded is that of the Awarding Body. Appeals against matters outside the school's control will not be considered in the school's appeals procedure.

If a student or their parent/carer feels that this may not have happened in relation to their work, they may make use of this appeals procedure.

In accordance with the Code of Practice for the conduct of external qualifications produced by JCQ, Ashmole Academy is committed to ensuring that:

- Internal assessments are conducted by staff that have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification.
- The consistency of the internal assessment is secured through internal standardisation as necessary.
- Staff who are responsible for internal standardisation attend any compulsory training sessions.

There are two possible stages to this appeals process:

1. Appeal in writing to the Head of Faculty
2. Appeal in writing to the Head Teacher if the previous appeal did not bring about a resolution.

1. **Appeal in writing to the Head of Faculty:**

- The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement itself; an appeal cannot be made against the mark or grade, only the procedures used.
- The parent/carer must make the appeal in writing to the Head of Faculty. *Appeals should normally be made by 30th April for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time.*
- The enquiry into the internal process will normally be led by the Head of Faculty provided that he/she has not played any part in the original internal assessment process. If this is the case, the enquiry will be led by the attached leadership team member. The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice.'
- The teacher making the assessment will be notified and will be given an opportunity to explain their decision to the Head of Faculty.
- The student and their parent/carer will be informed in writing of the outcome of this appeal, and will also receive a copy of any relevant communications with the Awarding Body, as well as any steps taken to further protect the interest of the candidates.

- The outcome of the appeal will be made known to the Assistant Head Teacher, Examinations. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the Head Teacher and the awarding body will be informed.

If the student or their parent/carer is unhappy about the response from the Head of Faculty in writing, they can request that the matter be referred to the Head Teacher.

2. Appeal in writing to the Head Teacher.

If a parent/carer is not satisfied with the outcome of the appeal to the Head of Faculty they should write a letter to the Head Teacher specifying the nature of the complaint and any evidence they may have. The Head Teacher will then consider the complaint and instigate an investigation. The Head Teacher may arrange a meeting with the parent/carer and student to explore the complaint in more detail. The parent/carer will receive a letter from the Head Teacher informing them of the outcome of the appeal.

MALPRACTICE PROCEDURES

Full details of malpractice procedures can be found at <http://www.icq.org.uk/exams-office/malpractice>.

In a case of suspected malpractice, in line with the Joint Council for Qualifications (JCQ) policy, the procedures followed by Ashmole Academy will be as detailed below:

THE ALLEGATION

Examiners, moderators and external verifiers who suspect malpractice in an examination or assessment **are required** to notify the relevant awarding body immediately using the procedures and forms provided by the awarding body.

A full account of the incident has to be submitted together with supporting evidence and an indication of which regulation or specification requirement has been broken.

Where suspected malpractice is identified by a centre, the head of centre **is required** to submit full details of the case at the earliest opportunity to the relevant awarding body.

In the case of notifications of suspected malpractice received from examiners, moderators, external verifiers, the regulator or members of the public (including whistle-blowers), the awarding body will consider the information provided and take one of the following courses of action:

- take no further action;
- where necessary, ask the head of centre to conduct a full investigation into the alleged malpractice and to submit a written report;
- in the case of alleged fraud or a serious breach of security, investigate the matter directly.

THE INVESTIGATION

Centre Investigation

- It will normally be expected that investigations into allegations of malpractice will be carried out by the head of centre. The head of centre should deal with the investigation in a timely manner.
- Those responsible for conducting an investigation should establish the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true.
- The head of centre should consider that both staff and candidates can be responsible for malpractice. Where a conflict of interest may be seen to arise, investigations into suspected malpractice should not be delegated to the manager of the section, team or department involved in the suspected malpractice.
- If a centre is reporting the suspected malpractice, the awarding bodies recommend that, as a minimum, the centre provides the accused individuals with a completed copy of the form or letter used to notify the awarding body of the malpractice.
- When the head of centre deems it necessary to interview a candidate or member of staff in connection with an alleged malpractice, the interviews must be conducted in accordance with the centre's own policy for conducting disciplinary enquiries.
- The involvement of legal advisors is not necessary, at least where there is no allegation of criminal behaviour. However, if any party wishes to be accompanied by a solicitor or trade union official, the other parties must be informed beforehand to give them the opportunity to be similarly supported. An awarding body will not be liable for any professional fees incurred.
- The head of centre is required to make available an appropriate venue for such interviews. Interviews may also be conducted over the telephone. Individuals involved may be requested to provide a written statement.

Awarding Body Investigation

- For allegations of malpractice which involve fraud or a serious breach of examination security, it will normally be expected that an investigation into the allegation will be carried out by the relevant awarding body or bodies and/or the regulators, acting in conjunction with the head of centre (or the governing body or management board), and possibly the Police. The funding agencies will also usually conduct their own investigation if fraud is suspected.

- An awarding body will not normally withhold from the head of centre any evidence or material obtained or created during the course of an investigation into an allegation of malpractice. However, it may do so where this would involve disclosing the identity of an informant who has asked for his/her identity to remain confidential. In such cases, the awarding body will provide the evidence and material and will withhold information that would reveal the person's identity, and will explain why the withheld information cannot be provided.
- Any material or evidence not provided to the head of centre will not be provided to a Malpractice Committee and will not be considered when deciding whether an allegation of malpractice is proven or not.
- If investigations reveal that candidates had prior knowledge of the content of an examination or assessment, the awarding body must establish whether information could have been divulged to candidates at other centres or to other unauthorised persons.
- Sometimes it is necessary for the awarding body to interview a candidate during an investigation. If the candidate is a minor or a vulnerable adult, and if the interview is to be conducted face to face, the awarding bodies undertake to do this only in the presence of the head of centre, or other senior member of staff, or the candidate's parent/carer or with the permission of the head of centre or parent/carer. Interviews may also be conducted over the telephone or the individual being interviewed may also be requested to provide a written statement.
- When it is necessary for a member of the awarding body staff to conduct an interview with a staff member, the member of staff being interviewed may be accompanied by a friend or advisor (who may be a representative of a teacher association or other association).
- If the individual being interviewed wishes to be accompanied by a legal advisor, the other parties must be informed beforehand to give them the opportunity to be similarly supported.

Rights of the Accused Individuals

When, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual, whether a candidate or a member of staff, accused of malpractice **must**:

- be informed (preferably in writing) of the allegation made against him or her;
- be advised that a copy of the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures can be found on the JCQ website - <http://www.jcq.org.uk/exams-office/malpractice>;
- know what evidence there is to support that allegation;
- know the possible consequences should malpractice be proven;
- have the opportunity to consider their response to the allegations (if required);
- have an opportunity to submit a written statement;
- be informed that he/she will have the opportunity to read the submission and make an additional statement in response, should the case be put to the Malpractice Committee;
- have an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required);
- be informed of the applicable appeals procedure, should a decision be made against him or her;
- be informed of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators, the Police and/or professional bodies including the Teaching Agency as appropriate.

Responsibility for informing the accused individual rests with the head of centre.

The Report

After investigating an allegation of malpractice the head of centre **must** submit a full written report of the case to the relevant awarding body.

The Report should be accompanied by the following documentation, as appropriate:

- a statement of the facts, a detailed account of the circumstances of the alleged malpractice and details of any investigations carried out by the centre;
- written statement(s) from the invigilator(s), assessor, internal verifier(s) or other staff who are involved;
- written statement(s) from the candidate(s);
- any mitigating factors;

- information about the centre's procedures for advising candidates of the awarding bodies' regulations;
- seating plans showing the exact position of candidates in the examination room;
- unauthorised material found in the examination room;
- any work of the candidate and any associated material (e.g. source material for coursework) which is relevant to the investigation.

The Decision

The Malpractice Committee is responsible for determining the outcome following the report. In making a decision on any Report, the Malpractice Committee will establish that correct procedures have been followed in the investigation of the case, and that all individuals involved have been given the opportunity to make a written statement.

If satisfied, the Malpractice Committee will then seek to determine:

- whether the examination and assessment regulations have been broken;
- where the culpability lies for the breach of regulations.
- If the Malpractice Committee is satisfied that there is sufficient evidence that malpractice has occurred, the Committee will then determine appropriate measures to be taken to protect the integrity of the examination or assessment and to prevent future breaches and also the nature of any sanction or penalty to be applied.

In order to determine the outcomes in cases of alleged malpractice, awarding bodies may appoint a Panel or Committee composed of external members experienced in examination and assessment procedures. Alternatively, this function may be allocated to a named member or members of staff. In this document the Committee (or awarding body personnel responsible for making decisions in malpractice cases) is referred to as the "Malpractice Committee".

- The Committee may be assisted by an awarding body member of staff.
- The key principle underpinning the composition of the Malpractice Committee is that it is independent of those who have conducted the investigation.
- Awarding body staff who have directly investigated the case will play no role in the decision making process.
- No one who declares an interest in the outcome of the case will be present in the room when the case is considered.
- Information supplied to the Malpractice Committee will be only that which is directly relevant to the case under consideration and which has been made available to the person against whom the allegation has been made, subject to redaction.
- The person against whom the allegation has been made will be given the opportunity to make a statement to the Malpractice Committee in light of the material provided.

Sanctions and Penalties

Awarding bodies impose sanctions and penalties on individuals and on centres responsible for malpractice in order to:

- minimise the risk to the integrity of examinations and assessments, both in the present and in the future;
- maintain the confidence of the public in the delivery and awarding of qualifications;
- ensure as a minimum that there is nothing to gain from breaking the regulations;
- deter others from doing likewise.

The awarding bodies will determine the application of a sanction or penalty according to the evidence presented, the nature and circumstances of the malpractice, and the type of qualification involved.

Not all the sanctions and penalties are appropriate to every type of qualification or circumstance.

Awarding bodies may, at their discretion, impose the following sanctions against candidates.

1 Warning

The candidate is issued with a warning that if the offence is repeated within a set period of time, further specified sanctions will be applied.

2 Loss of marks for a section

The candidate loses all the marks gained for a discrete section of the work. A section may be part of a component, or a single piece of coursework if this consists of several items.

3 Loss of marks for a component

The candidate loses all the marks gained for a component. A component is more often a feature of linear qualifications than a unitised qualification, and so this penalty can be regarded as an alternative to penalty 4. Some units also have components, in which case a level of penalty between numbers 2 and 4 is possible.

4 Loss of all marks for a unit

The candidate loses all the marks gained for a unit. This penalty can only be applied to qualifications which are unitised. For linear qualifications, the option is penalty 3. This penalty usually allows the candidate to aggregate or request certification in that series, albeit with a reduced mark or grade.

5 Disqualification from a unit

The candidate is disqualified from the unit. This penalty is only available if the qualification is unitised. For linear qualifications the option is penalty 7. The effect of this penalty is to prevent the candidate aggregating or requesting certification in that series, if the candidate has applied for it.

6 Disqualification from all units in one or more qualifications

If circumstances suggest, penalty 5 may be applied to other units taken during the same examination or assessment series. (Units which have been banked in previous exam series are retained.) This penalty is only available if the qualification is unitised. For linear qualifications the option is penalty 8.

7 Disqualification from a whole qualification

The candidate is disqualified from the whole qualification taken in that series or academic year. This penalty can be applied to unitised qualifications only if the candidate has requested aggregation. Any units banked in a previous series are retained, but the units taken in the present series and the aggregation opportunity are lost. If a candidate has not requested aggregation the option is penalty 6. It may also be used with linear qualifications.

8 Disqualification from all qualifications taken in that series

If circumstances suggest, penalty 7 may be applied to other qualifications. This penalty can be applied to unitised qualifications only if the candidate has requested aggregation. Any units banked in a previous series are retained, but the units taken in the present series and the aggregation opportunity are lost. If a candidate has not requested aggregation the option is penalty 6. It may also be used with linear qualifications.

9 Candidate debarral

The candidate is barred from entering for one or more examinations for a set period of time. This penalty is applied in conjunction with any of the other penalties above, if the circumstances warrant it.

Appeals

The awarding bodies have established procedures for considering appeals against penalties arising from malpractice decisions. The following individuals have a right to appeal against decisions of the Malpractice Committee or officers acting on its behalf.

- Heads of centre, who may appeal against sanctions imposed on the centre or on centre staff, as well as on behalf of candidates entered or registered through the centre.
- Members of centre staff, or examining personnel contracted to a centre, who may appeal against sanctions imposed on them personally.
- Private candidates.
- Third parties who have been barred from examinations or assessments of the awarding body.

Further information may be found in the JCQ publication A guide to the awarding bodies' appeals processes - <http://www.jcq.org.uk/exams-office/appeals>