



ST JOHN HENRY NEWMAN CATHOLIC SCHOOL

EXAM HANDBOOK

2024/25

This handbook is reviewed and updated annually

Produced/reviewed by	
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Introduction

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

Purpose of this handbook

- To 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 candidate's documents and exam room posters are provided in advance of any exams/assessments being taken.
- To answer questions candidates may have etc.
- To inform candidates of (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

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.

To understand what information is collected and how it is used, you must read the awarding bodies privacy notices

- AQA <https://www.aqa.org.uk/about-us/privacy-notice>
- OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>
- Pearson <https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html>
- WJEC <https://www.wjec.co.uk/home/privacy-policy/>

Refer to [GR 6](#)

Written timetabled exams

Candidates will be provided a **Statement of entry** before the exam season begins each year, to check that personal details and exam entries are correct.

It is important to check these details and report directly to the Exams Officer if there is a change required. Any errors not reported by the deadline, will mean the student will need to pay for this change at a later date.

You will receive a personal Candidate exam timetable ahead of examinations. Keep this safe. These are provided to ensure candidates know the date and time of all their exams/assessments, seating arrangements and exam room location. If you lose your timetable, you must speak with your Head of year, or exam office who will provide you with another copy.

Refer to [GR 5.8](#)

Contingency sessions - Summer 2025

There are contingency days scheduled during Summer 2025, in the event there is national or significant local disruption to examinations in the United Kingdom. It is important that you are available up until the final date 25 June 2025 in the event an exam date is moved to accommodate any disruption.

- 11 June 2025 – PM
- 25 June 2025 – ALL DAY

Refer to [ICE 15](#)

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

A timetable clash is where two or more exams have been scheduled by the awarding bodies to take place during the same session.

- If candidates are taking two or more examinations in a session and the total time is **three hours or less**, the centre may decide the order of the examinations within the timetabled session.
- Candidates may also be given a supervised break of no more than twenty minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions at all times. This means that candidates cannot use this time to revise.
- If candidates are taking two or more examinations timetabled for the same session and the total time is **more than three hours** including approved extra time allowances and/or supervised rest breaks, the centre may conduct one examination in a later or earlier session within the same day.
- The centre may determine the examination which is to be conducted in a later or earlier session within the same day. The candidate will be required to attend their first exam, once finished they will be escorted to a room where they will wait under supervised conditions until their next exam. During this time, they are permitted to revise using their own notes but will not be allowed access to a mobile phone, computer, or the internet. They will not be permitted to speak to anyone who may have sat the exam, or who is sitting the exam in the following session. Once the afternoon session is due to start, they will be escorted to the exam room to sit their outstanding exam. Once the exam is finished, they will be permitted to leave as normal and will no longer be under centre supervision.

Refer to [ICE 7](#)

What time your exams will start and finish

All external examinations must start at certain times as outlined in the JCQ ICE booklet 6.1.

All morning examinations must start at 9.00 am, however at the discretion of the centre the start time for an examination can be moved within 30 minutes of this.

All afternoon examinations must start at 1.30 pm, however at the discretion of the centre the start time for an examination can be moved within 30 minutes of this.

If an examination is started earlier than the published start time i.e. The examination starts at 1.00 pm instead of 1.30 pm then all candidates must be supervised in exam conditions until at least 1 hour after the official start time.

Any examinations that are less than 1 hour, candidates must be supervised in examination conditions until the published finishing time of the examination.

Candidates must arrive in plenty of time for their exams. All exams must start promptly according to the start time on the timetables.

Where you will take your exams

Majority of examinations will take place in the Sports Hall. Occasionally examinations may need to take place in another room around the school, this may be due to the needs of the pupil or the size of the cohort. If you are not taking your examinations in the Sports Hall this will be made clear on your timetable.

Supervision during your exams

Exams are supervised by a team of school invigilators.

Invigilators will receive training prior to the exams on the strict rules and regulations they must follow as directed by the JCQ, awarding bodies etc. If there are any queries during the exam candidates must make the invigilator aware during the examination. These cannot be resolved once the examination has finished.

Where you will sit in the exam room

Candidates are allocated specific seats within the exam room. These will be shown on the individual timetables provided to the candidates. They will also be read out in the San Lorenzo prior to going into the exam room. A seating plan will also be visible outside the exam room for each exam. The invigilators will also have a copy of the seating plan within the room.

Exam room conditions

A member of SLT will meet the candidates will meet before the exam in the San Lorenzo restaurant. The candidates will be sent to the exam hall in the order in which they are seated according to the seating plan.

Candidates are under formal exam conditions from the moment that they enter the room in which they will be taking their examination(s) until they are given instructions to leave by the invigilator. This means you must not talk, attempt to communicate with or disturb other candidates once you enter the examination room. Anyone doing so will be reported to the relevant awarding body.

Candidates must listen to and follow the instructions of the invigilator at all times in the exam room.

Candidates must not open their exam book or complete the information on the front of the book until they are told to do so by the invigilator.

- When completing the front of the answer book all candidates must write their full legal name as shown on their desk card, with their candidate number and centre number.

There will be important information displayed in the exam room for every exam:

- Centre number; Subject title; Paper Reference; Start and finish times; The date

If candidates require any additional material or answer sheets/books they must raise their hands to get the attention of the invigilator to request what is needed. Any additional sheets/books should be filled out with all information before the end of the exam and placed inside the main booklet when they are collected in.

Candidates may be allowed to leave the exam room temporarily; they must always be accompanied by a member of centre staff who is not the candidate's subject teacher or a subject specialist. On return to the exam room they must return straight to their seat and continue with their examination.

Refer to [ICE 19](#) and [ICE 23](#)

How your identity is confirmed in the exam room

As written in the centre's Candidate Identification Procedure all seating plans will state the candidates full name and number. Each candidate will have a desk card which will include their full legal name, candidate number and a photo taken within the school.

Private candidates will be identified by the exams officer before entries to the awarding bodies are made through an in-person meeting where photo ID will be requested. This will also be requested when they arrive at the site to sit the exams.

Refer to [ICE 16](#) and centre's Candidate Identification Procedure

What equipment you need to bring to your exams

JCQ authorised equipment list that should be brought by the candidate

- Black Pen, at least 2
- Pencil
- Rubber
- Ruler
- Protractor
- Compass
- An approved calculator (certain examinations only)

All equipment should be brought in a Clear Pencil case only.

In the case where material has been forgotten it will be made available to borrow from the exam room.

Any other exam specific equipment such as formula sheets/bilingual dictionaries/laptops (where allowed due to access arrangements and reasonable adjustments) will be provided by the centre.

Refer to [ICE 18](#)

What you must not bring into the exam room

Candidates must not be in possession of the following items:

- Air Pods
- earphones/earbuds
- iPods
- mobile phones
- MP3/4 players or similar devices
- Watches
- Notes

These should be switched off and either left outside the exam room, placed in a candidate's bag which would be left at the back of the room, or given to an invigilator before the exam starts.

Any unauthorised items cannot be placed under the candidate's desk.

If candidates have any unauthorised material in an examination (whether or not they intend to use it), this may be considered as malpractice which could result in disqualification from the examination.

Using calculators

Candidates may use a calculator in an examination unless this is prohibited by the awarding body's specification. The instructions on the question paper will say whether calculators are allowed. 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. Calculator covers must not be brought into the exam room.

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.

Refer to [ICE 10](#)

Food and drink in exam rooms

Water can be brought into the examination room in a transparent bottle with all labels removed.

Food is not permitted in the main examination room(s) unless needed due to a medical condition. This must be without packaging and in a clear container. Any food required will be kept with the invigilator.

In examinations that last all day food is permitted but must have all packaging removed and be kept in a clear container.

Refer to [ICE 18](#) and centre's Food and Drink Policy (Exams)

What you should wear for your exams

Candidates must wear their full school uniform for all examinations

Where your personal belongings will be stored during your exam

Personal belongings are stored at the back of the main exam room (sports hall). If you are in a smaller room, then belongings will be stored at the front of the room.

All switched off mobile phones, watches, notes etc must be placed in the candidate's bag before entry into the exam room. If these are given to an invigilator before the start of an examination, they will be clearly labelled and stored either at the back of the room (sports hall) or the front of the room (smaller rooms) with the invigilator.

No bags or unauthorised equipment is allowed to be stored at a candidate's exam desk. Anyone found with unauthorised equipment will be reported to the awarding body.

What to do if you arrive late for your exam

If you are going to be late for an examination, you must contact school as soon as possible.

When you arrive in reception, you must tell the receptionist your full name and what exam you are expecting to sit. A member of centre staff will escort you to the examination.

Before entering the exam, a member of centre staff will ensure you have removed everything for your pockets and confirm you have no unauthorised items, you will then be told your seat according to the seating plan displayed on the outside of the examination room.

Candidates are considered late for an exam if they arrive after the start of an exam but before 10 am for a morning exam or before 2.30 pm for an afternoon exam, if the exam lasts for 1 hour or more. If the exam lasts less than 1-hour candidates must arrive before the published finishing time for an exam.

Candidates will be considered very late for an exam if they arrive after 10 am for a morning exam or after 2.30 pm for an afternoon exam, if the exam lasts for 1 hour or more. If the exam last for less than 1-hour candidates will be considered very late if the arrive after the published finish time for an exam. If a candidate arrives very late the awarding body will be notified and may not accept their script.

Refer to [ICE 21](#) and centre's Candidate Late Arrival Policy

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

All pupils are encouraged to attend all of their exams.

If you are unwell on the day of your exam:

- Your parent/carer must contact school as soon as possible on 01228 404942 or via email on attendance@newman.cumbria.sch.uk as per the normal reporting process.
- Your full name and the exam you were expecting to sit must be relayed in the message.
- On return to school, you must complete a **self-certification for candidates who have missed an examination form (JCQ/ME Form 14)**, provided by the school and return this to Mrs Murison, Exams Officer as soon as possible. Overtyping here relevant information.

If you are unwell but attend your exam:

- Your parent/carer must contact the school reception as soon as possible on 01228 404942.
- Your full name, the exam you are expecting to sit and what is wrong must be relayed in the message so that any necessary support can be put into place prior to the start of the examination.
- When you arrive at school you need to speak to a member of SLT or Mrs Murison, Exams Officer.

If you are unwell during your exam:

- You must raise your hand to speak to the invigilator immediately.
- You will be removed from the exam to get support.
- The invigilator will make a log of any time you spend out of the exam and the reason.
- If you are able to return to the exam you will be allowed all remaining time.

If you are unwell for any exams and attend the doctors, we ask that you request a doctor's note on that day. This should be a signed letter stating the nature of the illness. This should be given to Mrs Murison, Exams Officer within 3 days of the exam taking place.

Once suitable evidence is provided, such as a doctor's note or a Form 14 – JCQ/ME, the Exams Officer will apply for special considerations on behalf of the candidate. Please note, special considerations are only eligible if a candidate has completed at least 15% of the qualification.

Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment.

What happens if you have an unauthorised absence from your exam

An unauthorised absence is where a candidate has failed to contact school regarding an absence from an examination, or where suitable evidence to apply for special considerations has not been provided.

In the case of unauthorised absence from an examination full payment of the awarding body entry fee will be required.

Refer to [ICE 22](#) and centre's Candidate Absence Policy

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

If an examination room needs to be evacuated candidates will:

- Be instructed to stop writing and close their answer books
- Leave all question papers and answer booklets on the exam desks
- Leave the room in silence
- Exit the room via the nearest fire exit to the car park (sports hall) or MUGA (smaller rooms)

Once evacuated candidates must remain closely supervised and must not discuss the examination.

If allowed to return to the exam room the candidates must return under formal exam conditions, and they must not restart the exam or open their answer booklets until instructed to do so. Any time missed will be added on to the remainder of the exam. The Exams Officer will notify the relevant awarding body of any disruptions.

Refer to [ICE 25](#) and centre's Emergency Evacuation Policy (Exams)

Candidates with access arrangements/reasonable adjustments

Candidates with access arrangements will be met prior to the start of the exams by the Exams Officer and/or SENDCo to discuss their approved access arrangement and confirm instances where different/no arrangements may apply.

Candidates with access arrangements will have these printed on their desk cards as symbols, they will also be included on their individual timetables.

If a candidate is not taking their exam in the sports hall due to their access arrangement alternative rooms will be listed on their personal timetable.

Malpractice

Malpractice can take lots of different forms and has some very serious consequences. Malpractice means any act or practice which is in breach of the regulations set out by JCQ and the awarding bodies. To maintain the integrity of all exams strict regulations are in place.

Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body(s). This could result in receiving no marks for an exam or being disqualified from a qualification.

Malpractice is:

- Taking any unauthorised material into the examination room
- Breaching exam 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

Examples of malpractice:

- plagiarism: unacknowledged copying from, or reproduction of, third party sources or incomplete referencing (including the internet and artificial intelligence (AI) tools)
- theft of another candidate's work
- being in possession (whether used or not) of unauthorised material during an examination or assessment, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), watches, instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, Air Pods, MP3/4 players, pagers, or other similar electronic devices
- copying from another candidate (including the use of technology to aid the copying)
- allowing work to be copied, e.g. posting work on social networking sites prior to an examination/assessment
- the deliberate destruction of another candidate's work
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)

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

Non-examination assessments and coursework:

Research and using references

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

Refer to [ICE 24](#) and the *Indicative sanctions against candidates* (Appendix 6, [Suspected Malpractice - Policies and Procedures](#))

Refer to centre's **Managing Behaviour Policy** (Exams) and/or **Malpractice Policy** (Exams)

Coursework assessments/non-examination assessments

Some courses are not entirely assessed by formal written examinations and will include internally assessed components. Your teachers will advise if this applies to your subjects. You will be advised by your class teacher when these controlled assessments will take place or deadlines for coursework. Most work is marked internally by your class teacher; marks are then uploaded to the relevant awarding body for external moderation. This includes sending samples of work to be externally moderated. Your teacher will tell you which, if any, work is marked externally.

Candidates will be informed of their centre assessed grades before they are submitted to awarding bodies. If you are unhappy with the mark awarded this can be appealed by following the internal appeals procedure (internal assessment decisions).

The use of AI in coursework assessments/non-examination assessments:

- AI is artificial intelligence such as ChatGPT or Snapchat My AI
- AI misuse is when you use AI but pass the work as your own
- Misuse of AI will be classed as malpractice and may lead to disqualification
- If AI is allowed for you coursework your teacher will tell you
- If AI is allowed, you cannot get marks for content produced by AI
- You must reference the AI tool clearly and the response you have used

Refer to [Instructions for conducting coursework](#), [Instructions for conducting non-examination assessments](#), and [Information for candidates documents](#) (appendix 1 and 2) and [JCQ AI Use in Assessments: Protecting the Integrity of Qualifications](#) (Centre engagement with and discussion of AI)

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.

Candidates should be informed that they may access Student Materials (including examination scripts) through the access to scripts arrangements set out in paragraph 5.13

Refer to [GR 6](#)

Results

A Level Results Day – 14 August 2025

GCSE Results Day – 21 August 2025

Pupils will be able to collect a provisional statement of results from the school during the morning of the above dates. Further information regarding timings will be sent out closer to the date.

All results are classed as provisional by the awarding bodies until after the post-results services have all closed so any outcomes can be taken into account, you will receive your official results certificate the following January.

If a candidate is not able to collect their results on the day, they can nominate someone to collect them on their behalf or request for results to be emailed to them. To do this an email must be sent by the candidate to exams@newman.cumbria.sch.uk prior to the results morning detailing the name of the person collecting the results or the email address which they would like the results sent to. Results cannot be given to anyone else without written consent from the candidate.

Members of SLT and heads of departments and the careers officer will be available on the results day to discuss your results and any next steps including post-results services, UCAS applications and college courses.

Any uncollected results will be posted to the address held in school addressed to the candidate.

Refer to [GR 5.12](#) and [Post-Results Services](#) information

Post-results services

Post-results services include:

- **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 objective tests (multiple choice tests)
 - Service 2 (Review of marking)
 - Priority Service 2 (Review of marking) - This service is only available for externally assessed components of GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)
- **Appeals:**
 - The appeals process is available after receiving the outcome of a review of results

All requests for post-results services should be made by the candidate to the centre. The centre will then make the request to the relevant awarding body. Candidates cannot make a request to the awarding body themselves.

If the centre wishes to apply for copies of the scripts for teaching and learning consent from the candidates will be requested first.

All requests should be made by filling in a **Post-results services: request, consent and payment form** on results day. Some requests may incur a fee, this will be explained to candidates before processing the request.

Deadlines for requests

All requests must be made to the centre for processing by 2 September 2025.

Refer to [GR 5.13](#), [Post-Results Services](#) information and centre's Access to Scripts, Reviews of Results and Appeals Procedure

Certificates

Certificates will be made available to candidates January 2026. Emails will be sent to confirm when they are available for collection.

Certificates will be available from the school reception during school opening hours, these will be confirmed by email.

Certificates must be signed for on collection after checking that all certificates are received.

If a candidate cannot collect the certificates themselves, they can nominate someone to collect on their behalf by emailing exams@newman.cumbria.sch.uk

Any unclaimed certificates will be held for 1 year in school. After which they will be destroyed by school and a record kept, in line with the JCQ regulations. If you require replacement certificates these can be requested from the awarding bodies directly, school is unable to do this for you.

Refer to [GR 5.14](#)

Internal appeals procedure

There are three Internal Appeals Procedure's:

- Internal Assessment Decisions
- Review of Results and Appeals
- Access Arrangements, Special Considerations and other Administrative Issues

Copies of each of these procedures is available via the school website.

If a candidate wishes to make an appeal, they need to contact the Exams Officer and fill out an internal appeals form.

If an appeal is made regarding internal assessment decisions, copies of materials will be made available to candidates within 10 working days a request to review marking must then be made within 5 working days of receiving the materials. This must all be before the awarding body's deadline for submission of marks.

If an appeal is made regarding a review of results this must be made at least 7 working days before the deadline for requesting a review of marks. If following a RoR an appeal is made the external appeals process as set out by JCQ will be followed.

If an appeal is made regarding access arrangements, special considerations, or other administrative issues this should be made within 7 days of the decision made.

Refer to [GR 5.3z](#), [5.7](#) and [5.13](#) and centre's Internal Appeals Procedure's

Complaints policy

If a candidate (or parent/carer) has a general concern or complaint this can be made in person, telephone or in writing to the head of centre. School encourages an informal resolution where possible.

If a formal complaint is made candidates (or parents/carers) will need to complete a complaints form. This will then be investigated by the head of centre or a member of the senior leadership team. Acknowledgment of the complaint will be made within 5 working days. Findings and conclusions from the complaint will be provided within 3 working weeks.

Candidates (or parent/carer) can make a complaint regarding:

- teaching and learning
- access arrangements and special considerations
- entries
- conducting exams
- results and post-results

Refer to [GR 5.8](#) and centre's Complaints Policy (Exams)

JCQ Information for candidates - coursework

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

Information for candidates - Coursework 2024-2025 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Information for candidates

Coursework assessments

Effective from 1 September 2024

Produced on behalf of:



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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.

Information for candidates – non-examination assessments 2024-2025 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Information for candidates

Non-examination assessments

Effective from 1 September 2024

Produced on behalf of:



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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.

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- 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 – written exams

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

Information for candidates – written exams 2024-2025 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Information for candidates

Written examinations

With effect from 1 September 2024

Produced on behalf of:



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**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 – social media 2024 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates
Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers

JCQ Things to do on social media:

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

JCQ Things not to do on social media:

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

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

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

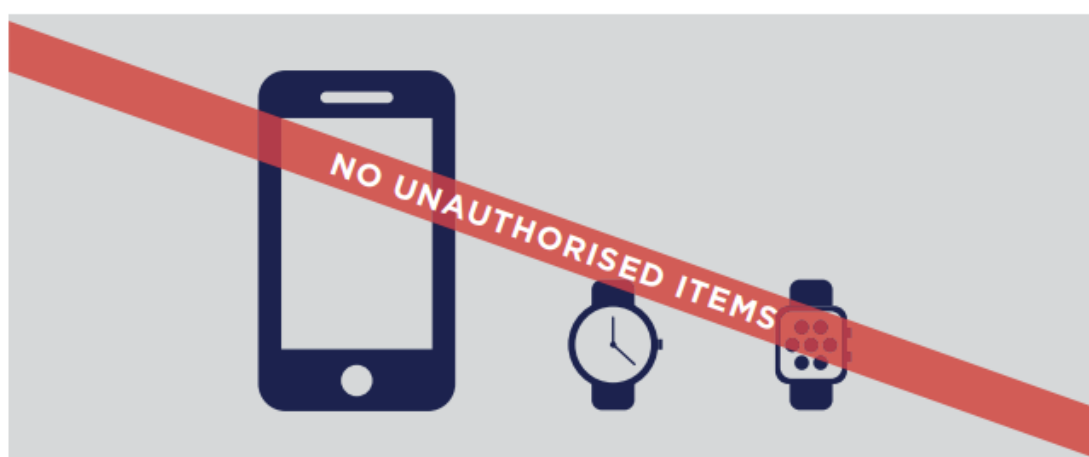
JCQ *Unauthorised items* poster

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

Unauthorised items poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



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

DISQUALIFICATION

from your examination and your overall qualification.

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

JCQ *Warning to candidates* poster

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

Warning to candidates poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

Warning to candidates

 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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**1**

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

2

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

3

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

4

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

5

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

6

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

7

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

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

JCQ AI poster for students

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 poster <https://www.jcq.org.uk/exams-office/malpractice/>



AI and Assessments

A quick guide for students

What is AI?



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



How can AI be misused in assessments?



AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!

How do I make sure I don't misuse AI?



- 1 **Know the rules**
 - You're **not allowed** to use AI tools when you're in an exam
 - Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
 - Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work
- 2 **Reference reference reference!**

If you're allowed to use AI tools, you must reference them clearly

 - Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got
- 3 **Declare it's all your own work** – When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

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

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly

CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, an online link will be sent to your school email address.

If there is anything you do not understand, you should ask Mrs Murison for clarification.