



**Ormiston  
Sudbury  
Academy**

# **CANDIDATE EXAM HANDBOOK**

## **2024/25**

This handbook is reviewed and updated annually

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## Introduction

Ormiston Sudbury Academy 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.

It is the aim of Ormiston Sudbury Academy to make the examination experience as stress-free and successful as possible for all candidates. Hopefully, this booklet will prove informative and helpful for you and your parents/carers.

Please read it carefully and show it to your parents/carers so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring. The awarding bodies (or examination boards) set down strict criteria, which must be followed for the conduct of examinations, and Ormiston Sudbury Academy is required to follow them precisely. You should, therefore, pay particular attention to the APPENDIX documents at the end of the booklet.

**If there is anything, you do not understand or any question that has not been addressed, PLEASE ASK.**

If you, or your parents/carers, have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer – **Miss Phillips**  
The Academy telephone number is: **01787 375131**  
Remember – we are here to help.  
**GOOD LUCK!**

### **CONTINGENCY DAY 2024**

All students must be available to sit exams from the date of their first exam until & including Wednesday 25<sup>th</sup> June 2024

### **RESULTS DAY**

Thursday 21<sup>st</sup> August 2024  
9.00 a.m. to 10.00 a.m. – Ormiston Sudbury Academy

## Purpose of this handbook

- To support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- 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 etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures they need to be made aware of

## Malpractice

- To maintain the integrity of qualifications, strict Regulations are in place
- Malpractice means any act or practice which is in breach of the Regulations
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information regarding what constitutes malpractice:
  - Introduction of unauthorised material into the 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:

### 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...**

Further information is outlined in the centre's **Managing Behaviour Policy** (Exams) and/or **Malpractice Policy** (Exams) which are both available on the academy website

## Personal data

- Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies...
- The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.
- Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.

## Copyright

Candidates can access student materials (including examination scripts) through the access to scripts service via the exams officer

## Coursework assessments/non-examination assessments

- Relevant JCQ information for candidates documents - coursework, non-examination assessments, social media (appendices at end of booklet)
- The use of AI (appendix 8)
- Candidates are informed about their assessments by their class teacher
- work is marked/assessed, by teachers using awarding body frameworks and is internally moderated
- Candidates will be informed of their centre assessed marks in time to request a review of the centre assessed marks, prior to upload to exam boards

## Written timetabled exams

Candidates will be provided with a written timetabled exams and the following additional information.

- Candidate statement of entry (to check that personal details and exam entries are correct)
- If this information is incorrect, inform exams officer immediately
- Candidate exam timetable (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding exam rooms.
- The JCQ information for candidates document – written examinations on the reverse of their exam timetable as a reminder of the rules & regs

## Contingency sessions - Summer 2025

All students must be available to sit exams from the date of their first exam until and including Wednesday 25<sup>th</sup> June 2024

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

- A timetable clash within the same session (e.g. two exams in the morning) will be managed by you sitting one paper first, followed immediately, after a short supervised break of 10mins in the exam room, by the next paper in the same session and formal exam conditions will be in place at all times in the exam room (i.e. you won't have access to your mobile devices or study materials for the next exam)
- A timetable clash over exam sessions (e.g. you sit the first of your exams, the longest paper, in the morning session and the second paper is taken in the afternoon session) you will be escorted from the first exam to a meeting room where you'll be under centre supervision (i.e. you won't have access to your mobile devices, but you will be able to have access to revision materials for your next exam and a member of centre staff will remain with you and escort you to your next exam)

## Where you will take your exams

Candidates without exams access arrangements will take their exams in the Sports Hall. Those with access arrangements will be in conference room 2.

## What time your exams will start and finish

- Morning exams start at 9am and afternoon exams start at 1.30pm (if exams finish after the end of the academy day you are responsible for organising your own transport home)
- Candidates must remain in the exam room for the entire length of the exam

## Supervision during your exams

- Exams are supervised by the invigilation team (who will have invigilated your mocks)
- Invigilators follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies

## Exam room conditions

- Candidates are allowed into the exam room a row at a time, by candidate number, they're asked to show their wrists before entry to ensure that they don't have watches on
- Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator ('formal examination conditions' means no talking, communicating or disturbing other candidates. If they do, this will be reported to the relevant awarding body as it's classed as malpractice)
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Candidates must not communicate with or disturb other candidates
- The following information is displayed in the exam room on the whiteboard (centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam)
- Candidates should not start completing the front of their answer books until directed by the invigilator. When instructed to they should fill in their first name and surname (their legal names, not known as) their candidate number (which is on the exam card on their desk) and the centre number (which is on the white board) and where applicable the date and their signature
- If candidates need additional answer sheets/answer books, they should raise their hand and ask an invigilator. They must make sure they complete all of their details (first name, surname, candidate number, centre number and especially the question number(s)) and when finished slot into the front of the exam answer booklet
- Candidates must not open the question paper until the exam begins – If they do, this will be reported to the relevant awarding body as it's classed as malpractice

## Where you will sit in the exam room

- Candidates are seated in candidate number order, by subject / tier
- You'll be able to find your desk by signs on the front of rows indicating candidate numbers and numbers are also on exam desks. If you can't find your desk, ask an invigilator for help

## How your identity is confirmed in the exam room

By a member of SLT who oversees loading of the exam and by copies of school photograph

## What equipment you need to bring to your exams

- black pens
- pencils
- rubber
- ruler
- set square
- compass
- highlighters
- scientific calculator
- coloured pencils
- All in a see through pencil case

## Using calculators

- a calculator must not be able to offer
  - language translators;
  - symbolic algebra manipulation;
  - symbolic differentiation or integration;
  - communication with other machines or the internet.
- A calculator must not give access to pre-stored information

- databanks, such as periodic table;
- dictionaries;
- mathematical formulae;
- text.

### What you must not bring into the exam room

- mobile phone
- AirPods
- earphones/earbuds
- iPods
- MP3/4 players or similar devices
- watches
- smart glasses
- any other smart devices

If you are found to have these it will be reported to the awarding body immediately and you may be disqualified from that exam and others by that exam board and others

### Food and drink in exam rooms

Only still water is allowed in the examinations rooms. This must be in clear bottles with all labels removed

### What you should wear for your exams

Full academy uniform

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

Bags & coats will be stored at the front of the exam room. Unauthorised items including switched off mobile phones, watches, etc will be stored in a box with invigilators at the front of the room.

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

- Provided you are not more than 1 hour late for an exam, you may still be admitted and will be allowed the full time for the exam, but the exam board may not accept your script.
- Upon arrival report immediately to the attendance office and you'll be directed where to go next

Further information is outlined in the centre's **Candidate Late Arrival Policy** (Exams) which is available on the academy website

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

- Parent/carer to contact the academy at the earliest possible point to inform us you're unwell and unable to attend the exam
- If unwell but coming in to attempt exam, parent/carer to contact the academy to inform us and then invigilators can be made aware
- If you start to feel unwell during an exam, put your hand up and inform an invigilator who will assist you
- Parent/carer may be required to complete a self-certification form for candidates who have missed an examination (JCQ/ME Form 14)
- Only in exceptional circumstances are candidates allowed special consideration for absence from any part of an examination.

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases).

**Parents/carers should be aware that any adjustment is likely to be small and no feedback is ever provided.** Examples of such circumstances may be illness, accident or

injury, bereavement, domestic crisis. The Examination Officer 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 parent/carer will be required to provide evidence to support such an application

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

Your parent/carer may be charged for the relevant entry fee for any unauthorised absences

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

Invigilators will tell you what to do.

- Initially they will get you to stop writing and if the room has to be evacuated you need to leave everything on your desk and leave the room in silence and go to the green at the front of the academy
- You must not attempt to communicate with any other candidates during the evacuation
- If at all possible, the exam will be restarted as soon as possible and you will be given the full allocated time for the exam

Further information is outlined in the centre's **Emergency Evacuation Policy** (Exams) which is available on the academy website

### **Candidates with access arrangements/reasonable adjustments**

- Mrs Jacques – Director of Inclusion - discusses appropriate arrangements with candidates, parents/carers prior to external assessment for access arrangements
- Letters are sent home to parents/carers to inform them of the approved arrangements that are in place and when these arrangements apply. Mrs Jacques informs candidates in person of their arrangements
- Exams for access arrangement candidates will take place in conference room 1

### **Results**

- Thursday 21<sup>st</sup> August 2025 hard copy provisional statements of results will be issued ('provisional' as exam results can still go up or down in the event of a review of marking)
- Results will be issued 9 – 10 am in the curve
- Senior members of centre staff will be available immediately after the publication of results to answer any queries you may have
- If you would like your results posted home, please provide a stamped self-addressed envelope, with your candidate number in the bottom right hand corner, to the Exams Officer before results day.
- If you wish someone else to collect your results on your behalf, you must give your signed written authorisation for them to do so and we will need to retain this for evidence, they should also bring ID to prove their identity
- No results will be given out over the phone or via email as proof of identity can't be confirmed
- Uncollected results are kept in the academy until the arrival of results certificates

### **Post-results services**

- The following services are available – reviews of results (RoR), appeals and access to scripts (ATS)
- Requests for post-results services must be made through the centre
- Any application which is not supported by the centre will need to be paid for by parent/carers
- The centre's **Access to Scripts, Reviews of Results and Appeals Procedures** is available on the academy website
- Candidates are informed about the deadlines, fees and charges for these services when they receive their results
- Informed consent/permission is collected via form prior to any applications being made

## Certificates

- Certificates are available for collection from 2<sup>nd</sup> week in November
- Information regarding certificate collection is posted on the academy website
- If you wish someone else to collect your results on your behalf, you must give your signed written authorisation for them to do so and we will need to retain this for evidence, they should also bring ID to prove their identity
- Unclaimed certificates are held at the centre for 6 years, after which time they are returned to the exam boards. After this time you would need to make an application to each exam board to request replacement certificates, approximately £43 per board

## Internal appeals procedure

The centre's **Internal Appeals Procedure** is available on the academy website

### **Procedure for appealing internal assessment decisions (centre assessed mark**

- Ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body
- Inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of work submitted
- Inform candidates that they may request copies of materials (generally as a minimum, a copy of the marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment
- Having received a request for copies of materials, promptly make them available to the candidate (this will either be the originals viewed under supervised conditions or copies) within 5 working days
- Inform candidates they will not be allowed access to original assessment material, including artefacts, unless supervised
- Provide candidates with sufficient time to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review, they will need to explain what they believe the issue to be
- Provide a clear deadline for candidates to submit a request for a review of the centre's marking and confirm understanding that requests must be made in writing within 5 working days and will not be accepted after this deadline
- Require candidates to make requests for a review of centre marking by completing an internal appeals form
- Allow 5 working days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks
- Ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
- Inform the candidate in writing of the outcome of the review of the centre's marking
- Ensure the outcome of the review of the centre's marking is made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body
- Ensure a written record of the review is kept and made available to the awarding body upon request
- Ensure the awarding body is informed if the centre does not accept the outcome of a review

The areas covered by the centre's internal appeals procedure covers centre assessed marks

## Complaints policy

The centre's **Complaints Policy** (Exams) can be found on the academy website

## JCQ Information for candidates - coursework

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

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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/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. They will then record the nature of the assistance given to you.

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

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

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

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

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

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

## 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. They can 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 rules, one of the following penalties will be applied:

- you will be awarded zero marks for your work;
- 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.

### Preparing your work – good practice

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

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

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

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

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

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

### Research and using references

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2025.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.

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

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

## Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

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

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

## JCQ Information for candidates – 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).

### 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 exams.
- 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 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 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 issues.
- 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 told 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 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.

## 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.

## JCQ Information for candidates – written exams

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

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

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
- 4 You **must not** take into the exam room:
  - (a) notes;
  - (b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.

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

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

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

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

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

## C. Calculators, dictionaries and computer spell-checkers

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

## D. Instructions during the exam

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

## E. Advice and assistance

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

## F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.  
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

## 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

**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



**Things to do on social media:**

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

**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

**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**

This poster will be displayed outside each exam room. You **must** note that "*Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.*"



AQA

City &amp; Guilds

CCEA

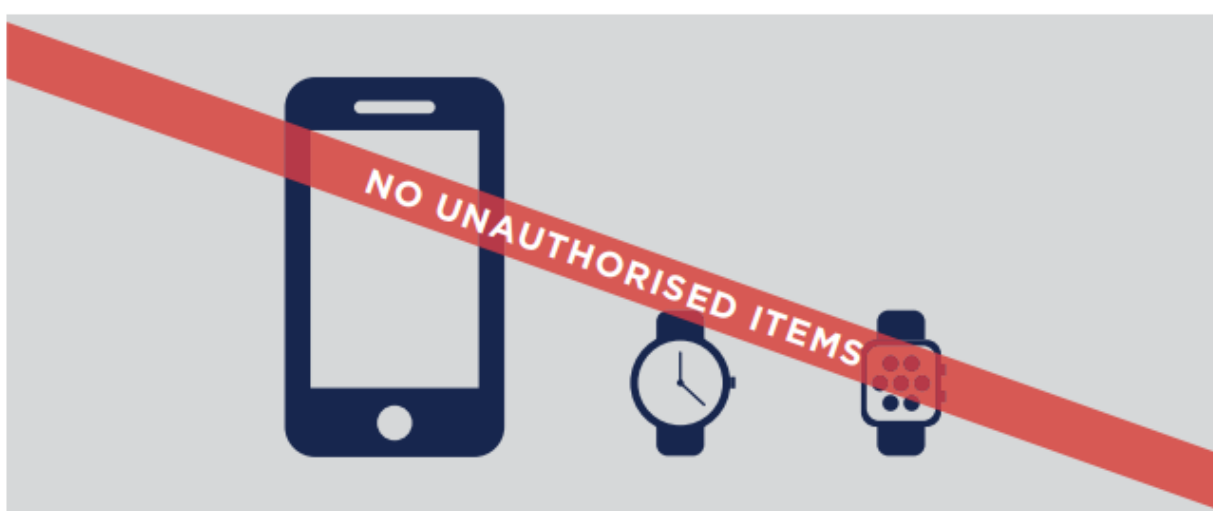
OCR

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.

**JCQ *Warning to candidates* poster**

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

**Warning to candidates**

 <b>AQA</b>	 <b>City &amp; Guilds</b>	 <b>CCEA</b>	 <b>OCR</b>	 <b>Pearson</b>	 <b>WJEC</b>
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**1**

You **must** be on time for all your examinations.

**2**

**Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.

**3**

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

**4**

You **must** follow the instructions of the invigilator.

**5**

You **must not** sit an examination in the name of another candidate.

**6**

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

**7**

If you are confused about anything, only speak to an invigilator.

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

## JCQ AI poster for students

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



# AI and Assessments

## A quick guide for students



### What is AI?

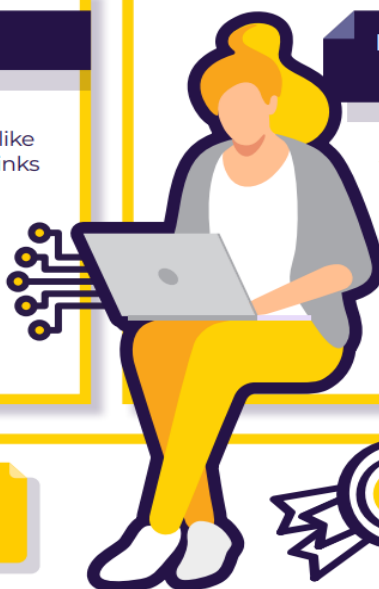
- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



### 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

## CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to Miss Phillips, Exams Officer by 25<sup>th</sup> April 2025

If there is anything you do not understand, you should ask Mr Howkins, Vice Principal for clarification.



### CANDIDATE EXAM HANDBOOK

**NAME:** Overwrite your name here

Date I received the handbook: DD / MM / YYYY

#### I have read the contents

**I understand** (Tick all of the boxes that apply)

- ☐ What constitutes malpractice (and what AI misuse is) in examinations/assessments and the consequences of committing malpractice
- ☐ What my personal data is used for by awarding bodies
- ☐ Copyright

**I have read and understand the current JCQ information for candidates documents** as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- ☐ Coursework
- ☐ Non-examination assessments
- ☐ On-screen tests
- ☐ Social media
- ☐ Written exams

By signing here, I am confirming all of the above

**Candidate Signature:** Overwrite your signature here

**Parental Signature:** Overwrite your signature here

Date of signature: DD / MM / YYYY