

***MISSION STATEMENT: Deeply Christian, Open to All  
Our mission is to be a deeply Christian inclusive community which  
values every individual as a child of God.***

# HOLY TRINITY SCHOOL



## CANDIDATE EXAM HANDBOOK 2024/25

***Our Vision is to be a centre of excellence for learning, inspired by Christian values, where every person in our school community fulfils their potential.***

This handbook is reviewed and updated annually

Produced/reviewed by	
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## Table of Contents

Introduction .....	4
Purpose of this handbook.....	4
Malpractice .....	4
Personal data .....	5
Coursework assessments/non-examination assessments.....	5
Written timetabled exams .....	5
Contingency sessions - Summer 2025 .....	5
What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash) .....	5
Where you will take your exams.....	6
What time your exams will start and finish.....	6
Supervision during your exams .....	6
Exam room conditions .....	6
Where you will sit in the exam room.....	6
How your identity is confirmed in the exam room.....	6
What equipment you need to bring to your exams .....	7
Using calculators.....	7
What you must not bring into the exam room.....	7
Food and drink in exam rooms .....	7
What you should wear for your exams.....	8
Where your personal belongings will be stored during your exam.....	8
What to do if you arrive late for your exam.....	8
What to do if you are unwell on the day of your exam .....	8
What happens if you have an unauthorised absence from your exam.....	8
What happens in the event of an emergency in the exam room.....	9
Candidates with access arrangements/reasonable adjustments .....	9
Results.....	9
Post-results services.....	9
Certificates .....	10
Internal appeals procedure .....	10
Complaints and appeals procedure.....	10
APPENDIX 1 .....	14
JCQ Information for candidates - coursework .....	14
APPENDIX 2 .....	17
JCQ Information for candidates: non-examination assessments .....	17
APPENDIX 3.....	19
JCQ Information for candidates – on-screen tests .....	19
APPENDIX 4.....	22
JCQ Information for candidates – written exams .....	22

JCQ Information for candidates For written examinations .....	22
APPENDIX 5 .....	25
JCQ Information for candidates – Privacy Notice .....	25
APPENDIX 6 .....	26
JCQ Information for candidates – social media .....	26
APPENDIX 7 .....	28
JCQ <i>Unauthorised items</i> poster .....	28
APPENDIX 8 .....	29
JCQ <i>Warning to candidates</i> poster .....	29
APPENDIX 9 .....	30
JCQ AI poster for students .....	30

## Introduction

Holy Trinity School is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

## Purpose of this handbook

- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have.

## Malpractice

Malpractice is the term that the Exam Boards used for any irregularity, or breach of the regulations in any form. The Exams Officer is required to, and will, report all infringements to the appropriate board and they will decide on what action to take based on the nature of the infringement.

There is a tariff system of actions from which they can decide 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 candidates heed the Exams Officers instructions carefully.

JCQ provides information regarding what constitutes malpractice and this includes:

- Introduction of unauthorised materials into examination room
- Breaches of examination conditions
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of candidates' work
- Undermining the integrity of examinations/assessments
- **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 and/or non-examination assessments and coursework, as example:

### Research and using references

...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.

**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.

## Personal data

- *The awarding bodies collect information about exam candidates*
- *To understand what information is collected and how it is used, each exam board has its own privacy notice.*
- *Links to these notices are shown in appendix 5*

## Coursework assessments/non-examination assessments

- Relevant JCQ information for candidates documents - coursework, non-examination assessments, social media and the use of AI are added to the end of this document.

## Written timetabled exams

- Candidate exam timetables will include the date and time of all their exams, the room in which their exam will be held.
- The JCQ information for candidates notices will be added to the end of this document.
- Exam room posters – Warning to candidates, Unauthorised items will be added to the end of this document and displayed outside of every exam room.

## Contingency sessions - Summer 2025

The awarding bodies have designated 'contingency sessions' for examinations, Summer 2025.

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

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

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

You may also have a supervised break of approximately 10 minutes between papers within a session. **This must be conducted within the examination room, under formal examination conditions at all times.\* Therefore, candidates cannot revise.**

\* This does not apply to candidates with approved supervised rest breaks.

If candidates are taking two or more papers timetabled in a session and the total time is more than three hours including exam time and/or supervised rest breaks, you may conduct an examination in a later or earlier session within the same day, without the need to complete any paperwork. Prior permission from an awarding body is not required.

However, the security of the examination must still be maintained. You will be supervised in line with JCQ regulations.

Candidate may revise using their own notes whilst under centre supervision between examinations. However, candidates must not be possession of an electronic communication/storage device or have access to the internet.

### **Where you will take your exams**

Ball Hall and Dance Studio

Multi Media Room

Drama Studio

PPEs are in the main School Hall and the Multi Media Room

### **What time your exams will start and finish**

- Morning exams start at 09.00 am
- Afternoon exams start at 13.30 pm (PPEs start at 13.15 pm)
- Please arrive 15 minutes before the published start time and wait outside the exam hall
- Students will NOT be allowed out of an exam early for any reason other than illness

### **Supervision during your exams**

- Exams are supervised by a team of invigilators.
- All invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.

### **Exam room conditions**

- Candidates must wait outside the exam room until called
- Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator and are outside the exam room
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body.
- The centre number, date, subject title, length of paper, start and finish times will be displayed on a whiteboard at the front of the exam room.
- Information relating to the completion of the front of their answer books (first name and surname that matches their entry information, candidate number etc.) **must not** be completed until instructed to do so by the invigilator
- Candidates must not open the question paper until the examination begins. If they do, this must be reported to the relevant awarding body.

### **Where you will sit in the exam room**

- Candidates will be issued with a timetable that informs them of the room for all exams.
- Seat numbers will be displayed outside the exam room daily.

### **How your identity is confirmed in the exam room**

- Cards with Candidate's name and exam number will be placed on the desk for every exam. It is your responsibility to sit at the correct desk.

## What equipment you need to bring to your exams

- Candidates should bring writing equipment (black pens and a pencil), coloured pencils, erasers etc, in a transparent plastic bag or pencil case. Non-transparent pencil boxes or cases will not be permitted in the examination room. Candidates should hand in their calculators where they are not allowed for an exam, ie a non-calculator mathematics paper.

## Using calculators

### Calculators must be:

- Of a size suitable for use on the desk
- Either battery or solar powered
- Free of lids, cases and covers which have printed instructions or formulae

### Calculators must not:

- Be designed or adapted to offer any of these facilities:
  - language translators
  - symbolic algebra manipulation
  - communication with other machines or the internet
- Be borrowed from another candidate during an examination for any reason
- Have retrievable information stored in them. This includes
  - databanks
  - dictionaries
  - mathematical formulae
  - text

### The candidate is responsible for the following:

- The calculator's power supply
- The calculator's working condition
- Clearing anything stored in the calculator

## What you must not bring into the exam room

Some items are strictly banned 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.

Mobile Phones	iPods	MP3/4 players	earphones/earbuds
Watches	Airpods	Smart glasses	
No potential technological/web enabled sources of information			

## Food and drink in exam rooms

Candidates may bring a drink with them into the exam room, providing they remove the label on the bottle. However, no more than 750 ml of still water may be brought, preferably in a sports cap bottle. No fizzy drinks, cans or pouches may be allowed due to the risk of spillage. Drinking too much may cause an issue as candidates may not be allowed to use toilet facilities during short exams due to issues of supervision.

## **What you should wear for your exams**

Examinations are a school activity and students below the 6<sup>th</sup> form must wear normal uniform. We ask for the co-operation of parents in ensuring candidates are correctly dressed as we wish to avoid causing stress to candidates in the examination room by pointing out when they are not in correct uniform. All students know the uniform rules and it is their responsibility to ensure they observe them. Students not dressed properly or modestly will not be permitted to sit exams. Jackets, jumpers or other clothing are not allowed over the backs of chairs.

## **Where your personal belongings will be stored during your exam**

All coats and bags must remain OUTSIDE of the exams room, in the ball hall foyer.

## **What to do if you arrive late for your exam**

If parents/guardians are aware that their son/daughter has got the timing of the examination wrong and has missed the start time, they should telephone the school immediately and get a message to the Examinations Officer. Depending on how long the exams has been in progress, it may be possible for the candidate to be admitted. However, we are bound by examination boards regulations on this matter. Normally candidates with a genuine reason and who are brought straight to school supervised by an adult and has had no communication in any way with another student may be admitted within the first 1 hour of the start time. After this time the board will decide whether or not to accept any papers sat.

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

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 son/daughter is fit to sit the examination. If the candidate takes the paper, your doctors should give you a letter which the school can forward to the Examination Board asking for special consideration on the grounds of illness. If the candidate is unable through illness to sit a paper the boards may, after examining the doctor's letter and any evidence of performance on the other papers, decide to award a grade. It is essential that you see your doctor on the day of the examination or previously. Retrospective information is not accepted by the Examination Boards and any doctor's letter must be forwarded to the Examination Officer without delay, as there is a tight deadline.

Please telephone the school if your son/daughter will not be attending the examination or if he/she will be present but is unwell. It is often helpful for the invigilator to be aware that a candidate is not feeling well.

Please be aware that any medical certificate must be accompanied by a note detailing the examinations to which it refers and the date on which the papers were sat. We cannot guarantee otherwise that all relevant examinations will be covered.

## **What happens if you have an unauthorised absence from your exam**

A student who absents themselves from any examination without presenting a doctor's note or a satisfactory reason for a request for special consideration will receive a grade based only on these elements of the examination which have been marked.

Parents should be aware that the school will seek to recover the exam fees if a child does not turn up for an examination and parents be asked for a payment depending on the Examining Board in the event of non-attendance.



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

If the fire alarm sounds or there is an emergency during an examination which results in evacuating the room, the invigilators will tell you what to do. Don't panic. If we have to evacuate the room, you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

## Candidates with access arrangements/reasonable adjustments

Students who require access arrangements, ie readers, extra time, scribes, will have been tested and approved by our SENDCO and applications to the exam board will be processed.

Depending on the individual access arrangements, exams will be sat either in the Ball Hall (students with extra time) or the Dance Studio (students who require a reader/electronic reader and/or scribe with extra time).

## Results

GCE results arrive in school on **Thursday 14<sup>th</sup> August**

GCSE results arrive in school on **Thursday 21<sup>st</sup> August**

Results will be emailed out to students via their school email address after **08.30 am**

Students wishing for a relative or friend to collect their results must send a signed letter of authorisation to the Exams Officer before results day. The collector must bring with them photo ID, ie driving licence/passport.

Results will not be given over the telephone under any circumstances.

Any candidates wishing their results to be posted, should leave a stamped addressed envelope (also bearing their candidate number) with the exams officer.

## Post-results services

It must be remembered that examinations can only measure performance on the day, and that candidates can do better or worse than anticipated for a variety of reasons.

If you feel that a review of marking is justified for any of your examinations, having first spoken to the Subject Leader, you must be aware that there are strict deadlines and regulations as well as a fee for this service. Results can go down as well as up and a declaration form to say that you are aware of this must be signed. Each exam board has different fees which must be paid on requesting the review. The deadlines will be made available on the exam notice board outside the examination office.

Enquiries about results (EARs) offer three services:

Service 1 – clerical re-check

Service 2 – review of marking

Service 3 – review of moderation (this service is not available to an individual candidate)

A concern may be raised about a specific examination result by a subject teacher, Subject Leader, member of SLT, the candidate or candidate's parents/carers.

Details of a concern about specific exam results are provided to the Deputy Head for scrutiny and approval with regard to justification, cost and whether the centre will

support a review of marking (ROM). The final decision will be signed off by the Deputy Headteacher.

If Holy Trinity School does not support a request from a candidate it will be explained to them the reason why the ROM is unlikely to be successful so they can make an informed decision about whether to proceed at their own cost by signing a consent form, paying the ROM fee which will be detailed on the invoice provided to the candidate and only after receipt of both the signed consent form and payment of the invoice will the centre make a request to the awarding body on the candidate's behalf.

Please note that post results services are only available for approximately 4 weeks after results day. Please check with the Exams Officer for the final date for post results services depending upon which exam series you took your exam in.

## Certificates

The examining boards issue certificates in November after the examinations have taken place.

You can collect your certificates in person from Mrs Simmons (Examination Officer) around early January. A friend or family member may only collect them on behalf of a student if they can produce a letter authorising them to collect them, signed by the candidate. The person named in the letter who is collecting certificates, must bring with them photo ID, ie passport or driving licence. No certificates will be given out without this evidence.

**It is very important to collect your certificates, exam boards recommend that after one year, certificates are returned to them or destroyed. Once this is done it is the responsibility of the candidate to contact each exam board and request their certificate. It is no longer the responsibility of the school. Exam boards charge for this and costs can range from between £50.00 to £60.00 per certificate.**

## Internal appeals procedure

If at any stage during your exam course you have concerns about the procedure used in assessing your internally marked work for public exams (such as controlled assessments, non-examination assessment, coursework, portfolio, projects) you should arrange to see the Examinations Officer as soon as possible as you may wish to appeal. (You cannot appeal against a mark given but the procedures used in the assessment). You must provide a written statement detailing where you think the procedures were not followed. This can be done by completing a form which is available from the exams officer.

## Complaints and appeals procedure

If parents/carers wish to make a written complaint or appeal against a procedure regarding the centre's delivery or administration of a qualification they should in the first instance arrange an appointment with the Headteacher.

The taking of any exam, even a practice one, and the acknowledgement of being assessed and given a score based on this, is particularly stressful. We recognise and understand the pressure and additional mental challenge students experience during exam periods. Whilst we also recognise these periods are incredibly important, to inform teachers and students of current progress and areas to improve, we do want to ensure that you are all supported throughout the exam timetable. To aid in this, there are a number of avenues of support and things you can do to look after your wellbeing during this challenging time.

- **Revision and preparation are important, perhaps the most important thing, but you can do too much.** Break revision down into smaller chunks and do them often. 20 minutes of proper revision can sometimes help you remember more than 2 hours of semi-focused revision. Make sure that you are taking meaningful breaks – not just spending time looking at your phone, but giving your brain a moment to pause. Step away from the desk/area you are revising, get yourself a drink, talk to a family member, get some fresh air, take a moment to do *nothing*.
- **Plan your time; revision and downtime.** You need to be really strict with your time. Creating a plan and actually sticking to it will be one of the best ways you make sure you revise all your subjects and for long enough. It is also the best way to make sure you are giving yourself some time away from revision. Make sure you are clear with what you are planning to do, for every hour that you have – plan for the specific topic, not just the subject. Find revision strategies that work for you and use them! Plan in some genuine time for yourself or something fun, this way you'll stay happier and healthier, which means better revision and better performance.
- **Get the environment right and make revision easier.** If you don't give yourself the right set up, you are going to find preparing for exams much harder. Where possible, give yourself a quiet, organised and distraction free space to revise. This might not always be easy, but get creative! Get your headphones in if it isn't quiet and listen to some music for focusing. Use whatever space you can for organizing your revision, your bed, your floor, the kitchen table – anywhere you can spread things out and pack away tidy afterwards. Dedicate a particular place to keep all your revision and revision materials. Wherever you choose, you'll always know where your things are and have no excuse for not being able to get settled and revising quickly.
- **Don't let there be any barriers to your preparation.** Whatever you might need to revise and be successful with this, you can have it! If you need some equipment and can't get hold of it – paper, highlights, a clear pencil case – talk to your tutor, we can probably help you get some before your exams. If you don't have access to technology you need at home, come to Study Studio after school, it's on every day. If you don't have revision materials you need or can't print them off, talk to your subject teachers. Don't let anything stop you from revising and revising well, tell someone what the barrier is and get yourself over it!
- **Eat right, exercise and get some sleep – your physical health is important.** If you aren't looking after your health during the exam timetable, you are never going to perform to your best. Make sure you are getting a proper amount of sleep, switch off devices early and get some rest. Think about the foods you are eating and make sure you have breakfast. Exercise is one of the most important things you can do to look after your mind and body – it relieves stress, boosts academic performance and makes you feel good – use this tool! A 15 minute walk, a chance to play a sport with friends – whatever it is, just make sure you are doing it. Set your brain up for success, by looking after your body!
- **Take the exams seriously, you won't get this chance again.** You only get one shot at Year 11. Whether it's a practice exam or a real GCSE, you should be putting everything into the exams and giving yourself the best chance for success. Don't go into any exams thinking you could have prepared more, don't leave any of your exams thinking you could have done more. Your exam results are not the most important thing in your life, they don't define you, but they can shape your opportunities in the future, don't look back at this time

with any regrets!

- **Talk to each other, help each other.** There are 210 other people, experiencing exactly the same thing you are. If you are worried about something, talk to a friend, share your experience and ask what they think. Share ideas/strategies that you have for revision. Discuss revision and answers to practice questions. Sharing your feelings and thoughts will not only help you feel better, but can actually help you learn things better. Find some trusted people in each subject and work with them – on both the learning and wellbeing.
- **Don't be afraid to ask for help, specifically with revision and with wellbeing.** I know a cliché, but all of your teachers and your parents/carers have been through the same thing. Exams haven't changed much over the last 35 years, *we honestly do get it*. So, please do ask for help if you are stuck, unsure or struggling. Talk to your teachers if you need some help with subject revision, talk to your parents/carers if you are feeling overwhelmed, talk to your tutor or group leader if you need some specific support (**the same goes for any parents/carers that have concerns about students**). Sometimes even just talking about your challenges is the best thing, but we are all here to help, we can all do things to make it easier – reach out and let us help.

Here is a list of key people that might be able to support, if you aren't sure who to ask for help:

**Mr Simpson-Smith** – Group Leader for Year 11

**Mr Watson** – Pastoral Support Manager for Year 11

**Mrs Gardiner** – Senior Tutor for Year 11

**Mrs Turner** – 11C1 Tutor

**Miss Smith** – 11C2 Tutor

**Mr Garner** – 11D1 Tutor

**Mr Wynne-Pennells** – 11D2 Tutor

**Ms Louis/Mrs R Brown** – 11W1 Tutor

**Mrs Holton/Mrs Teixeira** – 11W2 Tutor

**Mrs Richardson** – 11Y1 Tutor

**Ms Ellis** – 11Y2 Tutor

**Mrs Simmons** – Exams Officer

**Mrs Meaney** – SENDCo

**Mrs Horrocks** – Intervention Teacher

**Mr Deyssel** – School Chaplain and Mentor

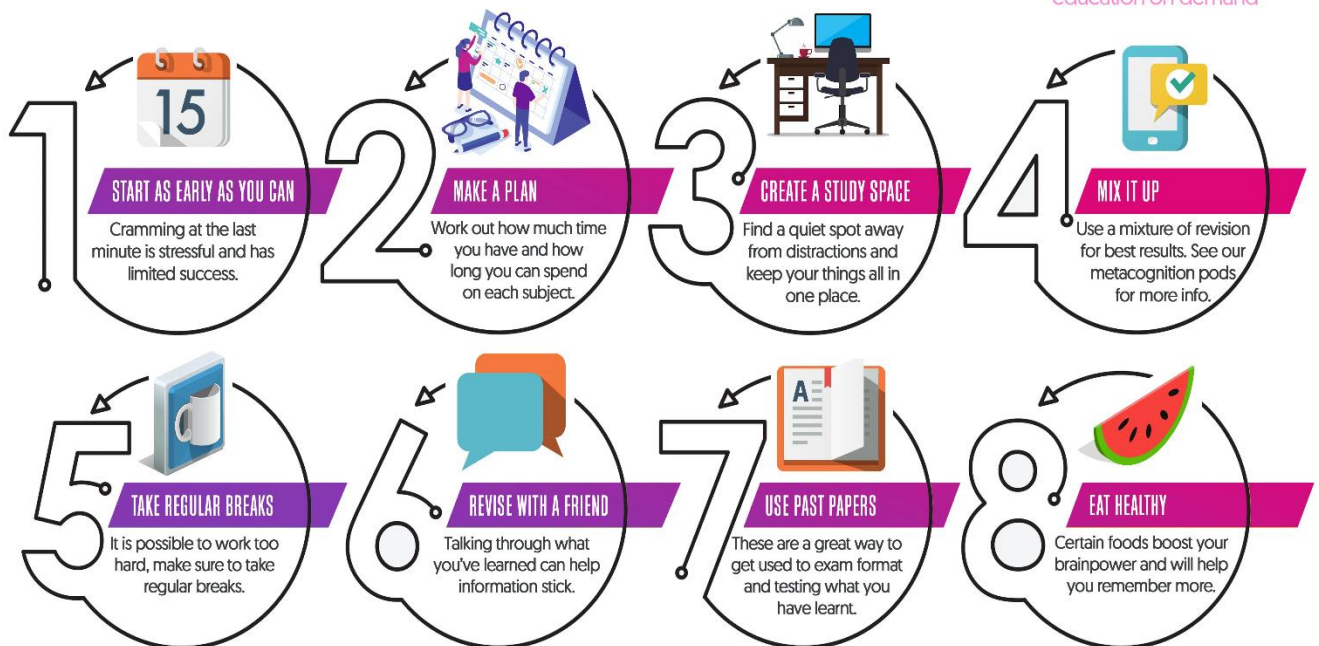
Finally, remember this - you will figure out the right way of doing things for you, your exam results or the amount of revision you do are not comparable to other people. You are here to do your best, not someone else's. Saying that, you should take pride in your efforts, work hard and don't give up when there is a setback. Finally, finally, if you are worried or struggling with anything; please talk to someone, please ask for help – there is support here if you need it.

# TOP REVISION TIPS

Don't let the stress of revision overwhelm you. Stay in control with these top tips.



**gcsepod**  
education on demand



 **podup**

 [gcsepod.com](https://gcsepod.com)  [info@gcsepod.com](mailto:info@gcsepod.com)  0191 338 7830

## JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.



**This notice has been produced on behalf of:  
AQA, City & Guilds, CCEA, OCR, Pearson and WJEC**

### **Information for candidates GCE, ELC and Project qualifications - coursework assessments**

**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 or lecturer.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopaedias, 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/onthistday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthistday/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 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 and should not be included.

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, 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. 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 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 essay 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**



## JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.



**This notice has been produced on behalf of:  
AQA, OCR, Pearson and WJEC**

**Information for candidates: non-examination assessments**

**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 these regulations.**

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

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, encyclopaedias, 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 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, pg.29.

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](http://news.bbc.co.uk/onthistday/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 for reference and authentication purposes.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer 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 or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

### **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.

Do not be tempted to use 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.**

Do not think you will not 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 or seen the source you are using (or even marked the essay 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 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.

**JCQ Information for candidates – on-screen tests**

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**Information for candidates for on-screen tests**

**This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, ask your teacher.**

<b>A Regulations – Make sure you understand the rules</b>	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	<p>You <b>must not</b> take into the exam room:</p> <p>a) <b>notes;</b></p> <p>b) <b>AirPods, Earphones/Earbuds, and ipod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.</b></p> <p>Unless you are told otherwise, you <b>must not</b> have access to:</p> <p>c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;</p> <p>d) pre-prepared templates.</p> <p><b>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.</b></p>
6	If you have a watch the invigilator will ask you to hand it to them.

7	Do not talk to or try to communicate with or disturb other candidates once you have entered the exam room.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the onscreen test.
<b>B Information – Make sure you attend your on-screen test and bring what you need</b>	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
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 formulas; d) do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the on-screen test</b>	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be onscreen. In either case, read carefully and follow the instructions.  Do not open the question paper until you are instructed that the exam has begun.

<b>E Advice and assistance</b>	
1	If on the day of the on-screen test 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 on-screen test if: a) you have a problem with your computer and are not sure what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the on-screen test</b>	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

## JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed timetabled written exams.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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### Information for candidates For written examinations – effective from 1 September 2024

**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	<p>You <b>must not</b> take into the exam room:</p> <p>a) <b>notes;</b></p> <p>b) <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.</b></p> <p><b>Any pencil cases taken into the exam room must be see-through.</b></p> <p><b>Remember:</b> 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.</p>
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 <b>must not</b> 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>B Information – Make sure you attend your exams and bring what you need</b>	
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 <b>must</b> 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
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 formulas; 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.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
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.
<b>E Advice and assistance</b>	
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.
<b>F At the end of the exam</b>	
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 from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



**JCQ Information for candidates – Privacy Notice****Information for Candidates****Information About You and How We Use It**

Please visit each exam board via the links below to find out more information about their Privacy Notices:

AQA <https://www.aqa.org.uk/about-us/privacy-notice>

NCFE <https://www.ncfe.org.uk/legal-information>


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

PEARSON <https://www.pearson.com/en-gb/privacy-center/privacy-notice.html>

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

## JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.



**Information for candidates  
Using social media and examinations/assessments**




Image by Patrice Jones

**This document has been written to help you stay within exam regulations.  
Please read it carefully.**

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



### You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

### Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

### Please take the time to familiarise yourself with the JCQ rules:

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





## 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:  
[jcq.org.uk/exams-office/information-for-candidates-documents](http://jcq.org.uk/exams-office/information-for-candidates-documents)

**JCQ Unauthorised items poster**



AQA

City & Guilds

CCEA

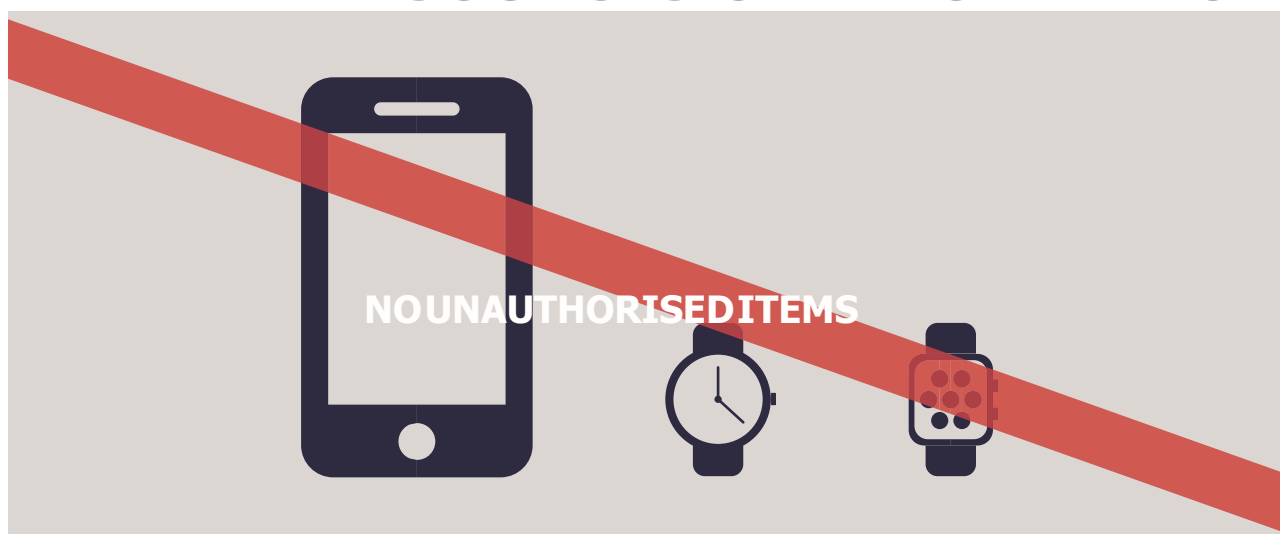
OCR

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.

### JCQ Warning to candidates poster

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

#### Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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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



# 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?

**1 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

**2 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

**3 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

## REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly



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!**