



CANDIDATE EXAM HANDBOOK

2024/25

Exam Board Contingency Days:

Contingency Session 1: Wednesday 11th June 2025 (PM)

Contingency Session 2: Wednesday 25th June 2025 (All Day)

Candidates must be available to sit exams up to and including these dates

Please note it is not possible, under any circumstances, for a student to sit an exam other than at the time it is timetabled by the exam board.

This booklet contains valuable information regarding your exams during the year. Please read it carefully and refer to it when needed. A printed copy is available in your form room and the Exams Office.

Introduction

Welcome to the College Exams Booklet which outlines the policies and procedures that are currently in place to ensure the smooth running of both our external (GCSE and Cambridge Nationals) exams and non-examined assessments (NEA).

Purpose of this handbook

This Booklet is designed to help answer any questions you may have leading up to your exams. We understand that external exams can be a particularly stressful time for both you and your families. It is therefore important that everyone involved in the process is as informed as possible. Well informed students will understand that the rules and regulations in place are designed to ensure fairness and minimise disruption. In this way, exams will be conducted so as to cause as little stress to you as possible and will help you achieve your best.

Joint Council for Qualifications (JCQ)

The JCQ is the organisation responsible for setting the rules and regulations relating to formal exams. It requires students to have been given certain information during their courses and prior to taking external exams. These documents are on the College website and you are expected to read and familiarise yourself with them. Your Tutor will also discuss them with you during form time. A link to the JCQ website can be found here: <https://www.jcq.org.uk/about-us/>

Who is responsible for exams?

The College is responsible for administering all external exam arrangements. There is a team of trained invigilators who will be present during the exams and who are managed by the College's exams officer, Mrs Hickman. If you have any questions, please see Mrs Hickman who is based in the Exams Office, along the main corridor.

Malpractice

Malpractice refers to any action that compromises the integrity or fairness of the examination or assessment process. The JCQ outlines what constitutes malpractice, including the introduction of unauthorized materials such as notes, textbooks, or electronic devices into the examination room. Breaching examination conditions, such as using mobile phones, talking, or otherwise communicating inappropriately during the exam, also qualifies as malpractice. Exchanging or passing information related to the exam, such as sharing answers with other candidates, is another example. Malpractice can also involve offences related to the content of candidates' work, including plagiarism, falsifying data, or submitting work that is not entirely the candidate's own. Furthermore, actions that undermine the integrity of examinations or assessments, such as tampering with exam materials or impersonation, are considered malpractice.

Any alleged, suspected, or actual incidents of malpractice will be thoroughly investigated by the College, with all findings reported to the relevant awarding body or bodies, ensuring that any breach of regulations is addressed appropriately in accordance with official procedures.

Social Media

The rules surrounding malpractice extend to the use of social media, and the JCQ has established clear guidelines that must be followed. Specifically, under no circumstances should you attempt to buy, ask for, or share any exam or assessment content on social media. Sharing rumours or speculating about the content of upcoming exams or assessments is also strictly prohibited. Additionally, sharing your work with others on social media, particularly if it forms part of an individual assessment, constitutes misconduct. Collaborating with others in ways that compromise the independence of your own assessment is similarly prohibited.

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. You must submit work for assessments which is completely your own. This means, among other things, that your final product must be in your own words and must not be copied or paraphrased from another source such as an AI tool (see below), and the content must reflect your own independent work.

Research and using references

Your teacher will explain to you whether the use of any AI is permitted in your coursework/NEA. Where it is permitted and you use computer-generated content (such as an AI Chatbot), you must include a reference which must show the name of the AI bot used and the date the content was generated. For example, ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You must submit a copy of the computer-generated content for reference and authentication purposes.

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating. (Please see the following JCQ document which can be found on the College website: AI use in Assessments.) A link is also available here: <https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/> and is also set out in the Appendix.

Personal data

In order to enter you for your exams, the College must share certain personal information about you with the exam boards. This includes your legal name, date of birth and gender. Please read the JQQ Privacy notice which can be found on the College website. A link to the document is also here: <https://www.jcq.org.uk/wp-content/uploads/2023/04/Information-for-candidates-Privacy-Notice-21-22.pdf>

If you are suspected of malpractice during an examination or assessment, personal data relating to you will also be shared with the relevant awarding body or bodies overseeing the examination or assessment in question. Additionally, this personal data may be shared with other awarding bodies, qualifications regulators, or professional bodies as required.

Materials submitted by candidates for assessment—including written work, audio and visual materials, computer programs, and data—are collectively referred to as "Student Materials." Awarding bodies may use these materials to evaluate your performance in the relevant assessments. In addition, awarding bodies may use your Student Materials for other purposes as described in their privacy policies and in accordance with their terms.

To understand what information is collected and how it is used, you must read the Privacy Notices on the exam board websites;

OCR: <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/candidateprivacy-policy/>

Edexcel: <https://qualifications.pearson.com/en/privacy-policy.html>

AQA: <https://www.aqa.org.uk/about-us/privacy-notice#the-data-we-collect>

WJEC/Eduqas: <https://www.eduqas.co.uk/home/privacy-policy/>

Copyright

You have a right to access your Student Materials (including your completed exam papers) once the results have been issued. It is important to note that there are specific procedures and strict deadlines for making such requests, and these can vary depending on the awarding body. An information sheet will be provided to you on Results Day setting out the procedure and deadlines. There is a non-refundable administrative fee of £5 per paper, which needs to be paid in advance.

Coursework assessments/non-examination assessments

Some subjects have an element of internally marked work included in them which has to be completed, marked and assessed. Your teacher will inform you when and how your assessments will take place and the deadline for submitting your internally assessed work.

Depending on the subjects you are taking, coursework/NEA will either be moderated by your teacher with the exam board verifying the mark, or directly marked by the Exam Boards.

Teachers must inform you of your marks so that you have the opportunity to appeal the mark if you disagree with it. The procedure for making an appeal for an internal mark can be found in the College's Internal Appeals Procedure's Policy which is on the College website. Students who do not submit coursework on time will not be allocated a mark.

You must read the following JCQ documents which can be found on the College website: JCQ Information for candidates Coursework; Information for candidates - NEA, Information for Candidates - Social Media.. A link to these documents is also provided here <https://www.jcq.org.uk/exams-office/information-for-candidates-documents> and are also set out in the Appendix

Written timetabled exams

Prior to your exams you will be given your statement of entry. You must check everything on your statement very carefully. Check that all personal details (spelling of name, date of birth) are correct, as these will be on your GCSE Certificates and can be costly to change.

Please note a student must be entered for exams under their legal surname and not preferred surname.

It is your responsibility to check you have been entered for the exams you think you should. Check details of date, time and duration of the exams. If you find any errors you should inform the exams officer, Mrs Hickman, as soon as possible. Her email is khickman@blessededward.co.uk

Immediately prior to your exams, you will also be given your personalised exam timetable. It is your responsibility to know the date, time and location of all your exams/assessments. You will be allocated an exam desk for all your exams/assessments.

You will also get a paper copy of the JCQ document 'Information for Candidates - written examination' with the timetable. A copy can also be found on the College website and must be read by all Candidates. A link to the document can be found here: https://www.jcq.org.uk/wp-content/uploads/2023/08/IFC-Written_Examinations_Sep2023_FINAL.pdf and is also set out in the Appendix.

Contingency sessions - Summer 2025

The awarding bodies publish contingency dates for each exam series. The contingency dates for Summer 2025 are Wednesday 11th June (PM) & Wednesday 25th June 2025. Please note that this means that every student must be available to do exams up to and including the 25th June in the event that an exam has to be rescheduled due to national disruption.

Please note that the contingency sessions are designed to provide a contingency in the event of national or significant local disruption to exams.

The contingency sessions do not provide an opportunity for Candidates to sit any exams they may have missed for whatever reason. It is not possible, under any circumstances, for a student to sit an exam other than at the time it is timetabled by the exam board.

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

If you identify an exam clash where two or more exams are scheduled at the same time, please inform the Exams Officer as soon as possible. In some cases, this may be intentional, especially for subjects like languages, where exams are meant to run consecutively. Where the clash is not intentional, the Exams Officer will make arrangements for one (or more) of those exams to be sat at a different time.

If you have two exams totalling 3 hours or less they will be sat together with a small supervised break in between.

For two exams which total more than 3 hours you will usually sit the longer one in the morning and the other will be sat in the afternoon. You will be kept supervised under formal exam conditions between the exams

In very exceptional cases, it may be necessary for one exam to be sat the next day.

Where you will take your exams

Most exams are sat in the Sports Hall, Drama Studio or Room 54. Your personalised exam time-table will state where each of your exams will be.

What time your exams will start and finish

The exam boards published start times for exams are 9am for morning sessions and 1.30pm for afternoon sessions. Centres are permitted to schedule exams half an hour either side of these start times.

At Blessed's, morning exams are therefore scheduled at **9am** but afternoon exams are scheduled at **1.00pm**.

Students are expected to stay for the full time of the exam. Students should use all the available time on their exams and spend any time at the end checking their answers. Students must sit quietly at their desk so as not to disturb other students.

In very exceptional cases, students may leave the exam before the end of the exam but prior authorisation must always be obtained from the Exams Officer and a member of SLT. Please note that due to exam board rules no student can be permitted to leave an exam before 10am during a morning session and 2.30pm during an afternoon session.

Any student leaving before this time will need to be reported to the relevant Exam Board for malpractice.

Supervision during your exams

The exams are supervised by our team of experienced Invigilators. The Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.

Exam room conditions

Students should assemble outside your exam room 10 minutes before the beginning of the exam.

Students are under exam room conditions from the moment you enter the exam room until you are given permission to leave by the Invigilator. This means, among other things, that you must not communicate with or disturb other candidates from the moment you enter the exam room until you leave. It is JCQ rule that we report any candidate breaching this rule to the relevant exam board for malpractice.

Students must listen to and follow instructions from the invigilators at all times.

The JCQ Warning to Candidate Poster and unauthorised poster sets out the rules and procedures that must be followed in the exam room. A copy of these posters will be displayed outside each exam room but you must make sure that you have read and understood it prior to starting your exams. A copy can be found on the College website. It can also be found here: https://www.jcq.org.uk/wp-content/uploads/2022/08/Warning-to-Candidates-2022_23.pdf and is also set out in the Appendix.

Each exam room will also display the following information; the centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam)

You must only complete the front of your answer booklet, with your legal name, candidate number, signature, etc when instructed to do so during the Invigilator announcement. You must not open the question booklet until the exam begins.

Please raise your hand if you need additional sheets or booklets or if you have a question.

Where you will sit in the exam room

Students are seated according to the seating plan created by the Exams Officer. A copy of the seating plan is displayed at the front of the Sports Hall during the Exam period. Students must be seated in candidate number order except for students with access arrangements, who may be seated in a different area of the Sports Hall or in a different room. Candidate number order is not necessarily alphabetical order. You will be informed of your exam room and desk number prior to your exams.

If you cannot find your desk, check your timetable for your seat number or ask the Invigilator.

How your identity is confirmed in the exam room

A member of the SLT will be present at the start of the exam to assist in identifying candidates.

Your desk will have a card on it displaying amongst other things, your photograph, which will be used by the Invigilator at the start of each exam to verify your identity.

Invigilators will also have a folder containing photographs of all the students sitting an exam.

What equipment you need to bring to your exams

Students should bring writing equipment, coloured pens, erasers, etc. in a transparent plastic bag or pencil case. Non-transparent cases will not be permitted. Permanent black pens must be used. Gel pens or highlighters are not permitted on answer booklets, although they may be used on the question paper itself.

Using calculators

You must be aware of the JCQ rules regarding the use of calculators, which can be found on the College website. Please also find a link here: https://www.jcq.org.uk/wp-content/uploads/2023/08/FAQs-%E2%80%93-Using-Calculators_FINAL.pdf

The instructions on the exam paper will say if calculators are not allowed or if they are expected to be used in an exam. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.

Where calculators are allowed, candidates are responsible for ensuring that their calculators meet the JCQ regulations. The use, or attempted use of calculators with unauthorised facilities will be regarded as malpractice.

What you must not bring into the exam room

You are not allowed to bring in any electronic smart device or watches into an exam. Other items that should not be brought into the exam room include; Tipex or correction pens (Students should cross through work they do not wish to be marked) Notes, papers, texts, books, and lucky mascots.

Food and drink in exam rooms

Students may bring still water in a small, transparent bottle with no label or writing on it into the exam room. Food is not permitted in the exam room unless prior consent has been obtained from the Exams Officer and this will only be given in exceptional circumstances.

What you should wear for your exams

The College's published rules on acceptable uniform apply at all times. All students know the rules and it is their responsibility to ensure they observe them

Where your personal belongings will be stored during your exam

Bags and coats must be left at the back of the Sports Hall. For other exam rooms, the Invigilator will indicate where your coats and bags are to be stored.

We encourage you to leave mobile phones with your Form Tutor who can lock them away securely for the duration of your exam. If this is not possible, mobile phones must be switched off and left in your bag at the back of the Sports Hall.

Any student found with a mobile phone in their possession will be reported to the appropriate Exam Board, irrespective of whether it is switched on or off.

Possession of a mobile phone is a serious offence and could result in you being disqualified for that paper and possibly the whole examination. Please note that having a mobile phone which goes off in the Exam Room (even if it is in your bag at the back of the Sports Hall) will also be considered as malpractice and will need to be reported to the appropriate Exam Board and we will always try to give you the opportunity to sit the whole exam.

What to do if you arrive late for your exam

If you have got the timings of an exam wrong, or are late for whatever reason, and have missed the start time of your exam, you must telephone the school immediately and get a message to the Exam Officer. You must then try to get into College as soon as possible.

As soon as you are aware that you are going to be late, you also need to hand your mobile phone to somebody else for safekeeping.

Once you get to College, exam conditions can begin and you will be taken to the Exam Room where you will be given the opportunity to sit the exam. Please note that students who arrive after 10am for a morning exam and 2.30pm for an afternoon exam are considered as being "very late" by the exam boards and it is likely that your paper will not be marked. However, if we can establish that you did not have access to your mobile phone this might be considered more favourably by the exam board.

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

If you are unwell and unable to attend the exam, ask your parent/carer to tell the exams officer or head of year. It is helpful if you can speak to your GP on the day of your exam and obtain a letter stating the nature of your illness and how it has affected your ability to sit the exam.

If you feel unwell during the exam, put your hand up. If you need a short break, you will be escorted out and you will be able to return. If you leave the exam alone, you will not be allowed to return.

If you feel your illness has affected your performance, then the Exams Officer may apply to the Exams Board for special consideration. Please let an Invigilator know at the start of the Exam and come to see the Exams Officer at the earliest opportunity. Try to obtain evidence such as a doctor's certificate.

Any illness, or family circumstance, which may affect examination performance, arising shortly before or during the exams, should be notified as soon as possible to the Exams Officer so that an application for special consideration can be made to the Exam Boards.

Special consideration is not granted for long term illness or disability. Any such illness or disability should be brought to the attention of Ms Fitzer, our SENco as soon as possible so that reasonable adjustments can be considered.

What happens if you have an unauthorised absence from your exam

A student who does not attend an exam and does not present a doctor's note, or a satisfactory reason for a special consideration request, will receive a grade based only on those elements of the exams which have marked (provided the acceptable percentage of work has been completed for that course)

If you are absent from your exam without a good reason you will be charged the exam entry fee.

What happens in the event of an emergency in the exam room

In case of emergency follow the directions of the invigilator. If you need to leave the exam room, do not speak to anyone as you are still under exam conditions. The evacuation assembly point is your usual assembly point by the bus bays.

Candidates with access arrangements/reasonable adjustments

If you are identified as qualifying for an access arrangement, an online application will be made on your behalf for the relevant arrangement. This may include having a reader, scribe, prompter or practical assistant. A body of evidence will be kept to monitor the necessity of, or need to change the access arrangement.

If you are unhappy with the exam arrangements

If there is a problem in the exam room (e.g a noise disturbance), please tell the Invigilator immediately. We can only apply for special consideration on your behalf if we know about the issue as it arises or at the very latest before you leave the exam room.

Results

GCSE Results Day for 2025 is Thursday 21st August. Results will normally be available for collection from 10am, and you will need to go to the Main Hall to collect them. However, timings may change, so please refer to the latest results information sent out nearer the day.

If you want a relative or friend to collect your results, you must inform the exam officer by email (khickman@blessededward.co.uk) before the end of the Summer term. Your relative or friend will then need to bring some form of ID into College when collecting your results.

If you cannot collect your results (because you are on holiday for example) then it is possible in some circumstances to have your results emailed to you. If you want your results to be emailed to you, then please email your request from your school email account to khickman@blessededward.co.uk before the end of the Summer term. There is an administrative fee for this service of £5.00.

Payments should be made by cash or via bank transfer BEFORE the end of the Summer term. (Blessed Edward Oldcorne Catholic College; Lloyds Bank; SC 30-99-90; AN 10048462) Late requests/payments will not be accepted.

When making your request, please give details in the email as to why you are unable to collect your results -i.e. pre booked family holiday. Please note that the College is not able to send emails abroad to your COLLEGE email account and if you are holidaying abroad you will need to provide an alternative email address which should be set out in your email.

If you wish your results to be emailed to you, emails will not be sent out confirming results until 11.00 at the earliest. Exam Boards do not permit results to be given over the phone for security reasons.

Post-results services

If you are concerned about an examination result, it is important that you discuss your concerns with your subject teacher or a member of SLT as soon as possible, preferably on results day. There may be a number of options open to you but it is important to be aware that grade protection does not apply to post review services. This means that for each service your mark and subject grade may be lowered, confirmed or raised as a result of the review.

If you are close to the grade boundary, then your Head of Department may suggest to you that we make an Access to Scripts (ATS) request. This enables us to obtain a copy of your marked exam paper(s) that your Head of Department can then review to determine whether there are reasonable grounds to believe that there has been a marking error.

If there are reasonable grounds to believe that there has been a marking error, then depending on the suspected error, you may be advised to proceed with one or the following post results services;

Service 1: Clerical Re-check A clerical re-check makes sure that all the pages in your exam paper were marked, that all the marks were counted and that the result matches the mark on your paper. You can request these services for individual units or components. You can only request a clerical check once for each paper. You can request a photocopy of your checked script usually for an additional fee.

Service 2: Review of Marking A post-results review of marking is carried out to ensure that the agreed mark scheme has been correctly applied, and includes the clerical check in a Service 1. Please note this is not a re-marking of your paper. A second examiner will review your paper to identify genuine marking errors or unreasonable marking. You can request a review of marking for individual units or components. You can also request a photocopy of your checked script usually for an additional fee.

As there is no grade protection with post results services, it is YOUR decision whether to request a review of marking/clerical re-check. Your request must be made in writing and accompanied with a consent form confirming that you understand the risk.

Fees are applicable for all post results services and these vary according to the Exam board used. Unless there are *exceptional* circumstances, fees must be paid for by the Candidate.

Details of the fees will be found on the College website when they are published. Please note that fees are per paper, not per subject. We require payment in full before any enquiries can be processed. If an enquiry results in a change in an overall grade then the board's fee for that enquiry is waived and thus you will receive a refund for the full amount.

Please note that any correspondence regarding your results will be sent to you via email to your COLLEGE email account so please remember to regularly check your account if you have any concerns or queries relating to your results. Your college email account will be kept active specifically for this purpose.

Obtaining your examination scripts

It is open to you to obtain copies of your examination scripts even if you do not have any concerns about your result. However, in this instance, there is an administrative fee of £5.00 per paper. Requests should be made via your college email account to khickman@blessededward.co.uk within 5 working days of the start of the Autumn term. Payments should be made via bank transfer and also within 5 working days of the start of the Autumn term. (Blessed Edward Oldcorne Catholic College; Lloyds Bank; SC 30-99-90; AN 10048462) Late requests/payments will not be accepted.

Certificates

Certificates for the Summer series will be handed out at our annual Presentation Evening which usually takes place in November. After Presentation Evening, your certificates will be available for collection from Front Reception.

If you are unable to collect your certificates yourself, you will need to provide written authorisation that you wish somebody else to collect them on your behalf. You can email your written authorisation to khickman@blessededward.co.uk stating the name of the person you wish to nominate to collect your certificates. Please ask your nominated person to bring a form of photographic identification with them so that their identity can be verified when collecting your certificates.

Any unclaimed certificates will be kept for upto 5 years after which they will be securely destroyed. After this time, you will need to contact the Awarding Bodies directly who will issue you with a 'certifying statement of results'. There will be a fee for this service so please try to collect your certificates as it is likely that you will need them at some point in the future.

Internal appeals procedure

Your teacher will tell you the mark you have been given for your coursework/NEA and if you are unhappy with the mark you receive you can appeal. The appeal must be made within 5 days of receiving the mark and must be in writing. The Appeals against assessment policy is available from the exams officer.

Complaints policy

If you have a problem or complaint, tell the invigilator about the problem before you leave the exam venue. Usually a concern can be resolved straight away by sharing it with a member of staff. If it cannot be resolved and you wish to raise a complaint then please follow our complaints policy on the school website



Information for candidates

Coursework assessments

Effective from 1 September 2024

Produced on behalf of:



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This document tells you about some things that you **must** and **must not** do when you are completing coursework.

When you submit your work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

If you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2025.

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/>), 25/01/2025. You **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. They will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must** each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Don't** leave it lying around where your classmates can find it. **Don't** share it with anyone, including posting it on social media. You **must always** keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

APPENDIX 2

JCQ Information for candidates – non-examination assessments 2024-2025
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



Information for candidates

Non-examination assessments

Effective from 1 September 2024

Produced on behalf of:



©JCQ^{CIC} 2024

This document tells you about some things that you **must** and **must not** do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

If there is something that you do not understand, you **must** ask your teacher.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. They will then record the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained. You **must** **draw your own conclusions from the data**.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it. **Do not** share it with anyone, including posting it on social media. You must always keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - you cannot copy it and claim it as your own work.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though - you **cannot** copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is known as **referencing**. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2025.

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/>), 25/01/2025. You **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

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.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If it is discovered that you have broken the regulations, one of the following penalties will be applied:

- you will be awarded zero marks for your work;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER - IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK.

JCQ Information for candidates – written exams **2024-2025**

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



Information for candidates

Written examinations

With effect from 1 September 2024

Produced on behalf of:



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**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 exams.
- 4** You **must not** take into the exam room:
 - (a) notes;
 - (b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.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 you have entered the exam room.
- 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. **Do not** open the question paper until you are told 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.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are not sure about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 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. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



JCQ Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

JCQ Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

JCQ If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

JCQ *Unauthorised items* poster

This poster will be displayed outside each exam room. You **must** note that "*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.*"

<http://www.jcq.org.uk/exams-office/exam-room-posters>



AQA

City & Guilds

CCEA

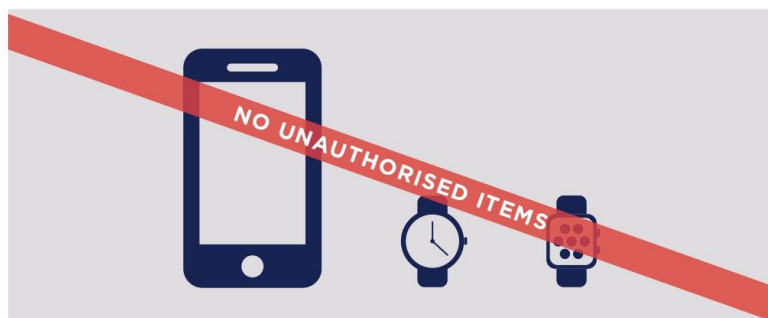
OCR

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.

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JCQ *Warning to candidates* poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

<http://www.jcq.org/exams-office/exam-room-posters>

Warning to candidates



<p>AQA Questions matter</p>	<p>City & Guilds City & Guilds</p>	<p>CCEA Rewarding Learning</p>	<p>OCR Oxford Cambridge and RSA</p>	<p>Pearson</p>	<p>WJEC wjec cbac</p>
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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 AI poster for students

This poster is a quick guide to help you to better understand the rules for use of AI in assessments.

<https://www.jcq.org.uk/exams-office/malpractice/>



AI and Assessments

A quick guide for students

What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased

How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!

How do I make sure I don't misuse AI?

- Know the rules**
 - You're **not allowed** to use AI tools when you're in an exam
 - Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
 - Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work
- Reference reference reference!**

If you're allowed to use AI tools, you must reference them clearly

 - Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got
- Declare it's all your own work** – When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!

REMEMBER

Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly

