



Co-op Academy
Failsworth

EXAMINATIONS HANDBOOK

Academic Year - 2023-2024

(Version 1- 08.1.2024)

Year 11 (Class of 2024)
Year 10 (Class of 2025)

PLEASE READ ALL INFORMATION CAREFULLY

DO NOT LOSE THIS INFORMATION

**IT WILL APPLY FOR ALL EXAMS, CONTROLLED ASSESSMENTS,
COURSEWORK AND NON-EXAM ASSESSMENTS**

A COPY WILL BE AVAILABLE ON THE ACADEMY WEBSITE

Be yourself,
always

Do what
matters most

Show you
care

Succeed
together

EXAMINATIONS - 2023 - 2024

Exam times are very important times in your life. For most of you they are the culmination of five years' study in the academy. The exams you do this year and your results will have a great impact on what you do in the future, so it's important that the exams run as smoothly as possible so everyone is able to do their best.

There are a number of rules and regulations for exams of which you must be aware. Most of these rules are set by the exam boards, not by the academy, but it is our responsibility to enforce them. Make sure you read the accompanying JCQ Guidance documents.

Absence from Examinations

Every candidate will be given a timetable for both Mock and Final examinations. There is a full timetable on the academy's website. Please check the dates and times of your examinations carefully and ask if you do not understand. There will always be a copy of the timetable displayed in the academy.

All final morning exams will start at 9.00am and final afternoon exams will start at 1.30pm. You should aim to be outside the exam room at the very latest 15 minutes before the exam starts.

Some Mock Exams may run into Family Time. You will be informed if this is the case on your exam timetable.

It is your responsibility to make sure that you are present on the correct day and at the correct time. Misreading the timetable will not be accepted as a satisfactory explanation for absence. For Year 11 some of your final written exams will take place when you are on study leave in May/June, so arrive on time and don't forget to wear your full academy uniform.

It costs the academy about £30 - £70 per subject to enter you. If you miss an exam you will be charged.

Illness - if you miss an exam due to illness, you must telephone the academy (0161 688 3900) as soon as possible on the morning of the exam and complete a JCQ/ME 14 Self-certification Form. This form is available from the Exams Officer. A letter from a parent/carer is not acceptable.

Late - if you arrive late for the exam, there is a possibility that the exam board may not accept your exam paper. You must, however, still attend the academy and sit the exam.

Bags, Books, Notes, Valuables

You are not allowed to keep any bags, books or notes with you in the exam room. Please do not bring any valuables. We cannot take responsibility for items lost or stolen.

Potential Technological / Web enabled sources of Information such as: Mobile Phones, iPods, Watches, MP3/4 Players, Personal TVs/stereos or wrist watches which have a data storage device.

There is a long list of such electronic items that are **not** allowed in the exam room.

These include headphones attached to a device or otherwise. **Exam boards do not allow wrist watches of any description standard or otherwise to be worn during exams.** These will need to be removed and stored along with your phone in your bag. We do not have the facility to collect, store, or return these items to you.

The penalty for having a mobile phone etc. in your possession during an exam is as follows:-

If a mobile phone or other electronic communication device is found in your possession during an exam, even if it is turned off, the device will be taken from you and a report made to the exam board. No exceptions will be made.

The minimum penalties are as follows:

	Warning (Sanction 1)	Loss of marks (Sanctions 2 - 4)	Loss of qualification/s (Sanctions 5 - 9)
Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, Smartphone Smartwatch, airpods, earphones and headphones)	not in the candidate's possession but makes a noise in the examination room	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of it being used by the candidate

Remember, if your phone makes a noise during an exam and whether you respond to it or not, you will receive a penalty (see above).

Cheating/Malpractice

If you are caught cheating in any way in an exam, you **WILL** be reported to the exam board. Cheating means doing anything that is against the rules in the *Warning to Candidates (see Appendix)* and includes:

- ✗ Being in possession of an iPod, mobile phone, MP3/4, wristwatch or other Technological/Web enabled device.
- ✗ Using unauthorised aids, such as notes, cards, study guides, etc. even your own **blank** paper.
- ✗ Communicating with other candidates (by talking, turning around, making inappropriate loud noises or otherwise).
- ✗ Copying from other candidates or appearing to.
- ✗ Using a calculator or dictionary when not allowed.

Penalties for cheating can include disqualification from taking any exam for up to five years. Ignorance of *any JCQ documentation at the back of this booklet is no defence*. You **MUST** read and be familiar with it all.

Equipment

You must bring your own equipment to all exams. Having it with you shows you are prepared for the exam and in the correct frame of mind. Borrowing from other candidates is NOT allowed under any circumstances. Ordinary pencil cases are not allowed in the exam room. You should bring your equipment in a clear, transparent pencil case or clear plastic (food or freezer) bag.

The following equipment may be brought to every exam:

- ✓ At least 2 pens - black biro, NOT felt-tips.
- ✓ At least 2 HB pencils
- ✓ A 30 cm ruler, marked with millimetres
- ✓ Pencil sharpener (one that catches shavings).
- ✓ Rubber

For certain exams you will also need the following:

- ✓ Compass
- ✓ Protractor
- ✓ Calculator (Scientific) make sure it works properly, clear anything stored in it, remove/leave at home any parts such as cases or lids which have printed instructions or formulas.
- ✓ Highlighters are allowed but only to be used as per below

You must do any **rough work** in the answer booklet provided. Cross out **neatly** anything you do not wish to have marked. Highlighter pens must not be used in answer booklets but may be used to highlight words in question papers.

Tippex or any other correcting fluid is **not** allowed in any answer booklets. How you present your answers is one part of the communication between you and the examiner. Being neat and tidy will ensure your answers are completely clear to the examiner.

If you need additional answer sheets please raise your hand and an invigilator will come to you. You must make sure you write your name, candidate number and the exam information on the additional answer sheet.

You are not allowed **tissues** in an exam. If you have a cold/hay fever you will need to ask the invigilator for a tissue. There are always boxes of these at the front of the exam room.

Conduct/Behaviour in the Exam Room

For all exams candidates must be dressed in full academy uniform and arrive by **8.45am** for a Final morning exam and **1.15pm** for a Final afternoon exam. There are often instructions to be given out so the exam can start on time. Remember that **9.00am** and **1.30pm** are the starting times.

Timings for Mock Exams may vary. You should refer to the Exam Timetable which will be issued to you before the Mock Exams start.

The lead invigilator will read out a series of instructions and warnings before starting the exam. You will hear these every time an exam starts but please listen to them. These instructions can sometimes vary for different exams so it's important that you pay attention to the lead invigilator.

Once you **enter** the exam room you are under exam conditions. There should be no talking. You should not talk again until you are **outside** the exam room. Remember that there may well still be a candidate working who has extra time.

Once seated, keep looking to the front of the exam room. Do not look around to see where others are sitting or make sideways glances. All this could be seen as malpractice (cheating).

If you need any assistance, put your hand up clearly and wait for an invigilator to come to you.

Once you have entered the exam room, you have to be escorted at all times if you need to leave, i.e. to go to the toilet. Unless you have a Toilet Pass, you will not be allowed to go to the toilet at all during an exam. Toilet visits disrupt other candidates.

You are not allowed to leave the examination or go home if you finish early.

A **seating plan** and/or **examination register** is published for each exam and placed outside the Sports Hall or Exam Room. You **must** sit at the desk allocated to you unless the invigilator instructs you otherwise. Do not move places under any circumstances and only with an invigilator's permission.

There will be a **name card** in most exams on your desk which will be collected after the start of the exam. Please write your name, candidate number and exam paper on the card at the start of the exam and place the card on the corner of the desk so that the invigilator can collect it without disturbing you. There may also be a photo i.d. card on your desk. Do not remove, write on or turn over the i.d. card. This is used by Invigilators for identification purposes and contains personal exam information which you may need.

Listen carefully to the instructions given to you. Always write your Legal Name on your Exam Paper. **Do not** use a shortened name i.e. Becky for Rebecca. In most exams you will have to use a **black pen** and write within a certain area of the page. This is because many papers are scanned and marked by examiners on a computer.

When you have finished, **you must check all of your answers carefully** as you may have made some mistakes. You must not disturb the examination or communicate with other candidates in any way. It is often at this point that a candidate risks breaking the rules of the examination and is reported to the exam board. Others who are still working have the right to concentrate and not be distracted. At the end of the examination, the invigilators will collect your exam paper. This has to be handed to the invigilator by you personally.

Please make sure you have written all of your details on all answer booklets and any additional answer sheets. **Absolute silence must be maintained during this time.**

At the conclusion of the examination, you must listen carefully for further instructions and wait to be dismissed.

You will be dismissed from large exams (English, Maths, and Science, for example) in rows. Collect your belongings as quietly as possible and remain silent until you are outside the exam room. This process may take some time for various reasons and you must remember that some candidates may still be working.

Timetable and Exam Entries

Please check your individual timetable carefully and frequently during the exam period and let your Family Tutor or the Year Team know if you notice any errors immediately.

Please also ensure you check your name and date of birth on your timetable. Mistakes missed at this stage will mean that your certificate is printed incorrectly or, worse still, you have been entered for the wrong exam.

You will also need to check the dates and times of all of your exams. If you misread your timetable, no extra time will be allowed. We cannot guarantee that someone from the academy will contact you or call to collect you and bring you in. *The academy will do it's best to contact you but cannot be held responsible for not being able to do so.*

Clash candidates will be informed well in advance of which exam to take first, usually the longer one. There is always at least one exam clash every year. The academy has no influence on external exam timetables set by exam boards.

You are responsible for checking your own exam timetable. If you lose your timetable, you can collect a replacement from your year office.

Exam Contingency Days–Thursday 6 June 2024, Thursday 13 June 2024 & Wednesday 26 June 2024

JCQ have introduced Exam Contingency Days, which for the summer 2024 exams are on Thursday 6 June, Thursday 13 June and Wednesday 26 June 2024.

All students sitting exams in the summer must ensure they are available up to and including these dates.

Drinks and Food

You are allowed to take into the exam room a drink of still water (not fizzy) in a clear plastic bottle with the label removed. Chewing gum and any other type of food are not allowed. You will not be allowed to leave the exam room to re-fill a bottle of water and invigilators will not do this for you.

Emergency Evacuation

If the fire alarm should sound during an exam please stop writing and wait for instructions from the Lead Invigilator. If you are in the Sports Hall, you will be

evacuated to the rear of the Top Astroturf. You will not go to your usual evacuation location if you are taking an exam. You must not talk to other candidates for the whole time that you are evacuated. This is considered malpractice and your exam paper may be disqualified.

Lockdown

If you hear the tannoy announcement "would all staff and students please stay in classrooms and await further instructions" please follow the instructions of the Lead Invigilator.

Results Day - Thursday 22nd August 2024

Candidate Statement of Results are issued on Results Day, which for summer 2024 Exams, will be on **Thursday the 22nd August 2024**. Results are provisional and give a grade of 9-1, a U or an X at GCSE. An X means you were absent for that exam. Results for vocational courses such as BTEC's are more complex. You will receive information from your subject teachers regarding these.

Post Results Services - Reviews of Marking, Clerical Checks and Access to Scripts

Reviews of Marking - Once exam results are issued the academy will consult with the various subject departments and identify pupils whose result/s were very close to a grade boundary i.e. the next grade higher than the grade that has been achieved. Following this consultation the academy may submit a request to the exam board on your behalf for your result/s to be checked. This is called a "review of marking". This action is only taken by the academy when pupils are very close to going up a grade not down. All pupils will be required to sign a Consent Form on results day in order for the academy to take this action on your behalf.

You may wish to discuss your results with a head of department to establish if you would like to submit your own request for a "review of marking". The head of department will advise you how close you are to a grade boundary and the risks involved. The exam boards charge a fee for reviews of marking which will need to be paid before the academy submits your request. Exam Boards do not accept requests directly from pupils. The academy has the right not to support your request if they believe you are too close to a grade below and the risk is too great. The academy has an appeals policy in place if you disagree with the academy decision not to support your request for a review of marking.

Clerical Checks - This service is a re-check of all clerical procedures leading to the issue of a result. This involves checking that all parts of the script have been marked, the totalling of the marks and the recording of the marks.

Access to scripts - Either yourself or the academy may wish to obtain a copy of your exam script. The academy may, on occasion, request the return of scripts from the exam board for various reasons. One of the key reasons is to assist with teaching and learning of future candidates in a particular subject. A signed consent form is required from yourself before this can be actioned. All of your personal information will be removed from the exam paper.

If you wish to consider any of these options please bear in mind there are deadlines for submitting requests to the Exam Boards so you will need to contact the academy and the relevant department as soon as possible after receiving your results. You should aim to make contact with the subject departments either on results day or certainly in very early September when school re-opens. The deadline is usually in mid-September so please don't delay in this respect.

Certificates

Certificates are issued at the Academy Presentation Event which takes place in November. You will be informed of the date by letter nearer the time. You must ensure you look after your certificates and keep them in a safe place as the exam boards charge a fee for replacing them which is approximately £40 per certificate. You may need your certificates in the future for college, university or employment. Certificates are held by the academy for one year from the Presentation Event.

Coursework, Controlled Assessment or Non Exam Assessment

These are an integral part to some exam courses. There are strict rules about these being your own and that you have not copied from someone else or allowed them to copy from you. This includes the misuse of Artificial Intelligence. You will be reminded about this at the start of each assessment window. Separate JCQ documents are published within this booklet. You will also need to complete a **Candidate Declaration** which your subject teacher will issue you in due course.

The exam boards return your work after a moderator has assessed it. However, it will be kept secure by your subject teacher until around October half-term. Please do not attempt to collect it until then.

Reviews of Centre Assessed Marks - Information regarding Reviews of centre assessed marks and appeals can be obtained from your class teacher. There is a timeframe for this to be completed. If you have any queries regarding your marks, you must alert your class teacher for guidance on the process immediately.

Access Arrangements

Some candidates (identified by the SENCO or the Inclusion Manager) are entitled to separate invigilation, extra time or other help i.e. Reader, Scribe, word processor etc. All candidates who are entitled to any of these arrangements will take their exams in a separate room. Extra time also applies for such candidates in non-exam assessment conditions, i.e. a piece of work completed in class with the class teacher under test conditions. Your teacher will know you are entitled to this but it is worth asking for it as a reminder, if you need to.

Special Consideration

Special consideration only applies **after** an examination has taken place. It is something the academy can apply for if something has **seriously** affected your performance on the day of that exam. Being upset because you can't answer the paper would not be taken into consideration.

Examples of acceptable reasons for an application are:

A family bereavement, severe illness/injury of the candidate, a recent traumatic experience, illness at the time of the exam, down to minor ailments. It is worth remembering that the last example (minor ailment) is only worth 1%. The most a candidate is allowed is 5%.

The award of special consideration is at the discretion of the exam board concerned and only applies to the examination affected. The extra marks may not be awarded; it is not an entitlement. Few applications are successful. The Year Team and the Exams Officer will be able to give you more advice on this if an application is thought to be appropriate.

Exam Regulations

It is **YOUR RESPONSIBILITY** to read, understand and follow the JCO's *Information for Candidates*. A copy is at the back of this booklet. There will be a *Warning to Candidates* poster outside every room. Make sure you read it.

If there is anything you don't understand, ask your Family Tutor or the Year Team

WARNING

All the exam boards have very strict rules and regulations that you must comply with. They make it clear that:

- Their official exam sessions must be run under strictly fair conditions, with no form of deception. This rule includes any form of communication between candidates during an examination, as well as any other practice that could be seen as an attempt to deceive.
- Anyone attempting unfair practices can expect cancellation of exam entries and the charges that this will incur, as well as possible exclusion from GCSE, AS, A level exams for a period of up to 5 years.
- Your invigilators **HAVE** to stick to the rules. They **HAVE** to report to the Exams Officer **ANYTHING** that they feel is suspicious. The Exams Officer **HAS** to report this to the exam board concerned. Their decision is final.

DON'T LET THIS HAPPEN TO YOU

**DON'T BE DRAWN INTO ANY INCIDENT YOU WILL
LATER REGRET**

STICK TO THE RULES IN THIS BOOKLET

DON'T RISK YOUR FUTURE

Some frequently asked questions

If I miss an exam, can I sit it on another day? No. An exam can only be taken on the day/session it is timetabled. Miss it and you get no marks for that part of the exam.

If I'm ill, can't my mum just write a note? No. A JCQ/ME self-certification for candidates form must be completed by the Academy, your parent/guardian and your Doctor's surgery. The Doctor must certify that in his/her opinion you were too ill to take the test. This form should be requested from the exams office.

Why do we have outside invigilators and not teachers in the exams? Teachers no longer supervise exams. Also they are not allowed to look at the paper you are taking until after the exam. The academy expects you to treat outside invigilators with respect. They are trained and experienced in what they do. They are also instructed to report any breach of exam regulations to the Exams Officer and the Year Team.

My family wants to know when we can book our summer holiday. (Year 11 Pupils Only) From the time you start study leave, although technically still a student on roll at Co-op Academy Failsworth, you only need to attend the academy for your exams (or any extra revision classes put on by your teachers). Your last exam will depend on your own exam subjects. See the academy's website for a copy of the exam timetable. You **must** ensure you are also available for the Exam Contingency Days of Thursday 6 June, Thursday 13 June and Wednesday 26 June (Page 7 of this booklet)

What are the non exam assessment deadlines?

Some subjects have an element of work included in them which has to be completed and, marked and assessed. The marks and work are sent to the boards well before the formal exam sessions take place, usually the start of May. Each subject sets deadlines that allow time for this process and to meet the board's deadlines. Students who don't submit work on time will not be allocated a mark for this portion of their assessment and their overall grade will suffer. They may also not be eligible for special consideration for the formal exams should they be ill as they may not have completed the minimum requirements of the course.

When do we go on Study Leave? Year 11 Candidates will be advised of this nearer the time of the exam season. The academy always tries to make sure that candidates have time at home to revise for their exams and revision classes in some subjects continue up to the date of the exam. Practical tests may take place at the end of April and the first week in May before study leave starts. During study leave you may be asked to come into the academy for revision classes.

Where will the exams be held? Most of them take place in the Sports Hall. Language listening exams may take place in language classrooms and/or the

Drama Studio. If you have Access Arrangements and need a Reader, smaller rooms are used.

What if my timetable says I have more than one exam at the same time? This is known as a **clash**. There are strict rules about clashes. Usually, candidates take one paper; have a supervised break, then take the next. Occasionally, there is not enough time to do this and an exam has to be moved to the morning or afternoon or even the next day. You are not allowed to meet anyone who has already taken a paper you are about to take, so your lunch break has to be supervised and you would have to bring something to eat and drink with you as you are not allowed out of the exam room. If it's an overnight delay, your parents have to sign a declaration that you have not been in contact with anyone who has already taken that paper.

Doesn't this encourage cheating? Exam boards have subtle ways of detecting this. For example, if you were told a difficult question and looked up the answer this could alert the examiner (in that most or all other candidates got it wrong).

I wake up late and realise the exam has started. What do I do? Ring the academy immediately on 0161 688 3900. It is usually never too late to start the exam, although the exam board may not accept your paper if you started **over one hour after the published start or if you have spoken to candidates who have already taken the exam**. It is better to turn up and do the exam rather than not turn up at all. *A report will be sent to the exam board to explain why you are late and whether you had access to mobile phones, the internet or other candidates. If they are happy that the security of the exam is not at risk they may still accept and mark your exam paper.*

Why do we have to wear uniform? We've left the academy anyway. (Year 11 Only) Technically, you are still a student at Co-op Academy Failsworth until the end of the summer term. You haven't "left"; you're on study leave.

I just can't live without my mobile phone/watch. Can't I just have it with me? My mum likes to contact me to see how I've gone on. The rules are not ours. Mobile phones cause disturbance to other candidates if they ring and can present opportunities for malpractice. If you wish you may hand your phone or watch to an invigilator (turned off first). It will then be stored for you at the front of the hall, however, the academy will not accept responsibility for your valuables.

Revised: 8 January 2024

APPENDICES

JCQ GUIDANCE

INFORMATION FOR ALL CANDIDATES

- Written Examinations
- Coursework Assessments
- Non-examination Assessments
- Onscreen Tests
- Privacy Notice
- Social Media
- Unauthorised Items (Poster)
- Warning to Candidates (Poster)

Information for candidates

Written examinations

With effect from 1 September 2023

Produced on behalf of:



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

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

A. Regulations – Make sure you understand the rules

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

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the exam

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

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

E. Advice and assistance

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

F. At the end of the exam

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

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

Information for candidates

Coursework assessments

Effective from 1 September 2023

Produced on behalf of:



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

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

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

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

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

The regulations state that:

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

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

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

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



Joint Council for
Qualifications^{CIC}

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, downloaded 5 February 2024.

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

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Joint Council for
Qualifications^{CIC}

Information for candidates

On-screen tests

With effect from 1 September 2023

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 ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 Only take into the exam room the materials and equipment which are allowed.
- 5 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

Unless you are told otherwise, you **must not** have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

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

- 6 If you have a watch, the invigilator will ask you to hand it to them.
- 7 **Do not** talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

- 1** Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2** If you arrive late for an on-screen test, report to the invigilator running the test.
- 3** If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4** Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are instructed that the exam has begun.

E. Advice and assistance

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

F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.



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	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
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/

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). 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). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

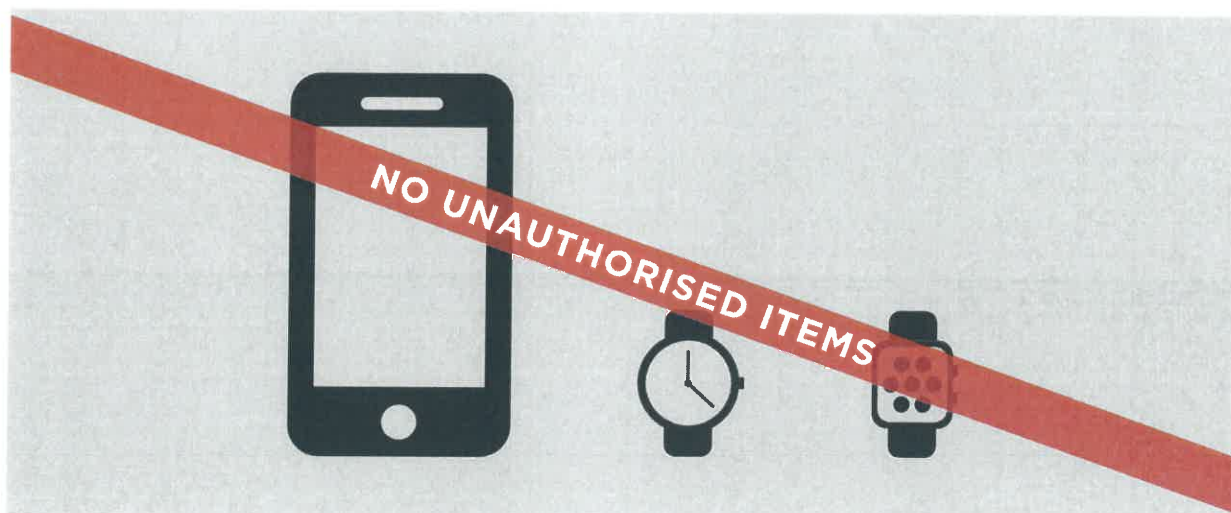
While we like to share our experiences online, when it comes to exams, we have to be careful.

- 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



NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION

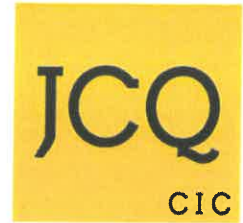


Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

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



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.