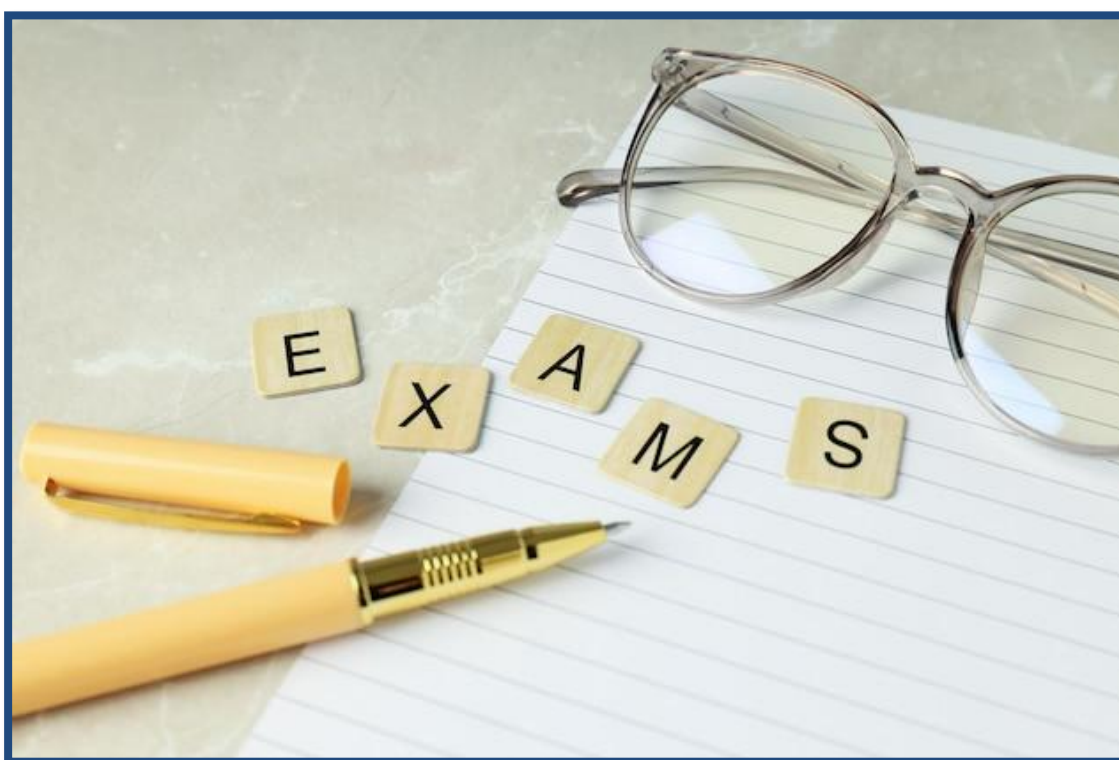




WEST BROMWICH COLLEGIATE ACADEMY



CANDIDATE HANDBOOK 2024/25

This handbook is reviewed and updated annually

Produced/reviewed by	
Mrs M Henderson & Mrs R McQueen	
Date of next review	Autumn 2025

On your exam day

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

Before sitting your exams, ensure you know:

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

What you cannot take into exams:

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



What you will need:

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



Other important information:

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

Contingency sessions:

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

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



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2024

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Introduction

West Bromwich Collegiate 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.

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
- 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

Refer to relevant [Information for candidates documents](#), such as social media, as example:

Things not to do on social media:

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

and/or non-examination assessments and coursework, as example:

Research and using references

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

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

Plagiarism

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

Personal data

- 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

- You may access Student Materials (including examination scripts) through the access to scripts arrangements set out in paragraph 5.13 or the JCQ general regulations.

Coursework assessments/non-examination assessments

- You can find relevant JCQ information for candidates documents - coursework, non-examination assessments, social media in this Candidate Handbook
- AI misuse is where a student has used one or more AI tools but has not appropriately acknowledged this use and has submitted work for assessment when it is not their own. Examples of AI misuse include, but are not limited to, the following:
 - Copying or paraphrasing sections of AI-generated content so that the work submitted for assessment is no longer the student's own
 - Copying or paraphrasing whole responses of AI-generated content
 - Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
 - Failing to acknowledge use of AI tools when they have been used as a source of information
 - Incomplete or poor acknowledgement of AI tools
 - Submitting work with intentionally incomplete or misleading references or bibliographies.
- AI misuse constitutes malpractice as defined in the *JCQ Suspected Malpractice: Policies and Procedures* (<https://www.jcq.org.uk/exams-office/malpractice/>). When assessments will take place
- You may have already completed some of your NEAs (Non-Examination Assessments). Your subject teachers will give you a complete schedule of when assessments are taking place for the qualifications you have chosen. Please ensure that you attend all the sessions and that you meet the deadlines set for each subject/unit.
- Your work will be marked and moderated with subject specialists and a quality assurance process will take place. You will be informed of your NEA/coursework mark before submission to the exam boards.
- An internal appeals procedure is in place if you disagree with the marks given (please see Mrs McQueen for deadlines and more details on this).

Written timetabled exams

- Written examinations timetables have been given out to all Y11 students at the start of the academic year. If you need an additional copy, please see Mrs McQueen in the Exams office.
- Candidate statement of entry for the Summer 2025 examinations will be available before the Easter holiday (**please check that all your personal details and exam entries are correct**)
- If this information is incorrect, please contact Mrs McQueen immediately
- Candidate exam timetable (to ensure you know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements, exam rooms, etc. will be given to you before the start of your exams

- The JCQ information for candidates documents – written examinations, social media are available in this Candidate Handbook.
- Exam room posters – Warning to candidates, Unauthorised items are available in this Candidate Handbook.

Contingency sessions - Summer 2025

The awarding bodies have designated the afternoon session of Wednesday 11 June 2025 and the morning and afternoon sessions of Wednesday 25 June 2025 as 'contingency sessions' for examinations. If, for any reason, an examination has to be rescheduled, these contingency sessions can be used for exams. You must make sure that you are available on these days, just in case.

Mock Exams

The following mock exam seasons will take place during this academic year:

Year 11

- 11th November – 22nd November 2024
- 24th February – 7th March 2025

Year 10

- 23rd June – 27th June 2025

These mock exams will follow the same rules and regulations as the official exams. Your mock timetables will be given to you prior to each exam season.

Other mock exam sessions will take place for KS3 and Y10 students outside of these dates. These will take place in the classroom and your teachers will inform you of the dates.

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

Please speak to Mrs McQueen in the Exams office. Arrangements will be made for a clash according to JCQ Regulations and you will be informed prior to your exams what these are.

Where you will take your exams

Most of the students will take their exams in the Sports Hall. If you have Access Arrangements, you may be in a different room with a small group. You will be informed prior to your exams where you will take your exams.

What time your exams will start and finish

All morning exams start at 9:00am.

All afternoon exams start at 1:30pm.

You must be on time for all your exams, and you are expected to be in the exam room until the end of the exam.

Supervision during your exams

Exams are supervised by a team of Invigilators employed by the Academy.

Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies and internal policies and procedures.

Exam room conditions

- You must line up outside of the exam room and will be invited by the Invigilators and Exams Officer to enter the room.

- You are under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the Invigilator.
- You must listen to and follow the instructions of the Invigilator at all times in the exam room.
- You must not communicate with or disturb other candidates.
- The following information will be displayed in the exam room (centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam)
- You must complete the front of the exam paper only when you are instructed to do so by the Invigilators.
- Additional answer sheets/answer books, etc., will be provided upon request by the Invigilators.
- You must not open the question paper until the examination begins.

Where you will sit in the exam room

- You can find your seat on your Exams timetable and also on the room plans displayed outside the Sports Hall or any other examination room we use.
- The rows of seats in the Sports Hall are labelled with a grid reference (e.g. Row A seat 14)
- There will be a candidate desk card with your details on your allocated desk.
- You must not change seats unless instructed by the Exams Officer.
- We aim to keep you in the same set for all exam, unless an issue is identified, and we need to move you to a different seat or room.

How your identity is confirmed in the exam room

Your identity is confirmed by the Invigilators by using the picture desk cards on your desks. If there isn't a picture available for you on the system, a member of SLT will confirm your identity.

What equipment you need to bring to your exams

- We will provide you with an exam stationery pack to use during your examinations. This includes black pens, pencils, mathematical equipment and calculator (if permitted).
- Highlighters, pencil sharpeners and other stationery are available upon request from the invigilators.
- Any unauthorised items brought into the exam room will be considered malpractice and will be reported to the Awarding bodies.

Using calculators

In the JCQ guidance, a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.

The following rules are from the JCQ guidance for conducting examinations:

- The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.
- Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- During an examination a calculator must not be able to offer any of these facilities:
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;
- During an examination a calculator must not give access to pre-stored information. This includes:
 - databanks;
 - dictionaries;
 - mathematical formulae;
 - text
- A calculator must not be borrowed from another candidate during an examination
- Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

- An invigilator may give a candidate a replacement calculator.
- Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

What you must not bring into the exam room

- You must not bring into the exam room any unauthorised materials such as mobile phones, smart watches, internet enabled devices, books, personal belongings, notes etc.
- If you are in possession of any unauthorised materials, even if you do not use them, you will be reported to the awarding body and could be disqualified from the exam.

Food and drink in exam rooms

Food is not allowed in the examination room unless you have a medical condition. Ms Hill will advise which students need access to food during the exams. If you are allowed to bring in food for medical reasons, this must be in a clear container with no packaging.

You can bring in water, however, this must be in a clear bottle with labels removed, no large lids and no inscriptions.

What you should wear for your exams

You are expected to wear full Academy uniform for all your exams; apart from the practical PE exam, when you will wear the Academy PE kit.

Where your personal belongings will be stored during your exam

You will be informed prior to the exam where your belonging will be stored for the duration (e.g. outside gym, theatre etc.)

What to do if you arrive late for your exam

Sign in at Reception and inform the Office that you are late for an exam.

You will be escorted to take your belongings to the designated space and will be escorted to the exam room.

Before entering the exam room, an Invigilator will read you the Invigilator instructions and ensure that you have all the equipment you need for your exam.

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

- Your parent/carer must follow the Academy procedure for Absence Reporting AND
- An email should be sent to exams@wbca.shirelandcat.net so that the Exams Officer is aware of your absence and the reasons for it.
- If you are unwell but manage to attend the exam, please inform Mrs McQueen before the exam or immediately after so that Special Considerations might be applied for
- If you become unwell during the exam, please inform the Invigilator who will be able to contact First Aid for assistance.
- If possible, obtain medical evidence to support the application for Special Considerations.

Please note that your exams cannot be deferred to a different date due to absence/illness as these are national exams. You must attend all exams unless you are seriously ill.

What happens if you have an unauthorised absence from your exam

Our Academy's Candidate Absence procedure states the following:

A candidate will be considered absent from an examination if:

- The candidate is not present on completion of the attendance register once candidates are seated and have started the examination.

Once a candidate is identified as absent from an examination, the following action will be taken:

- The candidate will be contacted immediately as to their whereabouts and as far as possible, arrangements will be made to ensure their immediate arrival.

If a candidate fails to sit an examination, the following action is taken:

- A confirmed candidate absence is clearly recorded on the attendance register which is sent to the examiner/marker.
- The candidate absence is noted on the seating plan by crossing through the candidate details.

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

Follow the Invigilator's instructions.

Remain under exam conditions at all times.

Candidates with access arrangements/reasonable adjustments

- If you have been approved for Access Arrangements, Ms Hill will inform you of what these are.
- Unless otherwise required, you will be seated in the main Sports Hall.
- If you are in a small group or require separate invigilation, you will be informed of where your exams are taking place prior to your exams.

Results

- Your provisional results will be available on **Thursday 21st August 2025**.
- Results will only be available as a hard paper copy.
- You can collect your results from 9:00am.
- We will send you a letter to inform you of the Senior Leader's availability for results.
- If you cannot attend to collect your results, a written request must be submitted to Mrs McQueen before the end of the Summer term with details of the name of the person collecting your results. They will need to bring photo ID in order for the results to be released to them. This request must be emailed from your school email account to exams@wbca.shirelandcat.net
- Uncollected provisional statements of results will be posted to your home address at 2pm on Results Day.

Post-results services

Our Access to Scripts, Reviews of Results and Appeals Procedures states the following:

Following the issue of results, awarding bodies make post-results services available.

The JCQ post-results services currently available are detailed below.

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Reviews of Results (RoRs):

- Service 1 (Clerical re-check): This is the only service that can be requested for multiple choice tests
- Service 2 (Review of marking): This service is available for externally assessed components of both unitised and linear GCE A-level specifications, GCSE specifications and Level 1, 2 Vocational and Technical qualifications

Service 3 (Review of moderation): This service is not available to an individual candidate.

Appeals:

- The appeals process is available after receiving the outcome of a review of results.

Purpose of the procedures

The purpose of these procedures is to confirm how West Bromwich Collegiate Academy deals with candidates' requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies in compliance with JCQ regulations.

Details of these procedures are made widely available and accessible to all candidates by:

- *The issue of a Candidate Handbook in the autumn term for all exam year students*
- *Information given to students in assemblies prior to exams and results*
- *Letter sent to students prior to results day*
- *Information on the Academy website*

The arrangements for post-results services

- *Candidates must be made aware of the arrangements for post-results services prior to the issue of results.*
- *A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample.*
- *The appeals process is available after receiving the outcome of a review of results.*

At West Bromwich Collegiate Academy:

- *Candidates are made aware of the arrangements for post-results services prior to the issue of results.*
- *Candidates are also informed of the periods during which senior members of centre staff will be available immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking.*

Candidates are made aware/informed by:

- *The issue of a Candidate Handbook in the autumn term for all exam year students*
- *Information given to students in assemblies prior to exams and results*
- *Letter sent to students prior to results day*
- *Information on the Academy website*

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by:

- *Mrs R McQueen - Exams officer on results day*

Dealing with requests

- *All post-results service requests from internal candidates must be made through the centre.*

At West Bromwich Collegiate Academy the process to request a service is:

- *By completing a Post-results services: request, consent and payment form available from the exams officer*

Candidate consent

- *Candidates must provide their **written consent** for clerical re-checks, reviews of marking, and any subsequent appeal, and access to scripts services offered by the awarding bodies after the publication of examination results.*

West Bromwich Collegiate Academy will:

- *Acquire written candidate consent (accepting informed consent via candidate email) in all cases before a request for a clerical re-check, a review of marking, and any subsequent appeal, or an access to scripts service request is submitted to the awarding body*
- *Acquire informed candidate consent to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded*
- *Only collect candidate consent after the publication of results*
- *Retain consent forms or e-mails from candidates for at least six months following the outcome of a clerical re-check or review of marking or any subsequent appeal.*
- *Retain consent/permission forms or e-mails from candidates to request and use their scripts for at least six months (PRS Appendix B)*

Submitting requests

West Bromwich Collegiate Academy will:

- *Submit requests electronically for clerical re-checks, reviews of marking, reviews of moderation and access to scripts by the published deadline(s) in accordance with the JCQ document Post-results services.*
- *Submit requests for appeals in accordance with the JCQ document A guide to the awarding bodies' appeals processes.*
- *Confirm the awarding body's acknowledgement of receipt of a review of results request prior to the deadline for submission of post-results services and regularly check the progress of the request online.*

Dealing with outcomes

West Bromwich Collegiate Academy will:

- *Ensure outcomes of clerical re-checks, reviews of marking, reviews of moderation and appeals are made known to candidates as soon as possible (GR 5.13)*

Candidates will be notified by:

- *Being emailed a copy of the outcome to their school email address.*

Managing disputes

At West Bromwich Collegiate Academy any dispute/disagreement will be managed in accordance with the Internal Appeals Procedure when a candidate disagrees with a centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal.

Certificates

- *Your certificates will be distributed on the Awards evening in November 2025*
- *If you are unable to attend this, the certificates will be available for collection from the 1st December 2025.*
- *You must collect your certificate from the Academy during term time after 1st December, between 10am and 2pm.*
- *You must sign for your certificates when you collect them.*
- *If you are unable to collect, you can make a request in writing for a third party to collect them on your behalf. They will have to bring a photo ID and sign for the certificates.*
- *Certificates will be kept for 12 months from the start of collection period (until 1st December 2026). Uncollected certificates will be returned to the awarding bodies and you will have to request a replacement directly from them. A fee of around £50/certificate will be charged by each awarding body. We encourage you to collect your certificates as soon as they become available and make a copy or an electronic copy that you can keep safe.*

Internal appeals procedure

Our Academy's Internal Appeals Procedure is available from the Exams office on request.

This covers the following:

- *Reviews of Results and Appeals*
- *Internal assessment decisions*
- *Access arrangements, special consideration and other administrative issues*

Please contact Mrs McQueen if you wish to access these procedures.

Complaints policy

Our Academy's **Complaints Procedure (Exams)** is available from the Exams office on request.

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/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 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.

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 something 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. 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, 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).

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 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.

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 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

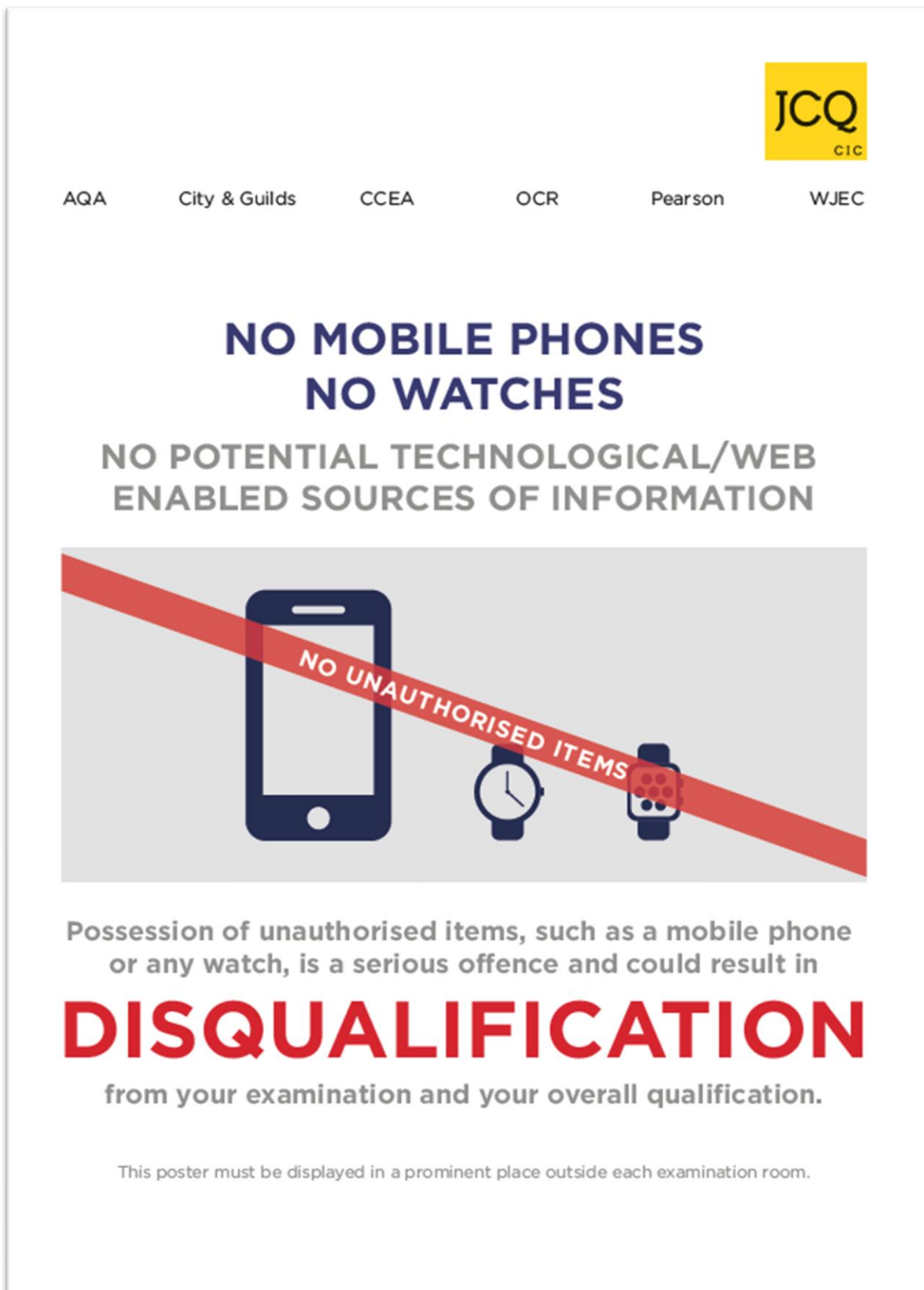
If you do any of the above activities, you may:

- ! 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:
jqc.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.”





JCQ Warning to candidates poster


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


Warning to candidates






AQA



City & Guilds


CCEA


OCR


Pearson


WJEC




- 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