

Student Examination Handbook

Information for Students and Parents

Respect
Responsibility
Resilience

Introduction

Public examinations can be a stressful time for students and parents and it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

The centre will make every effort to ensure that students receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their potential. Mock exams operate with the same standards and rules in order to familiarise students with the process.

This booklet is intended to provide information about examination procedures, to answer some of the most frequently asked questions and to help guide and support students and parents through the examination process.

It also contains the formal notices that are required by regulation to be given to each student.

If you have any questions, please feel free to contact Mrs Morgan-McGeehan, the Exams Manager:

Telephone: 01530 413748 Ext 307
Email: exams@ashbyschool.org.uk

If you have a query on the day of an exam, please contact the main reception on 01530 413748 and leave a message with the receptionist or on the answer machine.

Ashby School: Exam Centre 25100

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Important Points to Remember

- Make sure you check your exam entries, name and date of birth very carefully and report any errors to the exams office straight away – exams@ashbyschool.org.uk
- Make sure you know when your exams are and that you have an accurate, up to date timetable.
- Arrive at your exams at least 15 minutes before the timetabled start time.
- If you are going to be late, inform the school as soon as possible – 01530 413748 Ext 307.
- It is your responsibility to bring everything you will need in order to complete your examinations.
- Do not bring any unauthorised materials into the examination room – this could lead to disqualification!
- If you sit an exam when you are ill, or if you are too unwell to sit an exam, make sure that you get a note from your doctor or contact the exams office exams@ashbyschool.org
- You should wear full school uniform when you sit your examinations, with the exception of your lanyard, which you should put in your bag.



What happens before the exam season starts?

Who is responsible for the examinations?

The Ashby School exam team (Mrs Morgan-McGeehan, Miss Burnett and Mrs Adams) are responsible for administering all public examination arrangements and for oversight of students during exams.

There is a team of fully trained adult Invigilators, who will be present during the exams at all times and managed by the school's Exams Manager, Mrs Morgan-McGeehan.

The awarding bodies or examination boards set down strict rules and regulations which must be closely followed for the proper conduct of exams. All exam centres are required to follow them precisely.

Can students take holidays during term time?

Dates for exams are rigidly fixed by the exam boards and are subject to change until close to the start of the examinations. The Exams Manager will not give actual dates for exams to parents or students too far in advance. Parents are reminded that they require the Headteacher's permission to take students out of the centre if they book holidays during term time. Parents do so at their own risk. It is strongly against centre policy to take holidays in term time.

What information will students receive about their examination entries?

When the entries have been entered on the centre's Management Information System, students will receive a Statement of Entry detailing the subjects and tiers for which they been entered. This should be checked and you are asked to inform your subject teacher if you believe there are any errors.

This document is used to check that all entries have been made and are correct and that all personal details (name, date of birth) are correct. If any errors are identified, the exams team must be informed immediately.

Where will the examinations be held?

Ashby School uses several large rooms for exams and you will need to check your exam timetable to see where you should be. Students are asked to be there 15 minutes before the advertised start time to enable a prompt start, and to allow for any unforeseen room changes. Where a student sits will be determined by their candidate number. The student will sit at the desk bearing a green seating slip with their name, candidate number and title of the exam. These slips must remain on the desks at all times and must not be removed from the exam room.

How do I know when exams take place?

All students will receive individual timetables which will provide them with the dates and sessions (am or pm) of the papers they are taking. Nearer exam time they will receive a second timetable

which will include seating arrangements and the location of the examinations. It is helpful if parents make sure a copy of this timetable is available to them at home. Practical and Oral examinations will not appear on a student's timetable. Subject teachers will inform students of the date and time of these exams. Timetables will also be available to view on Arbour.

At what times do the exam sessions begin?

The exam boards dictate the permissible start times for exams. Students are asked to be at their exam room no later than 15 minutes before the start time indicated on their final timetable. Morning exams start at 9.00 and afternoon sessions at 13.00 but timings for some papers may deviate from this pattern and this will be shown on the final timetable. It is the students' responsibility to be aware of the start time of each exam. Please ensure you check your exam commitments for each day the evening before.

The length of examination papers varies. Students will not be allowed out of an exam early for any reason. Some students may receive an allowance of extra time for the examinations and so their finishing times will be later. Students with afternoon exams should be aware of their finish times and make necessary arrangements to get home.

What happens if a student has more than one exam at the same time?

If a student is timetabled to sit two or more exams at the same time, this is known as a 'clash'. If these are for the same subject E.g. French Reading and Listening, this is intentional on the part of the exam board and the exams will run one after another without a break. If the clash is for two different subjects, then this will be picked up by the Exams Manager, who can grant permission for one of the papers to be taken at a different time on the same day. The student will have to remain under supervision between the two papers without communication with any other person except the invigilator. In rare cases it may be necessary for a paper to be done the next day and it is a requirement that the student is supervised overnight. This is essential to avoid compromising the integrity of the examination. In the event of a 'clash' or 'overnight supervision' the Exams Manager will be in touch with students and parents and this is nothing to worry about.

If an exam is delayed from a morning to an afternoon session the student will be supervised over lunchtime. They should bring some revision/reading material, their lunch and a drink. Attempting to communicate with any other student will invariably result in the loss of all of those qualifications for all of the students involved. Students are not allowed access to any electronic devices during supervised breaks, so revision notes must be in a book/paper format. Students will not be allowed to buy food from the school canteen.

How are students supervised?

External Invigilators will supervise students under the direct management of the Exams Manager. Once students enter the exam room they must remain supervised and follow the Invigilators' instructions at all times. The Invigilators are experienced in exams procedures and subject to strict regulations, references and DBS checking. They usually work in teams and can contact the Exams Manager by telephone to resolve any issues.

In exam sessions, papers will already be placed on exam desks. It is important that these are not opened until students are advised to do so by an Invigilator.

What happens on Exam Days?

What happens if a student cannot find their place in the exam room?

There are a number of possible reasons for this but students must be seated in the correct seat in accordance with the seating plan for the room. Your child will be asked to wait for a few moments whilst the Invigilator checks for their seat.

What should students bring to the examinations?

Students should bring writing equipment, erasers, ruler, protractor, calculator (unless prohibited) etc. in a transparent plastic bag or pencil case. Non-transparent pencil boxes or cases will not be permitted in the examination room. It is the candidate's responsibility to ensure their calculators are in working order. Spare calculators issued by school may not be a suitable replacement.

Students must write in pen, not pencil, apart from for drawings and graphs. Pens must be black. Tipp-Ex, erasable pens and gel pens are not permitted. Calculator lids must be left in bags and not on exam desks or the floor.

Some subject papers will require the use of set texts. Students will be advised by their subject teachers about this.

Students are responsible for ensuring that they bring everything they need to the examination.

What should students not bring with them?

Some items are strictly prohibited from exam rooms and should not be brought into the examination room under any circumstances. The exam boards treat mere possession of these items as an infringement of the regulations. These items should be left in bags or handed to an invigilator before the start of an exam, but the centre cannot be responsible for their security.

- × Mobile phones (switched off and not just switched to silent – also check alarms).
- × Any smart device that can be connected to a mobile internet network e.g. Fitbit.
- × Wristwatches (any kind).
- × Text books are only allowed in certain exams and students will be informed by the subject teachers in advance.
- × Fidget spinners or similar items unless approved by the SEND team.
- × Food items or chewing gum with the exception of boiled sweets in clear packaging.
- × The use of Tipp-Ex or correction pens is not permitted. Students should neatly cross through work they do not wish to be marked.

May students bring a drink?

Students may bring a drink with them into the exam room. However, only clear liquids may be brought in a clear bottle with no label. Drinking too much is not advisable as students will lose exam time for toilet visits, unless they have a pre-arrangement that allows them supervised rest breaks.

Regulations - The use of calculators

Some subject papers, such as Maths and Computing, explicitly prohibit the use of calculators. In such cases, students must not have one in their possession and ensure they leave this in their bag, as this would be classed as unauthorised material.

In cases where calculators are permitted, please note that the following facilities are prohibited:

- × Data banks
- × Symbolic algebraic manipulation
- × Symbolic differentiation or integration
- × Communicate with other machines or the internet
- × Access to pre-stored information or text
- × Dictionaries
- × Language translators
- × Mathematical formulae

The use, or attempted use, of any such calculators will be regarded as malpractice.

Calculators with graphic displays and programmable functions are permitted if information and/or programs stored in the calculator's memory are cleared before the examination. Retrieval of information and/or programs during the examination is an infringement of the regulations. Students are responsible for clearing any information and/or programs before the examination. Calculators may be used that have an "exam mode" activated.

What are the regulations regarding mobile phones and wristwatches?

The regulations state that mobile phones and wristwatches are not to be brought into examination rooms under any circumstances. This applies to all public and mock examinations. They cause disturbance to other students and can present opportunities for exam malpractice. Any student found to have a phone or watch on their person, in the exam room, will be reported to the appropriate examination board. Should this happen students are likely to be disqualified from that paper and possibly from all examinations in that series, even if they have not attempted to use it.

It is a very serious offence and our advice is that the phones and watches should not be brought in to school at all on the days of exams. However, if you discover you have your mobile phone or watch on your person, once you have sat down at your exam desk, you must inform an Invigilator immediately and hand it in. There is a final opportunity to check your pockets for such items during the starting announcements and before you start your exam. You should take this opportunity to be sure you haven't forgotten to remove it from your pockets.

What is meant by Malpractice?

Malpractice is the term that the exam boards use for any irregularity or breach of the regulations. The Exams Manager is required to, and will, report all infringements to the appropriate exam board and they will decide on the action to take based on the nature of the infringement. There is a tariff system of actions that can be taken and some infringements carry automatic loss of marks as a minimum penalty. The exam boards take the integrity of exams very seriously and it is important that students adhere to all instructions they are given.

What happens if a student is late?

If parents are aware that their child has got the timing of the examination wrong and has missed the starting time, they should telephone the exam office immediately and get a message to the exams team (01530 413748 Ext 307). Depending on how long the exam has been in progress, it may be possible for the student to be admitted. However, we are bound by examination board regulations on this matter. Normally students will be granted access to the room to complete the written paper.

Students who arrive more than 30 minutes after the official start time, or once the exam has finished, will still be admitted, but the Awarding Body need to be notified. They may decide to give a mark of 0 for the paper. This decision is beyond the centre's control.

What happens if a student does not turn up for an examination?

If a student is absent from any examination without presenting a doctor's note or a satisfactory reason for a request for 'Special Consideration' they will receive a grade based only on those elements of the examinations which have been marked. It is not possible to reschedule exams, so absence should be a last resort.

How are exams started?

The Head Invigilator will announce the exam formally, and students will be cautioned that they are subject to the regulations. Any additional instructions, board notices or changes to papers will be read out and the students asked to complete their personal details on the front answer papers.

What standards of behaviour are expected during examinations?

At the back of this booklet is the 'Information for Candidates – Written Exams', produced by JCQ, which gives general guidelines for conduct.

The centre and the examination boards regard breaches of examination regulations very seriously. Parents should please impress on their child the importance of good behaviour in an examination, as any activities that may disturb or upset other students will not be tolerated.

The Head of Centre and Exams Manager have the power to remove disruptive students.

Students are asked to wait quietly outside the exam venue, and to enter and leave in silence. This avoids disturbance to other students and helps to maintain a calm atmosphere.

Students who try to communicate with other students, or who create a disturbance in the examination room, will be asked to leave, and the circumstances will be reported to the Awarding Body. This may result in the student not receiving a grade for all the examinations in the series.

What should students wear for examinations?

Examinations are a school activity and all students must therefore wear full school uniform. We ask for the co-operation of parents in ensuring students are correctly dressed. All students are aware of the requirements of the school uniform and must ensure they are observed.

No clothing is to be left on the backs of the students chairs. Lanyards cannot be worn in examinations and should be placed in bags.

Items of jewellery, such as rings or bracelets, should not be worn as they make a noise on the desk and would be deemed a disruption to other students.

Emergency Evacuations

The school has a well rehearsed evacuation procedure. In the event of an emergency evacuation, students will be directed to leave the building by the senior Invigilator. Students should remain silent throughout and follow instructions given. They must not attempt to communicate with any other student, as this will be deemed as malpractice and is reportable to the Awarding Body. Once the all clear has been given, students will be directed back to the examination room to complete their exam with the full amount of time.

What should you do if you are ill at the time of one of the examinations?

Even if you would not normally visit your doctor's surgery for minor illnesses, it is important that you do so at examination time. Your doctor will advise as to whether your child is fit to sit the examination. If the student is unwell but able to take the examination, your doctor should provide a letter providing details of the illness which may be sent to the examination board to request 'Special Consideration' on the grounds of illness. If the student is too unwell to take the examination, the board may, after examining the doctor's letter and any evidence of performance on other papers, decide to award a grade. It is essential that you see your doctor on the day of the examination at the very latest. Retrospective information is not accepted by the examination boards and any doctors' letters must be forwarded to the Exams Manager without delay.

Please telephone the centre if your child will not be attending an examination or if they will be present but is unwell (it is helpful for the Invigilator to be aware that a student is unwell).

What do students do if they finish early?

Students should use all of the available time on their exams and spend any time at the end checking their answers. In any event they are not permitted to leave before the end of the exam. They must sit quietly at their desk so as not to disturb other students.

What happens if a student has problems that may affect their examination performance?

Some students are eligible for extra time or special examination arrangements. These are identified by the centre and appropriate applications made (sometimes supported by an

educational psychologist's report). The SENDCO is empowered to grant extra time, provide a prompter or make other arrangements, but only if they are given the correct evidence. The SENDCO will give the Examinations Officer information to make arrangements for providing special assistance where appropriate and inform the students of any special rooming arrangements. All applications for Access Arrangements are made to the Examination Boards via the SEND team. Applications will be rejected if what is being requested is not the student's normal way of working. Any illness, or family circumstances, which may affect examination performance, arising shortly before or during the exams, should be communicated as soon as possible to the exams team, so that an application for 'Special Consideration' can be made. Parents should be aware that any adjustment is likely to be small and that feedback is not provided.

How can a parent best help their child during the examination period?

Examinations are inevitably a stressful time for some students and support from both school and parents can be helpful. The centre will provide advice about revision programmes and examination techniques. Consequently, it should be unnecessary for any student to work abnormally long hours during the revision period. It is probably helpful to discuss with your child how they intend to organise revision and to talk through any anxieties about particular techniques or subject matter. Testing knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement. Students should get plenty of sleep and have opportunities to relax. A good breakfast on the morning of exams will also help with concentration.

After the Exam Season – Results and Certificates

When and how are the results distributed?

For November and January exams, candidates will be advised how to collect their results by the exams team.

For the main summer season, results days in August are organised by the Sixth Form team. Candidates will be advised what time to collect their results envelope from the sports hall and there will be staff available to give advice on their next steps.

What can I do if results are substantially different from what is anticipated?

It must be remembered that examinations can only measure performance on the day, and that students can do better or worse than anticipated for a variety of reasons. If there are serious grounds for concern about a result then the centre will initiate a Review of Results with the appropriate board, after gaining student consent.

If the centre do not initiate a Review of Results, students can do so if they wish, but there are cost implications. Details of the procedures and the fees involved will be available from the school website and the exams team, prior to results days. The final date for submission to the board is approximately four weeks after the results are first issued. Students should be aware that grades can go up, down or remain the same for a Review of Results, so written consent from the candidate is essential.

How do I obtain copies of marked examination scripts?

It is possible to access marked scripts. You will need to contact the exams team and possibly pay a fee for each subject paper (some exam boards provide this for free). You should be aware that copies of marked scripts must be ordered within two school weeks of the issue of results. All requests must be made in writing by the student.

When do students receive certificates?

Certificates are usually sent to the centre by the exam boards 2-3 months after results dates. Certificates are important documents, expensive to replace and sometimes non-replaceable. In this instance, statements of results are possible to obtain from the exam boards at a cost.

Please be sure to collect your certificates once you have been contacted by school and store them safely. We will keep certificates for a minimum of 12 months. If you are collecting certificates on behalf of somebody else, you will need to have a signed Candidate Permission Form (available on the Ashby School website) and the relevant photographic ID. Collection date information for leavers is sent to parent contacts on the school database, so make sure this data is up to date before the end of the school year.

Year 11 leavers

If you're going on to study at Ashby Sixth Form, certificates will be handed out during collection sessions in year 12. If you're not staying in Sixth Form, certificates can be collected from school during an arranged collection session. These are usually in December or January, and you will be contacted by the exams team with the dates and times.

Year 12 and Year 13 leavers

Certificates can be collected from school during an arranged collection session. These are usually in December or January, and you will be contacted by the exams team with the dates and times. For exams taken by students during year 12 and staying into year 13, certificates are saved until the end of year 13 leavers collections, but are available on request if needed e.g. for university applications.

Reviews of marking - centre assessed marks (GCSE controlled assessments & non-examination assessments)

Ashby 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.

Ashby School ensures that all centre staff follow a robust Non-examination assessment policy. This details all procedures relating to non-examination assessments at Ashby School for GCE, GCSE and vocational qualifications 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 have been trained in this activity. Ashby School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the mark scheme to their marking, then they may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

Ashby School will:

1. Ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria.
3. Inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
4. Having received a request for copies of materials, promptly make them available to the candidate (or for some marked assessment materials, such as art work and recordings, inform the candidate that these will be shared under supervised conditions) within 3 working school days.
5. Inform candidates they will not be allowed access to original assessment material unless supervised

6. Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be
7. Provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 5 calendar days of receiving copies of the requested materials by completing the **internal appeals form**.
8. Allow 5 school working days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
9. Ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
10. Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
11. Inform the candidate in writing of the outcome of the review of the centre's marking.

The outcome of the review of the centre's marking will be made known to the Head of Centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

It is possible for the school to request a Review of Moderation from the exam board for the whole cohort after results day if they feel necessary. Student consent is not needed for this but students will be informed that a Review of Moderation has been requested and of the final outcome.



Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

Effective from 1 September 2023

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 any coursework 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, 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/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2024.

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

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 who 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 or share it with anyone, including posting it on social media. You **must always** keep your coursework secure and confidential whilst you are preparing it; **do not** share it with your classmates. 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.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas 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 your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- 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

Information for candidates

Non-examination assessments

Effective from 1 September 2023

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 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 anything 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 who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** each 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 and you **must independently 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 or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; **do not** share it with your classmates. 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.

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, 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 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 2024.

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

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography 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 or ideas 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:

- the piece of work will be awarded zero marks;
- 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

Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

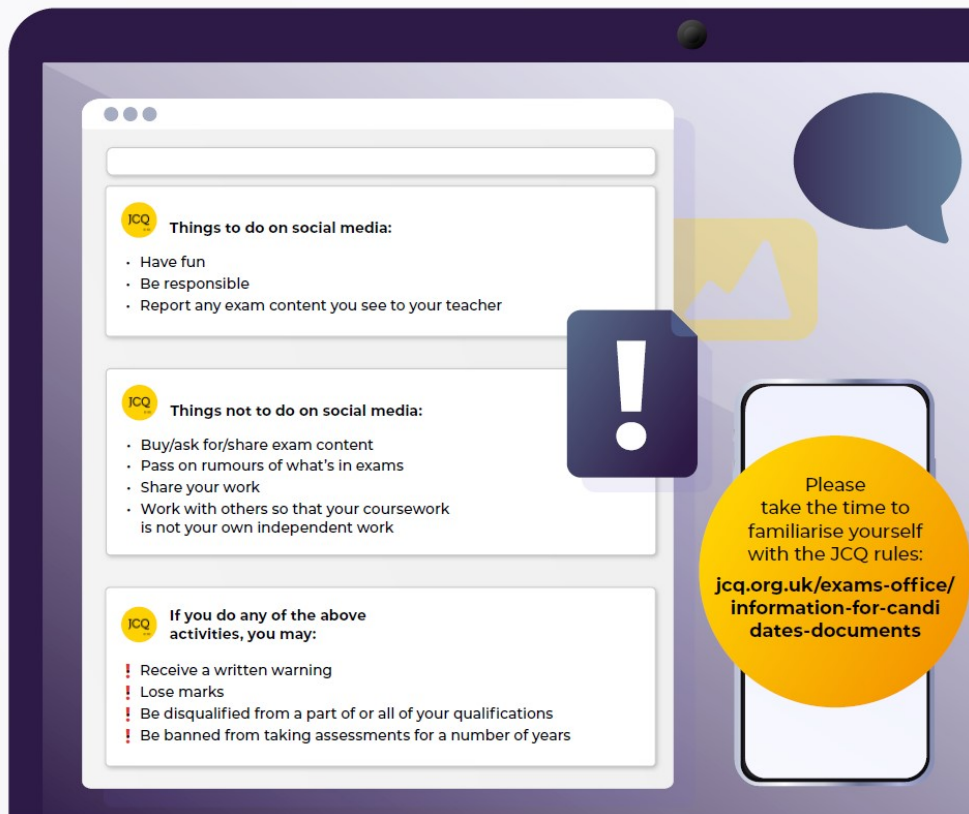
To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

While we like to share our experiences online, when it comes to exams, 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

Things to do on social media:

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

Things not to do on social media:

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

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 assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
jcq.org.uk/exams-office/information-for-candidates-documents



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2023

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 subjects.
- 4** You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

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

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

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

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the exam

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

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 in doubt 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.
- 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.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

NO MOBILE PHONES WATCHES MP3/4 PLAYERS

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone, 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.