



Braidwood School

# Candidate Exam Handbook 2023-2024

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## Introduction

It is the aim of Braidwood School to make the examination experience as stress-free and successful as possible for all candidates.

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

JCQ and awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Braidwood School is required to follow them precisely. You should, therefore, pay particular attention to all the Notice to Candidates that are attached to the end of this booklet.

**If there is anything you do not understand or any question that has not been addressed, please do not hesitate to ask.**

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

The Office Manager – **Jo Barker** (in the School Main Office)

The school telephone number is: **0121 464 5558** or email **j.barker@braidwood.bham.sch.uk**

Remember – we are here to help.

**GOOD LUCK!**

## Purpose of the candidate exam handbook

- To support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates' documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

## Personal data

In order to be able to provide examinations and assessments, the awarding bodies need to receive and use information about candidates. Braidwood uses the following awarding bodies; AQA, Pearson Edexcel, WJEC, OCR, Ascentis, NCFE, ASDAN, Signature and Trinity.

Appendix 1 (Information for candidates – Privacy Notice) provides further detail about the information collected and how it is used by the awarding bodies.

## 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

## Coursework assessments/non-examination assessments

Braidwood will notify candidates of their examination entries and the dates and times of their examinations/assessments. Candidates will be informed of GCSE Art and Design portfolio and externally set assignment marks, prior to their submission to the awarding body. Further information can be found in the school *Instructions for Conducting Non-Examination Assessments Policy* which is made available on the website.

Please see information for candidates, appendix 2 (coursework) and appendix 3 (non-examination assessments) for further information.

Candidates must ensure they are aware of the use of AI (e.g. what it is, the risks of using it, what AI misuse is, how this will be treated as malpractice, when it may be used and how it should be acknowledged). Further details can be found in the poster in Appendix 9 – AI and Assessments – A Quick Guide for Students

Students may also be completing coursework and practical assessments, and non-timetabled assessments, particularly in English, Mathematics and Science, both before and after Easter. Excellent attendance at school is required for all students.

## Written timetabled exams

Candidates will receive a statement of entry. Please check that that personal details and exam entries are correct. If any information is incorrect, you must notify the exams officer immediately.

Candidates will receive an exam timetable with the date and time of exam, and any relevant information regarding seating arrangements, exam room, reasonable adjustments etc.

Please see information for candidates, appendix 4, written exams.

Posters will be displayed outside and inside of each exam room. Candidates must read the information on these posters carefully before commencing their exam. These posters include

- Warning to candidates (appendix 5),
- No unauthorised items (appendix 6)
- Evacuation procedures (appendix 7)
- Seat plan
- Exam details

## Contingency sessions - Summer 2024

The awarding bodies have designated Thursday 6<sup>th</sup> June, Thursday 13<sup>th</sup> June and Wednesday 26<sup>th</sup> June as 'contingency days' for examinations. Candidates must ensure they are available up to and on this date.

The designation of the contingency days within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

Where a candidate chooses not to be available for the rescheduled examination on these dates, for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements.

## What time your exams will start and finish

All 'am' exams will start at 9:00, 'pm' exams will start and 1:30.

Candidates must ensure that they arrive outside the exam room 10 minutes prior to an exam's start time.

Candidates must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). Candidates will not be allowed to leave an examination room early. Any time remaining should be used to check answers and that all the details on the front page have been completed correctly.

## Supervision during your exams

Exams at Braidwood are supervised by a team of invigilators, who are all permanent members of staff known to the candidates. Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ and the awarding bodies.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out exam stationery if required, and deal with any problems that occur during the examination, for example if a candidate is feeling ill. Invigilators cannot discuss the examination paper or explain the questions.

There will also be BSL communication professionals who can interpret a question (excluding English papers), if requested by the candidate, but they cannot help to answer the question. Where access arrangements have been approved, some candidates will also have a reader, scribe or practical assistant.

Candidates are expected to behave in a respectful manner towards all invigilators and support staff, and follow their instructions at all times.

## Exam room conditions

- Candidates will be instructed to leave bags, watches and phones in the designated room (which will be locked during the exam), and to go to the toilet.
- Candidates must be waiting outside the exam room 10 minutes prior to the exam start time.
- Outside the exam room, candidates will be reminded that as soon as they enter the room, they are under formal exam conditions until they are instructed to leave the exam room by the invigilator. They will also be reminded to leave bags, mobile phones, watches or any other restricted items in the designated room. If a candidate fails to follow these instructions, they will have committed malpractice and the awarding body will be informed. This could result in amended marks or disqualification.
- When instructed to do so, candidates must enter the room in exam conditions
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam
- Candidates must not communicate with, or disturb other candidates
- Posters inside and outside the exam room must be read and understood. The invigilator can answer any questions about these posters.
- Candidates must check they have the correct exam paper and additional sheets/answer books. Check the subject, paper and tier of entry
- Only official examination material can be used
- Once instructed to do so, candidates must complete the front of their answer books (first name and surname that matches their entry information, candidate number etc. This must be the candidate's legal name. Candidates must only do this when the invigilator's announcement instructs them to.
- Candidates must not open the question paper until the examination begins
- The invigilator will instruct candidates when they need open the answer booklet and start the exam. They will state the start time and end time, and display this on the board. The invigilator will inform candidates when there is 5 minutes of exam time remaining.
- If a candidate believes they have made a mistake, it must be crossed out and the answer re-written clearly on the answer paper.
- Candidates may leave the exam room to go to the toilet but they are advised not to go within the first hour of the exam. Candidates will be escorted to the toilet and must remain in exam conditions throughout. Candidates may also leave the exam room for a rest break, when feeling unwell or in distress. Candidates must remain in exam condition in all circumstances when leaving the exam room. If a candidate fails to maintain exam conditions, they will be deemed to have left the exam and cannot re-enter the exam room. Exam time end times will be adjusted in instances when a candidate has had to temporarily leave the exam room, with the except of toilet breaks for which the finish time will not be adjusted
- Candidates must not draw graffiti or write offensive comments on examination papers – the examination board may refuse to accept the paper.
- At the end of the examination, the invigilator will instruct candidates to close all answer books. If more than one answer book or other stationery material has been used, the must write their name and details are on all of them and place them inside the main answer booklet. Candidates must remain seated and in exam condition whilst an invigilator collects the answer booklets.
- An invigilator will instruct you to leave the room once all examination papers and material have been collected and checked. Communication is not permitted during this time. Remember you are still under examination conditions until you have left the room.
- When leaving the room, remain silent and show consideration for other candidates who may still be working.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.

## Where you will sit in the exam room and how your identity is confirmed in the exam room

Candidates will be informed of the exam room and seat number on their timetable. Seating plans will be displayed outside and inside each exam room. Desks will be numbered and candidate information cards placed on them. The candidate information card details candidates legal name, candidate number, centre number and includes a photo for identification purposes. Invigilators will verify the candidate's identity from the information card.

## What equipment you need to bring to your exams

Equipment will be provided but candidates may choose to bring their own. Every room will be equipped with refreshments and tissues.

- Pens should be black biros or ballpoints. No eraser pens or correction pens are allowed.
- HB pencil
- Eraser
- Ruler
- Protractor
- Metal Compass
- Pencil case – this must be clear/transparent
- Calculators which confirm to exam regulations, see below (please note, calculators are not allowed in some specified exams)
  - You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams below
  - 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:
    - a) language translators;
    - b) symbolic algebra manipulation;
    - c) symbolic differentiation or integration;
    - d) communication with other machines or the internet.
  - During an examination a calculator must not give access to pre-stored information. This includes:
    - a) databanks;
    - b) dictionaries;
    - c) mathematical formulae;
    - d) text.
  - A calculator must not be borrowed from another candidate during an examination.



## What you should not bring into the exam room

Candidates will be deemed to have committed malpractice if they bring a restricted item into an exam room. This will be reported to the awarding body and could affect the candidates result. Restricted items include:

- Any watch
- Mobile phones, iPods or tablets
- Countdown timers
- Written notes
- Un-clear pencil cases
- Un-clear water bottles
- Equipment restricted in a specific exam
- Bags

## Malpractice

Malpractice', means any act, default or practice which is a breach of the Regulations. To maintain the integrity of qualifications, strict Regulations are in place. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies. Examples of malpractice includes: -

- 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

If a candidate is suspected of malpractice, this will be reported to the relevant awarding body for them to investigate. Following the result of an investigation by the awarding body, the candidate's result may be affected.

Disruptive behaviour during an exam constitutes malpractice. In the event of disruptive behaviour, the candidate will first receive a warning, then they may be removed from the exam by a member of the Senior Leadership Team. This would be reported to the awarding body.

It is important to consider what is said and to think about what information is shared on social media when taking external examinations. Candidates must not share information about the content of the exam papers. There are rules about the information that can be shared and candidates must not to break these (see appendix 8). Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work 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/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

### **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...

## Food and drink in exam rooms

No food is allowed in the examination rooms. Clear water is permitted in a clear plastic bottle. All labels must be removed.

## What you should wear for your exams

Full school uniform must be worn by all students attending school for examinations, with the exception of 6<sup>th</sup> form candidates.

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

All bags and other restricted items will be placed in designated room within school. This room will be locked throughout the exam. Candidates will not be permitted to access their belongings until they have left the exam.

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

Candidates who arrive late for an examination **may** still be admitted at the discretion of the invigilator and head teacher. Late candidates will receive the full-time allowance, including any extra time previously approved as part of a reasonable adjustment. If a candidate arrives very late (more than one hour after the published start time), the examining body will be notified and necessary action taken.

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

If a candidate experiences difficulty during the examination period (e.g. illness, injury, or personal problems) please inform school at the earliest possible point so we can help or advise.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer without delay in all cases where an application is to be made for special consideration. A self-certification form can be obtained from the Examinations Officer which should be countersigned by a doctor or nurse.

For the award of a grade by special consideration, where a candidate misses part of an examination through illness or personal misfortune, a minimum of 40% of the examination (including coursework) must be completed.

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

Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school.

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

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

In the event of an emergency evacuation, candidates must follow the school's Examination Emergency Evacuation procedure (appendix 7)

When evacuating the exam room or school in an emergency, candidates must remain in exam conditions and not communicate with one another or other pupils in school.

On return to the exam room, do not start writing until the invigilator tells you to. Candidates will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

## Candidates with access arrangements/reasonable adjustments

Access arrangements are agreed before an assessment. They allow candidates with specific needs, such as special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment. The intention behind an access arrangement is to meet the particular needs of an individual candidate without affecting the integrity of the assessment.

All pupils at Braidwood will have access to a Communication Professional who will interpret the question paper into BSL, with the exception of English exams. Other examples of reasonable adjustments include; extra time, reader, scribe, practical assistant, rest breaks and word processor.

The Equality Act 2010 requires an awarding body to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. The application for a reasonable adjustment can be made if this is the candidate's 'normal way of working'.

Before processing an application, Braidwood will seek the candidate's consent to record their personal data on-line. They will need to sign a data protection notice and a personal data consent form.

Candidates will be informed of the reasonable adjustments available to them and in which examinations. Information on a candidate's reasonable adjustment will also be confirmed on their timetable. In some cases, a candidate may need to be seated in a separate room if the reasonable adjustment would sacrifice the integrity of the assessment for other candidates in the exam room.

Reasonable adjustments are applied for in advance but in the event of an emergency, such as a broken arm, a late application for a reasonable adjustment can be made to the awarding body. In this event, please contact the school as soon as possible so arrangements can be made.

## Results

Provisional results will be available for collection on Thursday 22<sup>nd</sup> August 2024 from 10:00am until 12:00 noon.

The Examinations Officer and members of the Senior Leadership team will be available at school on results day in the event you need to discuss your results.

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.

Candidates who do not collect their results on 22<sup>nd</sup> August will receive notification through the Royal Mail post. Letters will be posted first class on 22<sup>nd</sup> August and not before.

Results will not be given out by telephone under any circumstances.

## Post-results services and internal appeals procedure

Post result services include

- access to scripts,
- clerical check,
- a review of marking,
- a review of moderation or
- an appeal.

Post results services are only available to students sitting GCSEs.

Candidates who have not achieved results that they were expecting, may wish to pursue an access to scripts, clerical check, a review of marking or a review of moderation. If you wish to enquire about any of your results, please contact the exams office [j.barker@braidwood.bham.sch.uk](mailto:j.barker@braidwood.bham.sch.uk)

Further information can be found in the schools "Internal Appeals Policy (exams)" which can be found on the school's website

Once released by the awarding bodies, further information on the deadlines for appeals will be issued to all candidates

## Certificates

A Presentation Evening will take place in October when candidates will receive their certificates. Invitations to candidates and their parents will be sent out with full details nearer the time.

Candidates who are unable to attend the Presentation Evening will be able to collect their certificates from the school office after the Presentation Evening. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.

Braidwood School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. Candidates are therefore urged to collect certificates at the Presentation Evening or as soon as possible thereafter and to keep them safely.

## Complaints and appeals procedure

If a candidate has a complaint regarding the centre's delivery or administration of a qualification, information can be found in the schools 'Complaints Policy – Exams'. This is available on the school's website.

If a candidate has a complaint regarding internal assessment decisions, post-result services and appeals, and centre decisions relating to access arrangements and special consideration, information can be found in the schools 'Exam Internal-appeals-procedures 23-24'. This can be found on the school's website.

This procedure covers appeals relating to:

- Internal assessment decisions (centre assessed marks)
- Centre decisions not to support a clerical re-check, a review of marking, a review of moderation of an appeal
- Centre decisions relating to access arrangements and special consideration
- Centre decisions relating to other administrative issues

## JCQ Information for candidates – privacy notice



### Information for Candidates Information About You and How We Use It

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

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

#### Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

#### Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

## **What happens to the information about you**

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **Your rights**

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **How long the information about you is held**

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

### **How to find out more about the information about you that the awarding bodies use**

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

### **Please note**

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

JCQ Information for candidates – coursework



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

## Information for candidates

Coursework assessments

Effective from 1 September 2023

Produced on behalf of:



©JCQ<sup>CIC</sup> 2023



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

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

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

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

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

The regulations state that:

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

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

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

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

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

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

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

## Preparing your coursework – good practice

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

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

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

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

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

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

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

## Plagiarism

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

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

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

JCQ Information for candidates – non examination assessment



## Information for candidates

Non-examination assessments

Effective from 1 September 2023

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

## Preparing your work — good practice

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

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

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

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

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

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

## Research and using references

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

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

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

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

The regulations state that:

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

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

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

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

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



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

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

## Plagiarism

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

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- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

JCQ Information for candidates – written examinations



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

REVISION ONE

## Information for candidates

Written examinations

With effect from 1 September 2023

Published on: 1 September 2023

Revision one: 30 January 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 subjects.
- 4 You **must not** take into the exam room:
  - (a) notes;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

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

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

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

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

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

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

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

## D. Instructions during the exam

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

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



## E. Advice and assistance

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

## F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.

This section was amended on 30 January 2024. For CCEA examinations, any loose additional answer sheets should be placed behind the 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 – warning to candidates



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

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

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



AQA

City &amp; Guilds

CCEA

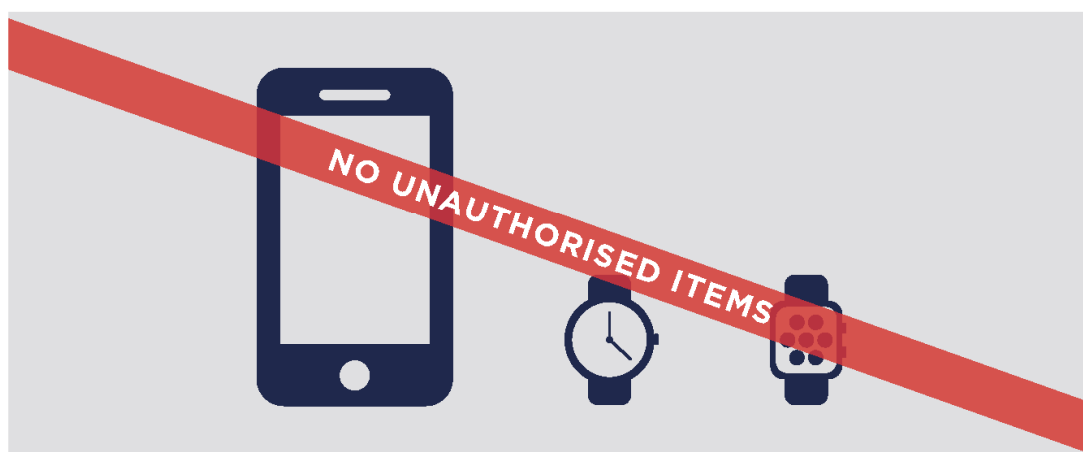
OCR

Pearson

WJEC

## **NO MOBILE PHONES NO WATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



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

# **DISQUALIFICATION**

**from your examination and your overall qualification.**

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

**Emergency evacuation procedure****Emergency evacuation instructions for candidates**

Read these instructions to candidates before the start on an exam.

In the events of a fire alarm you must:

- Stop writing and put your pen down.
- If you are using I.T equipment, stop and save your work immediately.
- Close your answer paper and leave all your answer booklet, scripts and equipment in the examination room.
- You must remain in silence and not communicate using BSL to each other.
- You must follow the invigilators instructions and leave the room in line.
- The invigilator will take you to the assembly point. You must not communication to any other pupil or talk about the exam.
- When it is safe to do so, you will be taken back to the exam room.
- Do not re-start the exam until you are instructed to do so.
- The finish time will be adjusted to allow you to have the full working time for the examination

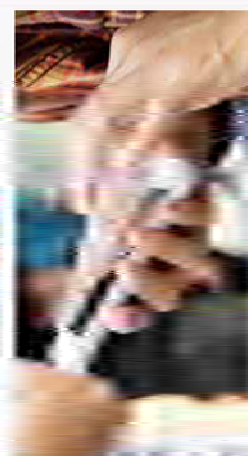
## JCQ Information for candidates – social media

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



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







# 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