

# CANDIDATE EXAM HANDBOOK

## 2023/24

This handbook is reviewed and updated annually

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## Contents

Introduction .....	4
Purpose of this handbook .....	4
Malpractice .....	4
Personal data .....	5
Copyright.....	5
Non-examination assessments .....	6
Written timetabled exams .....	6
Contingency sessions - Summer 2024.....	7
On-screen tests .....	7
What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash) .....	7
Where you will take your exams .....	8
What time your exams will start and finish.....	8
Supervision during your exams .....	8
Exam room conditions.....	8
Where you will sit in the exam room .....	9
What equipment you need to bring to your exams .....	9
Using calculators .....	9
What you should not bring into the exam room.....	10
Food and drink in exam rooms.....	10
What you should wear for your exams .....	10
Where your personal belongings will be stored during your exam .....	10
What to do if you arrive late for your exam.....	11
What to do if you are unwell on the day of your exam.....	11
What happens if you have an unauthorised absence from your exam.....	11
What happens in the event of an emergency in the exam room.....	11
Candidates with access arrangements/reasonable adjustments.....	11
Results .....	12
Post-results services .....	12
Certificates.....	12
APPENDIX 1 .....	13
JCQ Information for candidates - coursework.....	13
APPENDIX 2 .....	19
JCQ Information for candidates – non-examination assessments .....	19
APPENDIX 3 .....	25
JCQ Information for candidates – on-screen tests .....	25
APPENDIX 4 .....	32
JCQ Information for candidates – written exams .....	32
APPENDIX 5 .....	39

JCQ Information for candidates – Privacy Notice .....	39
APPENDIX 6 .....	42
JCQ Information for candidates – social media.....	42
APPENDIX 7 .....	43
JCQ <i>Unauthorised items</i> poster .....	43
APPENDIX 8 .....	44
JCQ <i>Warning to candidates</i> poster .....	44

## Introduction

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

## Purpose of this handbook

This handbook is intended to complement the candidate briefings and assemblies and to ensure candidates are provided with all relevant information about their exams and assessments. Also included within are copies of relevant JCQ information for candidates, documents and posters.

You can use this handbook to refer to near to the exam period to make sure you know what to expect.

## 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 person 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 in accordance with the JCQ publication Suspected Malpractice – Policies and Procedures.

Examples of what constitutes malpractice include:

### Written Exam / Assessment

- 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

### Non-Exam Assessment

- collusion: working collaboratively with other candidates, beyond what is permitted
- copying from another candidate (including the use of technology to aid the copying)
- the inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or groups
- where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used. If not referenced this would be malpractice.

### Social Media

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

## 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.

Using AI, for example ChatGPT, to generate or modify content to evade plagiarism detection is deemed as malpractice. Examples of AI misuse include:

- copying or paraphrasing sections of AI-generated content so that the work is no longer your own
- copying or paraphrasing whole responses of AI-generated content
- using AI to complete parts of an assessment so that the work does not reflect your own work, analysis, evaluation, or calculations
- failing to acknowledge and reference the use of AI tools when they have been used as a source of information
- submitting work with intentionally incomplete or misleading references or bibliographies.

Work submitted for assessment must be your own efforts and your own work and is valid for assessment purposes.

## Sanctions applied against candidates

Sanctions for candidates who have committed malpractice include:

- Warning
- Loss of marks for a section
- Loss of marks for a component
- Loss of marks for a unit
- Disqualification from a unit
- Disqualification from all units in one or more qualifications
- Disqualification from a whole qualification
- Disqualification from all qualifications taken in that series
- Candidate debarral

## Personal data

The awarding bodies collect information about exam candidates. To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice. Appendix 5.

## Copyright

The copyright of any form of work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate.

By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence).

If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights.

## Non-examination assessments

Some accreditation courses are not assessed by formal examinations or have elements of coursework which are internally assessed. Your teacher will advise which subjects this applies to.

You will usually be advised by your class teacher when you are due to complete a controlled assessment or piece of coursework. There are exceptional circumstances where it may be felt a candidate may perform better if they are not aware they are undergoing an assessment, in which case you will not be told until afterwards.

Controlled assessments and coursework are marked internally prior to sending to the awarding body for external moderation. Results are issued at the same time as the formal examination results. You must read JCQ Information for candidates – coursework appendix 1 and JCQ Information for candidates – non-examination assessments appendix 2.

## Written timetabled exams

### Statements of Entry

- All candidates receive a statement of entry from the school in the Spring Term indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects have one tier of entry, some have two, Foundation and Higher tiers.
- You must check everything on your statement of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates, and you will be charged to change them later once the certificates are awarded. Your legal forename and surname must appear on your statements, please inform us if your preferred names are recorded, as it will need to be amended.
- You must inform the Exams Officer of any errors or omissions before the deadline which will be printed on the footer of your statement.
- Keep your Statement of Entry safe for your records.

### Timetables

- A few months before your external exams you will be issued with an individual exam timetable.
- Please check the information on the timetable carefully and if there is anything wrong, advise your Subject Teacher and the Exams Officer as soon as possible.
- A more detailed timetable will be issued nearer to the exams which will include details of which room you are sitting the exam in and your seat number. Please check the room and seat number for each exam as it may not be the same for all exams.

Exam room posters – Warning to candidates and Unauthorised Items posters will be displayed outside each room. Please look at these as you enter the room to remind yourself of the regulations. Copies of these posters are available at the end of this booklet and on the School's website.

## Contingency sessions - Summer 2024

There are three planned contingency sessions for the Summer 2024 exams. These are put in place in case there is a requirement for an entire exam to be moved across the country. These contingency dates are:

- 6th June PM
- 13th June PM
- 26th June All Day.

Make sure you are available on all three dates even if you do not have an exam.

## On-screen tests

On screen tests are conducted under exam conditions and invigilated in the same way as written exams. You must read JCQ Information for candidates – on-screen tests appendix 3 for further information.

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

### Clash exams totalling three hours or less

When two or more exams are scheduled for the same exams session and the total duration is three hours or less, the exams will be conducted one after the other in the same exam session. You will remain under formal exam conditions at your exam desk in between each exam.

### Clash exams totalling more than three hours

When two or more exams are scheduled for the same exam session and the total exam duration, including any extra time allowances and/or supervised rest breaks, is more than three hours, arrangements will be made for you to take one (or more) of these exams at an earlier or later session, usually on the same day.

You will remain under centre supervision at all times. This means that a member of staff, or an invigilator, will always be in the same room as you and the other candidates. You may then revise using your own resources whilst under centre supervision between examinations but must not:

- a) be in possession of an electronic communication/storage device or have access to the internet;
- b) have contact with any candidate who has sat the examination;
- c) be coached by a member of school.

### Overnight Supervision Arrangements

When candidates are entered for multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers is:

- a) more than six hours for A-level, including approved extra time allowances and/or supervised rest breaks; or
- b) more than five and a half hours for GCSE examinations, including approved extra time allowances and/or supervised rest break

overnight supervision arrangements may be applied. This will be the last resort and once all other options have been exhausted and will be communicated to you in advance.

## Where you will take your exams

The main exams venues are Burton Hall and the Old Hall but any other classroom in school may also be used.

The exact location for each one of your exams will be communicated to you in advance.

## What time your exams will start and finish

- Your exams will normally start at 9.15am for a morning session and 1.45pm for an afternoon session however please check your timetable carefully.
- Make sure you arrive at least 15 minutes before the start of the exam.
- Make sure you go to the toilet before the exam to avoid disrupting other candidates. No toilet breaks will be allowed in the last 30 minutes of your exam unless you have a toilet card.
- You will not be allowed to leave the exam before the finish time.
- If you are entitled to extra time, you will not be allowed to leave the exam room until the end of your extra time.

## Supervision during your exams

- Exams are supervised by a team of invigilators who are employed by the school at exam times. They are fully trained to make sure the exams are carried out in accordance with the strict rules and regulations as directed by JCQ.
- Invigilators are required to read the announcement at the start of every exam.
- It is the job of the invigilator to watch students as they sit their exams. They will not approach you unless they think you are breaking the regulations or you put up your hand for assistance.
- The invigilator cannot give you any help with your exam.

## Exam room conditions

- When you arrive at your exam room you will be informed where to leave your bags. You must therefore make sure you have all the required equipment for your exam out of your bag in a clear pencil case or a clear plastic wallet. Ensure that your mobile phone is switched off and any other electronic devices have been left in your bag and that you have nothing in your pockets. All watches must be removed also (smart or not!)
- You will be called into the room in sitting order. Unless you are told differently, you should line up in alphabetical order, by paper subject, and in silence 15 minutes before the start time on your timetable. Do not enter the exam room until you have been told to do so.
- You will be under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator. This means that you must not talk to, attempt to communicate with or disturb other candidates once you have entered the room. Looking around and smiling at other candidates is classed as communication. Always sit and face the front.
- Sit quickly and quietly. Once seated you will be given one last reminder to hand in your phone and watches. If you do have anything to hand in at that point, they will be placed in the Exams office for safekeeping. You will not be in trouble if you hand items over at this point however, after this final warning, there will be consequences as unauthorised items cannot be on your person even if switched off and you have no intention of using them. We will be obliged to report any incident to the exam board and you could be disqualified.
- You must listen to and follow the instructions of the invigilator at all times.



- The exam paper will have been placed on your desk before you enter the room. Please do not attempt to look inside and read anything. This is malpractice.
- Do not write anything on the front of the paper until you are advised to do so by the invigilator.
- At the front of the room, you will see displayed the centre number, subject title, paper number and date, of each exam.
- When you are asked to fill in the details on the front of your exam paper, please use your legal name and not your preferred name. If a signature is required, please enter this, it is very important but do not open the question paper until the examination begins.
- When the exam starts, the invigilator will display the actual starting and finishing times of the exam.
- If you need to leave the room because you are feeling unwell, please put your hand up and an invigilator will assist you. You are not allowed to leave the room on your own.
- Please make sure that you put your centre number, full name, candidate number and question numbers on any additional sheets of paper you may use.

## Where you will sit in the exam room

Your seat number will be displayed on your timetable. You will also be called in in sitting order and directed to your desk by the invigilators.

Candidates should ask an Invigilator for help if they can't find their seat in the room. It is malpractice to sit in the wrong seat and candidates could be penalised by the Awarding Body.

## What equipment you need to bring to your exams

Candidates are responsible for providing and bringing the right equipment to each exam. This should include:

- 2 black ink pens (minimum)
- 2 HB pencils (minimum)
- A ruler graduated in millimetres and centimetres
- A pencil sharpener
- An eraser
- A highlighter (to highlight the question paper but not your answers)
- A scientific calculator (unless the exam does not allow a calculator) without a lid/cover

These can be kept in a clear pencil case or in a clear plastic wallet.

Maths exams will also require a protractor and a pair of compasses.

## Using calculators

You may use a calculator unless you are told otherwise.

If you use a calculator:

- you are responsible for making sure that your calculator meets the regulations, and that you know how to use it;
- make sure it works properly; check that the batteries are working properly;
- clear anything stored in it;
- remove any parts such as cases, lids or covers which have printed instructions or formulae;
- do not bring into the exam room any operating instructions or prepared programs.

Calculators cannot be borrowed from another candidate during an examination for any reason.

## What you should not bring into the exam room

It is very important that you do not enter the exam room with any unauthorised items in your possession. These items include:

- Mobile phones
- MP3/4 players
- Any watch (Smart or not!)
- iPods
- Any other similar electronic devices
- Earphones
- Notes and study guides
- Own blank paper
- Calculators, unless allowed for the exam
- Calculator lid/cover
- Dictionaries, unless allowed for the exam
- Miscellaneous items such as make-up, lip balm, bus passes, money and keys, student reports and exam timetables.

Possession of unauthorised items is a serious offence and could result in disqualification from your examination and your overall qualification.

Please note that you are not allowed to use gel pens, correcting pens, fluid, tape or eraser pens and therefore they shouldn't be in your pencil case.

## Food and drink in exam rooms

- You are allowed to bring a **small transparent bottle of water** into the exam room. The label must be removed before you enter the room.
- Food is not permitted in the exam room unless for medical reasons which have been agreed with the SEND department in advance. All such approved items must be in a see-through bag and free of packaging.
- If you have any medication to take during the exam, please advise the Exams Officer in advance.

## What you should wear for your exams

Full school uniform or if you are in the Sixth Form - normal Sixth Form dress code must be worn in examinations.

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

Your bags, coats, unauthorised items including switched off mobile phones, watches, etc. should be stacked tidily outside the examination room. Valuables may be handed in to the Exams office for safekeeping.

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

- If you are late for your exam for any reason, please make the school aware of the situation ASAP.
- When you arrive, report to the Exams office immediately.
- If you arrive within an hour after the official start, for morning exams this is by 10am and afternoon exams by 2.30pm, you will usually be allowed to sit the exam for the full duration.
- If you arrive after 10am for the morning session or after 2.30pm for the afternoon session, you may still sit the exam for the full duration. The awarding body will be advised of your very late arrival with any mitigating circumstances but please be aware that the awarding body may not accept your script.

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

- If you are unwell and unable to attend an exam, contact school as soon as possible to explain the situation. You may need to provide medical evidence.
- If you attend the exam but then are unwell, please put your hand up and an invigilator will assist you.
- If you feel unwell before the exam starts, please tell the Exams Officer so that we are aware of your situation and invigilators can be advised.

Please note: The date and time of the exam is set by the exam board so that all students are sitting the exam at the same time. We cannot change the date of the exam.

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

Your exams are extremely important and it is vital that you attend them all.

If you do not turn up for an exam, this will be treated as an unauthorised absence and you will not have another chance to resit the exam during the current series.

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

In an emergency such as a fire alarm, the invigilator will:

- ask you to stop writing;
- ask you to close your answer booklet and leave all question papers and scripts in the examination room;
- ask you to leave the room in silence;
- keep you supervised to ensure there is no discussion about the examination;
- allow you the remainder of the working time set for the examination once it resumes.

If you do not follow these rules, you may not be allowed back into the exam room to complete your exam.

## Candidates with access arrangements/reasonable adjustments

Candidates granted examinations access arrangements to account for long-term difficulties which would otherwise put them at a disadvantage during an exam, will have been notified by the SENCo. Invigilators will apply access arrangements that have been agreed by the SENCo. This includes any alternative rooming arrangements which can only be granted by the SENCo.

## Results

- A-Level results day is Thursday 15<sup>th</sup> August 2024.
- GCSE results day is Thursday 22<sup>nd</sup> August 2024.

Further details will follow nearer the time.

## Post-results services

- Post results services are those offered by Exam Boards if you feel you haven't achieved the grades you expected; these include: Access to Scripts, clerical checks and Reviews of Marking.
- Requests for post-results services must be made through the centre by the student (not the parent) after discussion with your subject teacher or head of Sixth form.
- Students will be informed of deadlines, fees and charges for these services on results days.

## Certificates

- Certificates will be available for collection in December.
- A-level certificates will be available from school reception during school hours.
- GCSE certificates will be available from the Exams Office.
- All certificates need to be signed for.
- If you cannot collect your certificates yourself, you will be able to nominate someone to collect them on your behalf. More information will be available nearer the time.
- Unclaimed certificates will be kept for 5 years before being destroyed.

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



Joint Council for  
Qualifications<sup>CIC</sup>

## Information for candidates

Coursework assessments

Effective from 1 September 2023

Produced on behalf of:



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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/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 2024.

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

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

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

## Preparing your coursework – good practice

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

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

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

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

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

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

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



## Plagiarism

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

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

The awarding body will decide which penalty is appropriate.

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

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



Joint Council for  
Qualifications<sup>CIC</sup>

## Information for candidates

Non-examination assessments

Effective from 1 September 2023

Produced on behalf of:



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.

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2024.

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

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

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

## Plagiarism

Plagiarism involves taking someone else's words, thoughts, 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**



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



Joint Council for  
Qualifications<sup>CIC</sup>

## Information for candidates

### On-screen tests

With effect from 1 September 2023

Produced on behalf of:



**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) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

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.

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



Joint Council for  
Qualifications<sup>CIC</sup>

## Information for candidates

Written examinations

With effect from 1 September 2023

Produced on behalf of:





**This document has been written to help you.  
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

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

- 1** Be on time for all your exams. If you are late, your work might not be accepted.
- 2 Do not** become involved in any unfair or dishonest practice during the exam.
- 3** If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4** You **must not** take into the exam room:
  - (a) notes;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.Any pencil cases taken into the exam room **must** be see-through.  
**Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**
- 5** If you have a watch, the invigilator will ask you to hand it to them.
- 6 Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8** You **must not** write inappropriate, obscene or offensive material.
- 9** If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 Do not** borrow anything from another candidate during the exam.

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

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

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

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

## D. Instructions during the exam

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

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

## E. Advice and assistance

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

## F. At the end of the exam

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



## **Information for Candidates**

### **Information About You and How We Use It**

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

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

### **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.

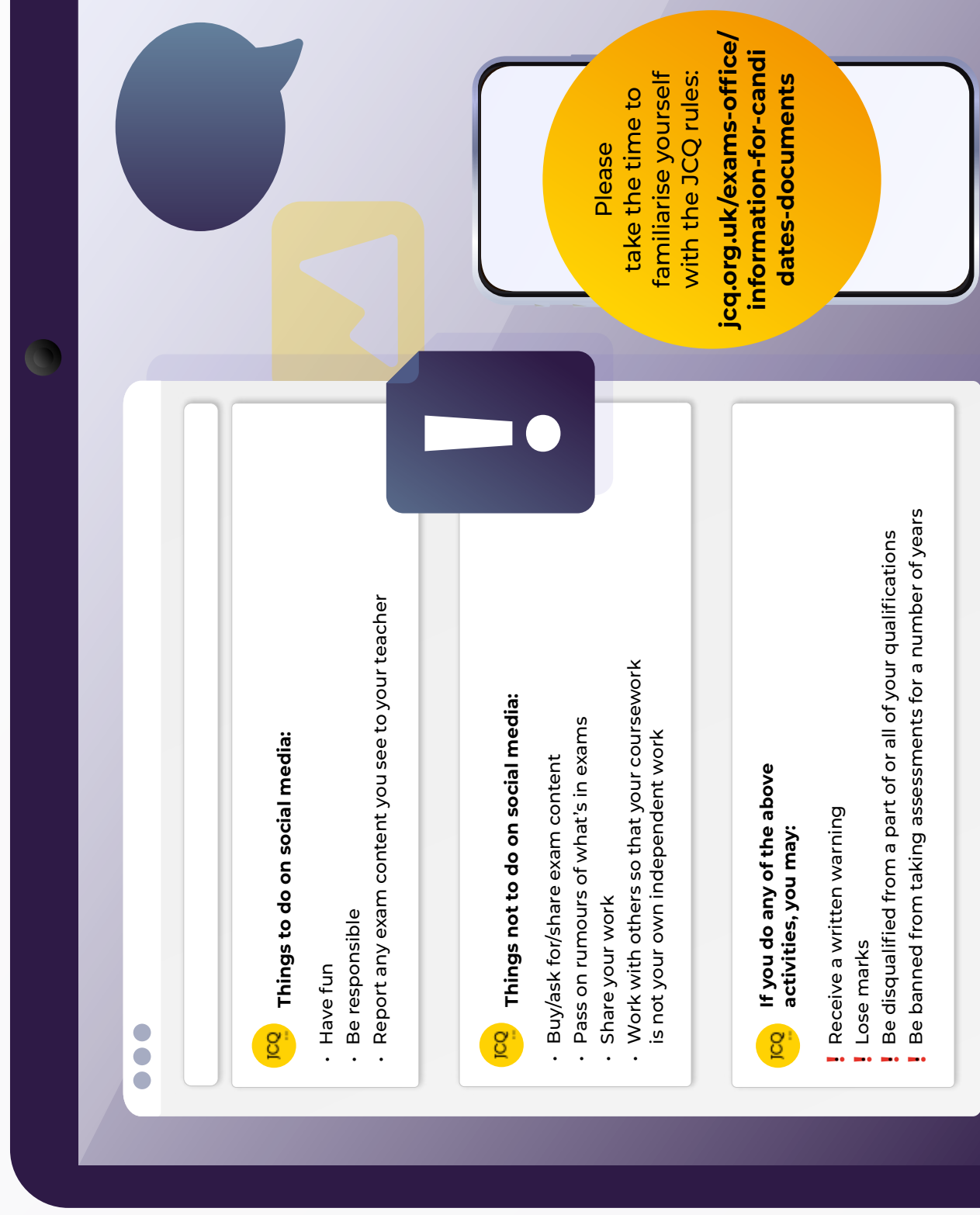
You must read this information to help you stay within examination/assessment regulations when using social media.



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

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

CCEA

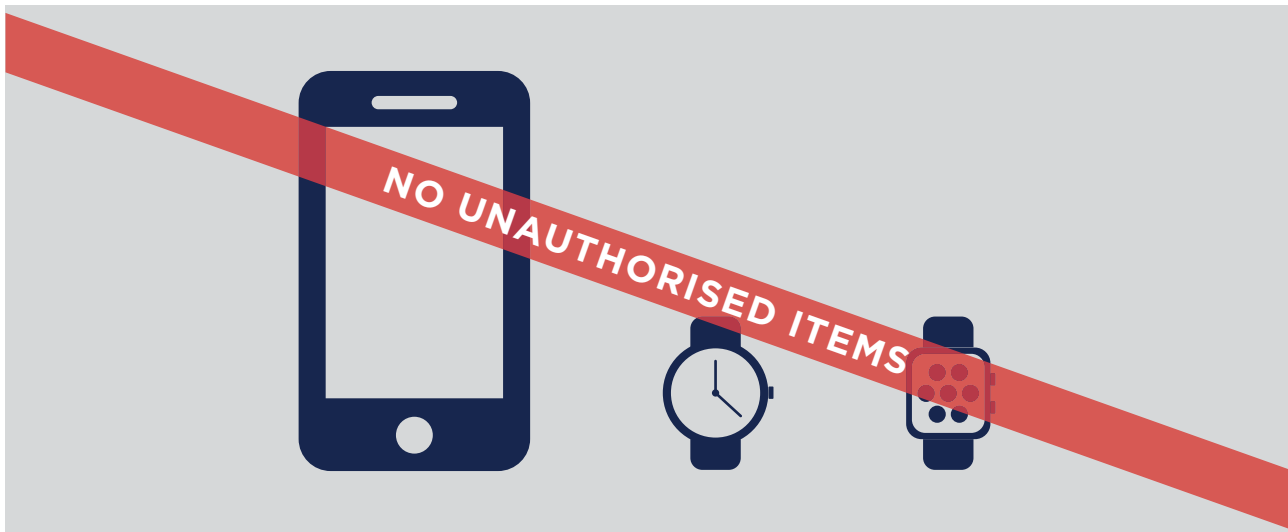
OCR

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.

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

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

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