



## **EXAMINATIONS HANDBOOK**

# **INFORMATION AND GUIDANCE FOR STUDENTS and PARENTS/CARERS**

**Centre Number: 61217**

Address:  
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Head of School: Mrs D Lennon

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## Introduction

It is the aim of St John Fisher Catholic Comprehensive School to make the exam experience as stress-free and successful as possible for all students.

Hopefully, this booklet will prove informative and helpful for you and your parent/carer. Please read it carefully and show it to your parent/carer so that they are also aware of the exam regulations and the procedures to follow in the event of any problems occurring.

JCQ, in conjunction with the Awarding Bodies (or Exam Boards), set down strict criteria which must be followed for the conduct of exams and St John Fisher Catholic Comprehensive School is required to follow them precisely. **You should therefore, pay particular attention to the JCQ information given to you in this booklet (Appendices 1 – 9) and the “No Unauthorised Items” post and “Warning to Candidates” poster which are displayed for each examination.**

During Year 10 you will continue to sit Pre-Public Examinations (PPEs) and possibly BTEC or NCFE assessments and in Year 11 you will sit PPEs, BTEC and NCFE assessments (internal and external) and public examinations. To ensure consistency, this guidance is to help you follow JCQ and Awarding Body instructions.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parent/carer have any queries or need help or advice at any time before, during or after the exams please contact the Exams Manager:

**Mrs Franks** on:

Telephone: **01622 743286**

Email: **a.franks@stjohnfisher.school**

Remember – we are all here to help.

## **BEFORE THE EXAMINATIONS**

### **Entry Timetable**

All students receive an individual timetable indicating the subjects they are being entered for and the levels of entry, where applicable. **Please check that these are correct.** Some subjects only have one tier of entry, some have Foundation or Higher tiers. Please check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded. Please note that legal names will appear on your entry timetable and desk label – not preferred names. Your timetable will also have your seating information on it, so that you know where you are going to sit in advance of your exam. This is to help you enter the room and to ensure a smooth start to your exam.

A few students may have a clash where two subjects are timetabled at the same time. This usually means that you will sit one exam, have a supervised break, and then sit the next. You must check your individual timetable and see Mrs Franks if you are unsure of what to do. If you think there is a clash on your timetable that has not been resolved, please see Mrs Franks immediately.

### **Candidate Name**

Students are entered under the name format of First Name + One middle initial + (Legal) Surname, e.g. Adam J Smith.

### **Candidate Number**

Each student has a four-digit candidate number. This is the number you will enter on exam papers. It is shown on your individual timetable and will appear on your desk label when you are seated for any exam. **Please learn it.**

### **Unique Candidate Identifier (UCI)**

In addition to a candidate number, each student must have a UCI number (12 numbers and 1 letter) which is shown on the top of your timetable. Your UCI number is used for administration purposes and it is not necessary for you to remember it.

### **Contact Numbers**

Please check that the school has at least one up-to-date contact number for you.

### **Equipment**

Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

## **DURING THE EXAMINATIONS**

### **Exam Regulations**

A copy of the “Notice to Candidates”, “Warning to Candidates” and “Unauthorised items” notices, which are issued jointly by all examination boards with the JCQ Inspection Service are included in this booklet. All students must read these carefully and note that to break any of the exam rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

### **Attendance at Exams**

Students are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Students are to meet in the canteen area, from where you will be sent to the relevant exam room.

For PPEs, students will be in school so you will either be in an exam or lesson, as per the PPE exam timetable.

For both public examinations and PPEs, a copy of the exam seating information will be displayed outside each exam room and on the noticeboard by the Exams Office (room 2.16).

There will also be a copy of the GCE/GCSE or PPEs exam timetable on the noticeboard by the Exams Office.

In general, morning exams begin at 9.00am and afternoon exams at 1.30pm. Some exam start times may vary, so always check your timetable. Students who arrive late for an exam must report to Reception and let the Receptionist know that you should be in an exam. The Receptionist will contact the Exams Manager or SLT who will meet you and escort you to the exam room. You will be allowed the full time to complete the exam.

If you arrive one hour or more after the start time or if the exam has ended, you are classed as very late. You may not be permitted to sit the exam if you arrive after this time.

If you think you may be very late for your exam for any reason, you should contact the school and, where possible, give a responsible adult any electronic devices you have with you. If a parent/carer or responsible adult can verify you did not have access to any unauthorised materials from the start time of the exam, the awarding body is more likely to accept your exam paper.

If you arrive late on more than one occasion without a justifiable reason, the school may refuse to let you sit any further exams.

Full School Uniform must be worn. Sixth formers are expected to wear smart business dress. If you arrive in unsuitable clothing you may be asked to leave and will not be permitted to sit the exam.

All items of equipment (pens, pencils, mathematical instruments, etc.) should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.

Pens should be **BLACK** ink. No gel pens or correction pens/fluid are allowed. Highlighters are allowed in exams but must not be used to write your answers.

Do not attempt to communicate with or distract other students.

**Mobile telephones and all watches MUST NOT BE KEPT ON YOUR PERSON.** They must be left in your bag or handed in. If a mobile phone or watch (or any other type of electronic communication or storage device) is found in your possession during an exam (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made. To ensure this regulation is followed, electronic scanning devices are now in use before a student enters an exam room.

All bags and coats are to be put into the relevant row "cage" (if you are in the Sports Hall) or Room 2.16 (if you are in the Activity Room). The "cages" will be moved to a secure location, and room 2.16 will be locked before the exam begins.

Toilet breaks are not permitted for any exams lasting one hour or less. Exams lasting one hour or more will not permit breaks in the first hour or the last 10 minutes. Please always ensure you use the facilities before entering the exam room. If you leave the exam room for a toilet break, you will not get this time back. The only exception to this is if you have a toilet pass – which you must bring with you and hand to the Lead Invigilator in your exam room.

No drink (except still water in a clear bottle with no label) is allowed in the exam rooms.

No food (except food needed for a medical reason) is allowed in the exam rooms. If food is required for a medical reason, please see Mrs Franks BEFORE GCSE or PPEs examinations begin.

Please do not write on exam desks. This is a breach of exam rules and is regarded as vandalism and you will be asked to pay for any damage.

Please do not write on your desk label. This is a breach of exam rules. Do not draw graffiti or write offensive comments on exam papers – if you do the exam board may refuse to accept your paper.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.

Check you have the correct question paper – check the subject, paper and tier of entry. Read all the instructions carefully.

All students must stay in the exam room for the duration of the exam. You will not be allowed to leave an exam room early. If you have finished the paper, use any time remaining to check over your answers and that you have completed your details correctly.

At the end of the exam all work must be handed in – remember to cross out any rough work. If you have used loose sheets of paper place them in your booklet after the first page. Question papers, inserts and additional paper must NOT be taken from the exam room.

Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under exam conditions until you have left the room.

Remain seated in silence until told to leave the exam room. Please leave the room in silence and show consideration for other students who may still be working.

### **Emergency procedures**

If the fire alarm sounds during an exam, you **must** stay in **silence** and listen to the instructions given to you by the invigilators.

You should stop writing immediately and will be told to close your exam paper. A note of the time will be made by the invigilator.

If an evacuation is necessary, you must remain in silence. You will be escorted outside and must line up where directed by your invigilator.

If you attempt to communicate with any students, staff, or non-examining students within the school, a report will be made to the awarding body and you may be disqualified from the exam.

### **Invigilators**

The school employs external invigilators to conduct the exams. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the exam room(s) to supervise the conduct of the exam. They will distribute and collect the exam papers, tell students when to start and finish the exam, hand out extra writing paper or equipment if required and deal with any problems that occur during the exam, for example if a student is feeling ill.

Please note that invigilators cannot discuss the exam paper with you or explain the questions.

Students who are disruptive or behave in an unacceptable manner will be removed from the exam room by invigilators and/or members of the SLT. Any incidents of this kind are reported to the exam board and the usual practice in such circumstances is disqualification.

### **Students with Access Arrangements**

Some students may be entitled to extra support during their exams. This is known as Access Arrangements (AAs).

If you are entitled to AAs, you will have access to these arrangements in class assessments, PPEs and public examinations. These arrangements are not mandatory but we do encourage students who are entitled to an arrangement to use it, as regular practice will only benefit you. AAs will reflect your normal way of working.

An exam AA card will be placed on your desk before you enter the exam room. This will remind you of the AAs available to you for every exam.

Laptops/word processors are not automatically available for Maths examinations, but can be requested in advance if you would prefer.

If you are unsure about your AAs, you should arrange to speak with the SENCo or Exams Manager as soon as possible. If, during the exam, you have any concerns about your AAs or you think you have not been given access to an arrangement you are entitled to, you must speak to the invigilator.

### **Absence from Exams**

If you experience difficulties during the exam period (e.g. illness, injury, personal problems) please inform the school at the earliest possible point so we can help or advise you. Only in 'exceptional circumstances' are students allowed special consideration for absence from any part of an exam. It is essential that medical or other appropriate evidence is obtained on the day by the student/parent and given to the Exams Manager without delay in all cases where an application is to be made for special consideration. For the award of a grade by special consideration, where a student misses part of an exam through illness or personal misfortune, a minimum of 15% of the exam (including coursework) must be completed.

Parents and students are reminded that the school may require payment of entry fees (approximately £55.00 per subject) should a student fail to attend an exam without good reason.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## **After the Exams**

### **Notification of Results**

**GCE** and **GCSE** results are published in **August**. The actual date will be advised after you have finished your GCE and GCSE examinations.

Results will be distributed to students on this day. Results not collected will be sent home by first class post. If you wish someone else to collect your results for you, please ensure that they have a permissions slip/letter, signed by you, giving them permission to collect your results on your behalf. **PLEASE NOTE:** If they do not have a permissions slip/letter from you, your results will not be released to them.

### **Enquiries about Results**

After the release of exam results, a student has the right to apply to the awarding body, through the centre, for a review of their result if they consider the grade to be too low. This can take the form of a clerical

check or a review of marking of an exam paper or papers. This review is termed an Enquiry about Results (EAR) and is applied for by the centre on behalf of the student. Students should be aware that this process **may** result in a lowering of the grade awarded. This procedure has a short deadline and therefore any requests must be carried out quickly within the strict deadlines outlined below.

St John Fisher Catholic Comprehensive School advises any student who has concerns about a grade awarded for a subject, to talk their concern through with their teacher within two calendar weeks of the issue of results. Following this discussion the school will immediately apply for a review if this is considered appropriate and **we would expect to support you in most cases**. If, however, the school does not consider a review appropriate, the student will be informed of this decision within three working days. If the student still wishes to proceed with a request for a review, the following procedure will apply:

- The student should appeal against the decision within two days.
- The centre will then arrange a meeting within three days with the student and their parent/carer, the subject teacher concerned, the Exams Manager and the Head of School or their representative from the senior staff.
- The student and their parent/carer will be able to present their reasons for asking for the review at this meeting.
- The Head of School, or their representative, will make a final decision on whether the appeal should go ahead, and will inform the student and their parent/carer verbally, then in writing, of the decision.
- If the final decision is to proceed with the request for a review, the Exams Manager will carry this out to meet the appropriate deadline.

In cases of Enquiries About Results, where the school does not uphold a request for such an enquiry, the student may pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

### **Internal Appeals Procedure**

St John Fisher Catholic Comprehensive School is committed to ensuring that whenever its staff assesses students' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The Centre is committed to ensuring that assessment evidence provided by students is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the Centre for moderation by the awarding body.

1. Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of Centre marks to the awarding body.
2. Appeals must be made in writing (using the Internal Appeals Form, obtainable from the Exams Manager).
3. The Head of Centre will appoint a senior member of staff, e.g. a Deputy Headteacher or an Assistant Headteacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the awarding body's specification and subject-specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.

6. The outcome of the appeal will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After student's work has been internally assessed, it is moderated by the awarding body to ensure consistency between Centres'. The moderation may lead to mark changes. This process is outside the control of St John Fisher Catholic Comprehensive School and is not covered by this procedure.

### **Post Results**

If you need post-results advice, St John Fisher Catholic Comprehensive School teaching staff will be available on Results Day.

### **Certificates**

Certificates are received from the awarding body during November. You will be advised when they are ready for collection.

If you sit your exams in Year 10 or 12, your certificates will be securely stored until the following year when you complete your GCE or GCSE qualifications.

If you are unable to collect your certificates in person, you can authorise another person to collect them on your behalf. If you wish to do this, you must sign a letter of consent, naming the person authorised to collect. They should bring this letter with them when they come to collect. Certificates will not be given without this consent.

## Frequently Asked Questions

### **Q. What do I do if there's a clash on my timetable?**

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Students will normally sit one paper then have a break during which they will be supervised and must not have any communication with other students. They will then sit the second subject paper. Correct times should be on your individual student timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both exams are completed. If in doubt consult the Exams Manager.

### **Q. What do I do if I think I have the wrong paper?**

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately. Do not communicate with another student.

### **Q. What do I do if I forget my Candidate Number?**

Candidate Numbers are printed on the label on your desk. Invigilators will be able to help you find your number if you are not sure which one it is.

### **Q. What do I do if I forget the school Centre Number?**

The Centre Number is 61731. It will be clearly displayed at the front of the exam room(s).

### **Q. What do I do if I have an accident or I'm ill before the exam?**

Inform the school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an application for Special Considerations on your behalf (see below).

### **Q. What is Special Considerations?**

Special Considerations is an adjustment to the marks or grades of a student who is eligible for consideration. Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Students will only be eligible for Special Considerations if they have been fully prepared and covered the whole course but performance in the exam or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Exams Manager must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the student may be required to provide evidence to support such an application.

### **Q. What do I do if I feel ill during the exam?**

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

### **Q. If I'm late can I still sit the exam?**

Provided you arrive within 1 hour of the scheduled start time, you may sit the exam. You should get to school as quickly as possible and report to the exam room and quietly gain the attention of one of the invigilators. You must not enter an exam room without permission after an exam has begun. You should also be aware that if you arrive 1 hour after the scheduled exam start time, we have to inform the relevant exam board, who may not accept your paper. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

### **Q. If I miss the exam can I take it on another day?**

No. Timetables are regulated by the exam boards and you must attend on the given date and time.

**Q. Do I have to wear school uniform?**

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc. Under no circumstances are hooded tops allowed to be worn in the exam room.

**Q. What equipment should I bring for my exams?**

- You should bring at least 2 Pens (**black ink only**). **NOT gel or correcting pens.**
- 2 x **HB** Pencils, pencil sharpener.
- For some exams you will need a calculator, compass, protractor.
- 30cm Ruler (marked with cm and mm).
- Rubber.
- For some exams you may need coloured pencils.

**Q. What items are not allowed into the exam room?**

Only material that is listed on question papers are permitted in the exam room and students who are found to have any material with them that is not allowed will be reported to the appropriate exam board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Bags and coats and any other items not permitted under exam regulations must be left in the Lecture Theatre. All phones, watches and/or valuables should also be left in the Lecture Theatre but it is advised that you do not bring any valuables into school with you when you attend for an exam.

No drink (except still water in a clear bottle with no label) is allowed in the exam rooms.

No food (except food needed for a medical reason) is allowed in the exam rooms. Please see the Exams Manager if you require access to food for a medical reason **BEFORE** the exams begin.

Mobile phones or any other type of electronic device are not allowed in the exam room(s).

No watches of any kind are allowed in the exam room(s).

**Q. Why can't I bring my mobile telephone or watch into the exam room?**

Being in possession of a mobile phone or watch (or any other electronic communication device, e.g. iPod, headphones) can lead to communication and is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you may be **disqualified from all papers for the subject (including any already taken).**

**Q. How do I know how long the exam is?**

The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will indicate the start and finish time at the front of the exam hall. There will be a clock in all exam rooms.

**Q. Can I leave the exam early?**

It is not the school's policy to allow students to leave the exam room early, as this is disruptive to other students. A student may not leave the exam room without the permission of the invigilators.

**Q. What do I do if the fire alarm sounds?**

The exam invigilators will tell you what to do. If an evacuation of the room is needed, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other students during the evacuation. **You must remain silent.**

**Q. Can I go to the toilet during the exam?**

You are advised to make yourself comfortable before any exam. Unless you have a medical condition we do not usually allow students to leave to use toilet facilities because of the disruption to other students. If it is absolutely necessary then you must put your hand up to attract an invigilator's attention who will then escort you there and back. You will not be allowed any extra time.

**Q. If I have more than one exam on a day can I get lunch at school?**

Students who have exams in both morning and afternoon sessions will be able to get lunch from the canteen.

**Q. Why do I need to check the details on my personal timetable?**

All student details used to generate timetables are taken from our database. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

**Q. I am entitled to extra time – how will this affect the way I take my exams?**

Some students receive an allowance of 25% extra time or more. Where possible such students will be seated together to minimize disturbance from other students who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam at the front of the room and also put the end time on your desk.

If you have any queries or questions please do not hesitate to contact Mrs Franks (Exams Manager) in the Exams Office or by email: [a.franks@stjohnfisher.school](mailto:a.franks@stjohnfisher.school).

**Please do not feel embarrassed to ask any questions you may have**

**REMEMBER: If it is bothering you then it is worth asking the question**

**WE WOULD LIKE TO WISH ALL STUDENTS GOOD LUCK WITH THEIR  
EXAMINATIONS**

## **JCQ Information**

Appendix 1: Information for candidates – Written examinations

Appendix 2: Information for candidates – Onscreen tests

Appendix 3: Information for candidates – Privacy notice

Appendix 4: Information for candidates – Non-exam assessments

Appendix 5: No Unauthorised Items poster

Appendix 6: Warning to Candidates poster

Appendix 7: Information for Candidates – Social Media

Appendix 8: Information for Candidates – Exam day reminders

Appendix 9: AI Assessments

**THIS INFORMATION IS TAKEN FROM THE  
CURRENT JCQ REGULATIONS 2024-25**

**Information for candidates – 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. You **must not** take into the exam room:
  - (a) notes;
  - (b) AirPods, Earphones/Earbuds an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.Any pencil cases taken into the exam room **must** be see-through.

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

5. If you have a watch, the invigilator will ask you to hand it to them.
6. **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7. **Do not** talk to or try to communicate with, or disturb other candidates once 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 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.

**THIS INFORMATION IS TAKEN FROM THE  
CURRENT JCQ REGULATIONS 2024-25**

**Information for candidates – On-Screen Tests  
– 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 ask your teacher.

**A. Regulations – Make sure you understand the rules**

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. You **must not** take into the exam room:
  - (a) notes;
  - (b) AirPods, Earphones/Earbuds an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.

Unless you are told otherwise, you **must not** have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

**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.**

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 the on-screen test has started.
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 on-screen test.

**B. Information – Make sure you attend your on-screen test and bring what you need**

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.

**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 examination 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 on-screen test**

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 on-screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are instructed that the exam has begun.

**E. Advice and assistance**

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 in doubt about 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.

**F. At the end of the on-screen test**

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 any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

### **Information for candidates – Privacy Notice 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://ceea.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](http://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](http://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](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

**THIS INFORMATION IS TAKEN FROM THE  
CURRENT JCQ REGULATIONS 2024-25**

**Information for candidates – Non-Examination Assessments (NEA)  
– effective from 1 September 2024**

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

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

If there is 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.

**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.

**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.

*Information for candidates – Non-Examination Assessments cont/d*

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/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 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, ideas or outputs and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

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

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

### **Penalties for breaking the regulations**

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

- 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.**

## No Unauthorized Items



AQA

City & Guilds

CCEA

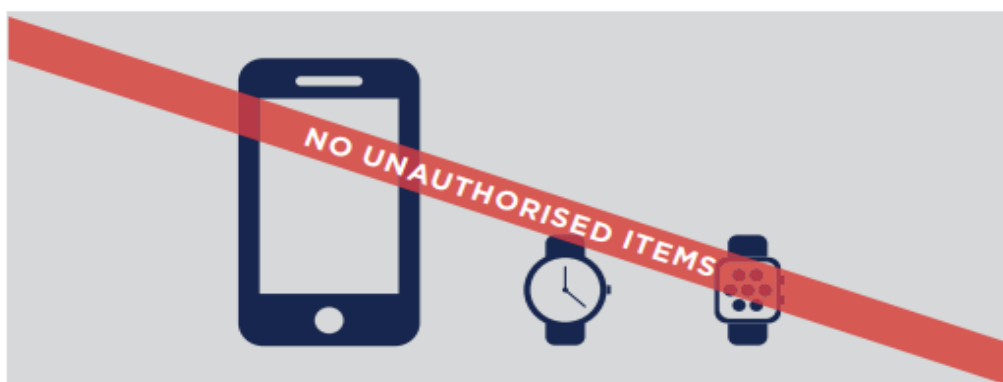
OCR

Pearson

WJEC

### NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone  
or any watch, is a serious offence and could result in

# DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

## Warning to Candidates

## 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.**

## Information for Candidates – Social Media



## 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)

## Information for Candidates – Exam Day Reminders

Launcher - SIMS ID    X    Pearson Portal    X    Progress Platform

exams-2024\_25.pdf

1 of 1



## On your exam day


This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

### Before sitting your exams, ensure you know:

- the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

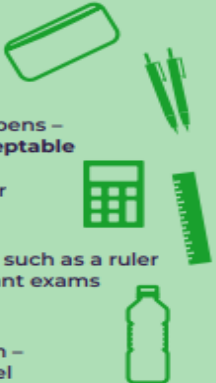
### What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)



### What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are **not acceptable**
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it **must not** have a label



### Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

### Contingency sessions:

- There are contingency sessions within the Summer 2025 exam timetable – the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. Make sure you are available on all three dates even if you do not have an exam.


If you have any questions about your exams, please ask your teacher or exams officer. ?

You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

EFFECTIVE FROM 1 SEPTEMBER 2024

## AI and assessments

1 of 1



# AI and Assessments

## A quick guide for students

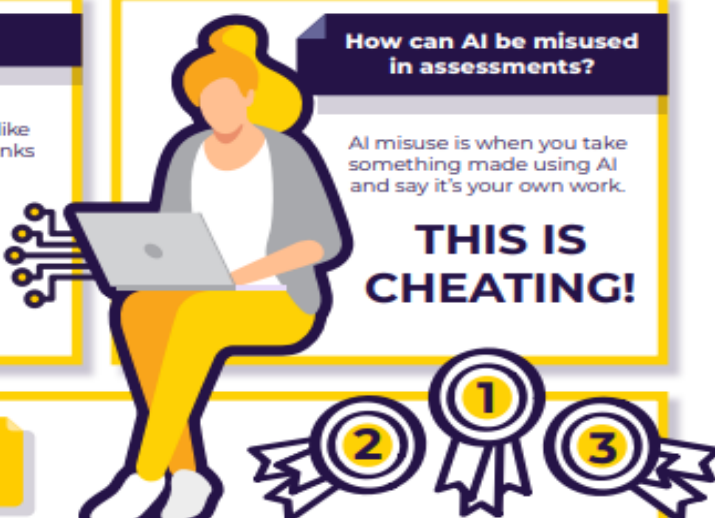
### What is AI?

- 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



### What happens if I misuse AI?

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

## DON'T RISK IT!



## REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly