

2. Internal Appeals Procedure (General Regulations, paragraph 5.7d)

Is my centre required to have an Internal Appeals Procedure?

Yes: all centres **must** have a written Internal Appeals Procedure relating to internal assessment decisions in all qualifications. Details of this procedure **must** be communicated, made widely available and accessible to all candidates. Informing candidates of their marks is an important part of this procedure.

Further information may be found at:

<https://www.jcq.org.uk/exams-office/non-examination-assessments/notice-to-centres---reviews-of-marking-centre-assessed-marks>

3. Contingency day, June 2019 examination series

How might the contingency day be used in the June 2019 examination series?

In the highly unlikely event that there is national disruption to a day of examinations in summer 2019, 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 26 June 2019.

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.

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.

The contingency day will become a standard feature of subsequent examination timetables.

4. Storage of examination stationery ('ICE', Section 3)

Where should I store examination stationery?

Confidential examination materials, such as question papers and pre-release materials, as issued by the awarding bodies, **must** always be stored in the centre's secure storage facility, e.g. safe, security cabinet.

The associated examination stationery, such as answer booklets and formula booklets, **must** be stored in the secure room. Although it is good practice to store this material in the secure storage facility, it is not mandatory.