



HALEWOOD  
ACADEMY

# CANDIDATE HANDBOOK 2023-2024

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**Academy Link:** K FARNELL / K KUHLKE

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# 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



**Things to do on social media:**

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

**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

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

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

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

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## Introduction

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

## Purpose of this handbook

- To 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

## Malpractice

Candidates must be aware of what malpractice is and the possible consequences.

- To maintain the integrity of qualifications, strict Regulations are in place
- Malpractice means any act or practice which is in breach of the Regulations
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information regarding what constitutes malpractice:
  - Introduction of unauthorised material into the examination room
  - Breaches of examination conditions
  - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
  - Offences relating to the content of candidates' work
  - Undermining the integrity of examinations/assessments

We cannot stress enough how important it is **NOT TO BRING A MOBILE PHONE** into the exam venue on the day of your exams. Anyone found with a phone on his or her person during an exam, whether it is turned off or not will be severely reprimanded by the appropriate awarding body. You may be disqualified from that exam and other exams. See enclosed notice to candidates - Appendix 8.

## Personal data

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998.

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

## Copyright

- The copyright of any 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)
- You will be asked to sign an Access to Script form when you pick up your results to confirm if you consent to your scripts being used in the classroom for teaching and learning and if you object to your name being displayed on the script.

## Coursework assessments/non-examination assessments

Non-examination assessment makes up part of the GCSE course and the final qualification grade and includes an internal assessment or externally marked and/or externally set practical examination.

The regulations state that:

- The work you submit for assessment must be your own
- You must not copy from someone else or allow another candidate to copy from you

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page. 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 and content was generated. See Appendix 9.

If it is discovered that you have broken the regulations, the awarding bodies can apply penalties to your work.

You must read the Information for Candidates Non-Examination Assessments and Coursework Appendix 1 and 2.

## Written timetabled exams

All candidates will receive a statement of entry, once this has been checked and confirmed you will be issued with an individual exam timetable. You will also receive the following:

- Candidate statement of entry (to check that personal details and exam entries are correct)
- If there are errors you will need to notify the Exams Officer immediately
- Candidate exam timetable (please ensure you know the date, time and venue of all your exams/assessments)
- The JCQ information for candidates' documents – written examinations, social media – Appendix 4 and 6
- Exam room posters – Warning to candidates, Unauthorised items - Appendix 7 and 8

## Contingency sessions - Summer 2024

The awarding bodies will designate 'contingency sessions' for examinations, summer 2024.

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

In the event of national disruption to a day of examinations in summer 2024, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the last contingency day. Centres will be alerted if it is agreed to reschedule the examinations and the affected candidates

will be expected to make themselves available in such circumstances. The decision regarding the rescheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those covered by special consideration, they will not be eligible for enhanced grading arrangements. The Contingency dates are highlighted on the Summer 2024 exam timetable – see Appendix 10

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

If you have two exam papers timetabled at the same time this is known as a clash. If you have any timetable clashes please notify the Exams Officer immediately

- If the clash involves two or three examinations in the same subject and does not exceed 3 hours, these exams will be sat one after the other
- If the clash involves two or three examinations in either the same or different subjects and exceeds three hours, one of the exams will be moved to the morning/afternoon. You will have to be isolated between the two sessions.
- If the clash involves two or more examinations in different subject and does not exceed three hours, these exams will be sat one after the other.

### **Where you will take your exams**

All your exam venues will be clearly stated on your exam timetable. Please wait quietly outside your exam room until a member of staff allows you to enter. Once inside the room, you are under examination regulations and you must be silent.

### **What time your exams will start and finish**

Please arrive by:

Morning exams: 8.45am

Afternoon exams: 1.00pm

Your start and finish times will be clearly displayed at the front of your exam venue. You will be required to stay seated in the exam room for the full length of the exam and will not be permitted to leave until the published finish time.

### **Supervision during your exams**

- Examinations are supervised by a team of external invigilators
- Invigilators follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies. All instructions issued by the invigilator must be followed.

### **Exam room conditions**

- A member of staff or external invigilator will invite candidates into the exam venue.
- You are under formal exam conditions as soon as you enter the exam room until you are given permission to leave by the invigilator.

### **Where you will sit in the exam room**

Your seat number will be printed on your exam timetable and seating plans will be clearly displayed outside the exam venue.

- Candidates will be seated in rows in candidate number order
- Please make sure you are aware of your seat number and check where your seat is located on the seating plan before you enter the exam venue



- You must sit in in the designated seat on your timetable

### How your identity is confirmed in the exam room

A senior member of staff will be present at the beginning of every exam

Invigilators are provided with photo ID of every candidate

External candidates will be asked to provide photographic identification before sitting each exam

### What equipment you need to bring to your exams

You will need:

Pencil case – must be clear

**Black** ball point pen – not blue or gel pens

Pencil, pencil sharpener, rubber, ruler – no erasable pens, correction pens or fluid tape.

Highlighters may not be used in your answers but can be used on question papers if they are not being sent to the examiner.

### Using calculators

A calculator will be provided, if you bring your own please see below for the requirements:

During an examination a calculator must not be able to offer any of these facilities:

- Language translators
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other machines or the internet

During an examination a calculator must not give access to pre-stored information. This includes:

- Databanks
- Dictionaries
- Mathematical formulae
- Text

A calculator must be free of lids, cases and covers which have printed instructions or formulae.

A calculator must not be borrowed from another candidate during an examination

[Taken from JCQ Instructions for conducting examinations 2023-2024 Section 10]

### What you should not bring into the exam room

Unauthorised items are:

- Notes
- iPods, MP3/4 Player or similar device
- Mobile phone
- Air Pods, earphones, earbuds
- Smartwatches
- Wrist watches

See enclosed notice to candidates – Appendix 8.

### Food and drink in exam rooms

Food cannot be brought into the exam venue; you may bring a bottle of water with the label removed.

## What you should wear for your exams

Full school uniform must be worn when sitting your exams.

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

All personal belongings will be placed at the back of the exam venue including watches and mobile phones. All devices must be turned off and placed in your bag or coat.

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

If you are late for an exam, the Vice Principal will decide if you are permitted to sit the examination.

- A candidate will be considered very late if they arrive; more than one hour after the awarding body's published start time for an examination which lasts one hour or more i.e. after 10.00am for a morning exam or after 2.30pm for an afternoon exam. After the awarding body's published finishing time for an examination which lasts less than one hour.
- Please be aware that if you are permitted to sit the exam, the awarding body may not accept the script.

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

- If you are ill and cannot sit the exam, you **must** telephone the school immediately and leave a message with attendance. You must provide a sick note from your GP.
- If you feel unwell on the day of your exam but are still able to attend, please make the Exams Officer aware of this.
- If you are absent from, taken ill before or during an exam, special consideration may be applied for with the awarding body. Special consideration can be applied when the issue/event has had, or reasonably likely to have had a material effect on a candidate's ability to take an exam or demonstrate his or her normal level of attainment in the exam.
- Please contact the Exams Officer as soon as possible to discuss your reason for absence or illness and you will be asked to provide evidence i.e. a medical letter, before special consideration will be applied for.

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

If you miss any exam, you will **NOT** be able to sit it at another time.

If you do not have a genuine reason for missing an exam, you will be charged for the exam.

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

If the fire alarm sounds during an examination, the invigilators will tell you what to do. **Do not panic!** If you have to evacuate the room, you will be asked to leave in silence. You will be escorted to the designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until you are told to. You will be allowed the full working time and a report will be sent to the awarding body.

## Candidates with access arrangements/reasonable adjustments

Those who are entitled to access arrangements during your exams will have all requirements met.

If you feel you require access arrangements during your examinations please contact the SENCO Ms. S. Leyland.

## Results

Summer 2024 examination series. Results can be collected from the school atrium from 8.30am on Thursday 22nd August.

If you wish someone else (including a family member) to collect your results, you must give them written consent.

Unfortunately, we are unable to give results out over the phone or by email.

### **Post-results services**

If you would like to make an enquiry about your result (a re-mark), there are three possible outcomes:

- Your original mark will be confirmed as correct and there will be no change to your grade
- Your original mark may be raised and this may or may not result in a change of grade
- Your original mark may be lowered and this may or may not result in a change of grade

In order to proceed with the enquiry, you must fill out a consent form, which can be obtained from the Exams Officer. The form must be completed, signed and returned to the Exams Officer as soon as possible.

### **Certificates**

- You will receive your certificates at the Awards Evening in December
- You will be asked to sign for your certificates upon collection
- If you wish for someone else (including family member) to pick up your certificates, you must give them written consent.
- We will hold your certificates for one year; if you do not collect them, they will be disposed of.
- Please keep your certificates safe. If you misplace your certificates you will need to contact the exam boards directly for replacements and the charge is approximately £42 per certificate.

### **Internal appeals & Complaints procedure**

You have the right to appeal against any school assessment decision and may be able to appeal where assessment decisions have been made by an external Awarding body.

It is important that you talk through any concerns with your teacher/assessor. If you still have any concerns please complete an internal appeal form within 7 calendar days of receiving copies of the requested materials. The review will be carried out within 14 calendar days and the candidate will be informed in writing of the outcome. The Exams Officer can guide you through the appropriate stages of appeal.

## JCQ Information for candidates - coursework

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



# Information for candidates

## Coursework 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 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, encyclopaedias, 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 assessments**

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

Produced on behalf of:

**Information for candidates**  
**Non-examination assessments**

Effective from 1 September 2023



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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, encyclopaedias, journals, TV, radio and on the internet.

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

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

The regulations state that:

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

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

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



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

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

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

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

### **Plagiarism**

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

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

Markers can spot changes in the style of writing and use of language.

Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using, or even marked the work you have copied from!

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

### **Penalties for breaking the regulations**

If it is discovered that you have broken the regulations, one of the following penalties will be applied: the piece of work will be awarded zero marks;

you will be disqualified from that component for the examination series in question;

you will be disqualified from the whole subject for that examination series;

you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

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

## JCQ Information for candidates – on-screen tests

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



# 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**

Be on time for your on-screen test(s). If you are late, your work might not be accepted.  
Do not become involved in any unfair or dishonest practice during the on-screen test.  
If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.  
Only take into the exam room the materials and equipment which are allowed.

You must not take into the exam room:

notes;

an iPod, a mobile phone, a MP3/4 player or similar device, a watch, Air Pods or earphones/earbuds.

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

the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;

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.

If you have a watch, the invigilator will ask you to hand it to them.

Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.

If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.

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**

Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.

If you arrive late for an on-screen test, report to the invigilator running the test.

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.

Your centre will inform you of any equipment which you may need for the on-screen test.

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

You may use a calculator unless you are told otherwise.

If you use a calculator:

make sure it works properly; check that the batteries are working properly;

clear anything stored in it;

remove any parts such as cases, lids or covers which have printed instructions or formulae;

do not bring into the examination room any operating instructions or prepared programs.

Do not use a dictionary or computer spell checker unless you are told otherwise.

### D. Instructions during the on-screen test

Always listen to the invigilator. Always follow their instructions.

Tell the invigilator at once if:

you have been entered for the wrong on-screen test;

the on-screen test is in another candidate's name;

you experience system delays or any other IT irregularities.

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

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.

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.

You must not ask for, and will not be given, any explanation of the questions.

### F. At the end of the on-screen test

Ensure that the software closes at the end of the on-screen test.

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).

Do not leave the exam room until told to do so by the invigilator.

Do not take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

## APPENDIX 4

### JCQ Information for candidates – written exams

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



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

# Information for candidates

## Written examinations

With effect from 1 September 2023

Produced on behalf of:



©JCQ<sup>QC</sup> 2023

**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 **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, Air Pods 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**

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**

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**

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.

**You must** not ask for, and will not be given, any explanation of the questions.

### **F. At the end of the exam**

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.



## APPENDIX 5

### JCQ Information for candidates – Privacy Notice

You **must** read this notice as it contains "*Information About You and How We Use It*"



#### 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](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 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



**Things to do on social media:**

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

**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

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

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

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

## APPENDIX 7

### JCQ *Unauthorised items* poster



AQA

City & Guilds

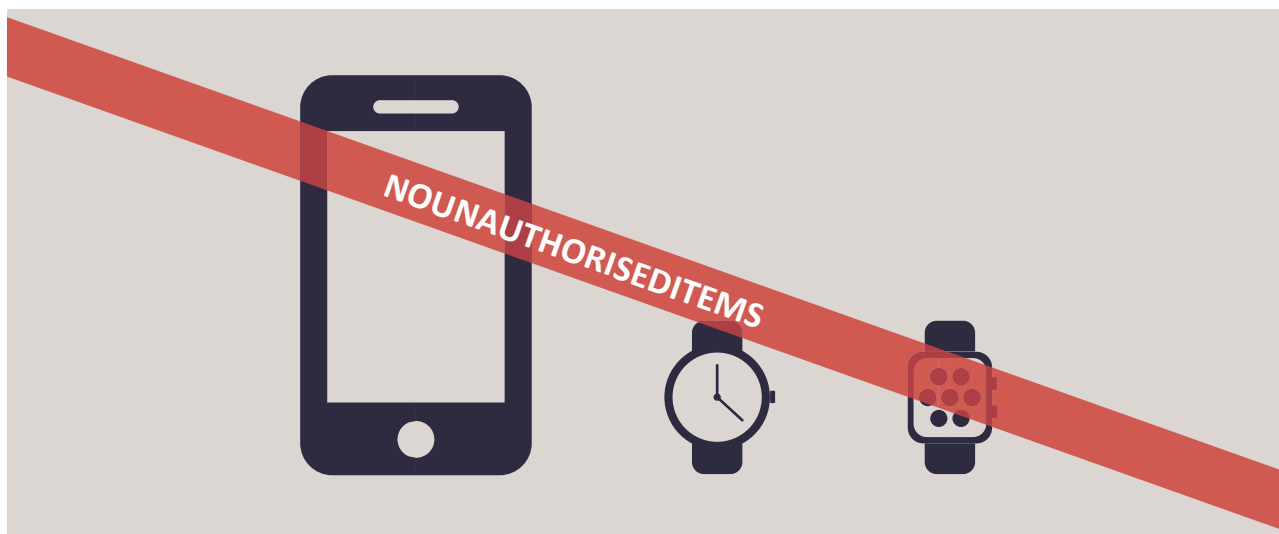
CCEA

OCR

Pearson

WJEC

# NO MOBILE PHONES NO WATCHES NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION



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

# DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room. ©JCQ<sup>CIC</sup> 2022 – Effective from 1 September 2022

## APPENDIX 8

### JCQ *Warning to candidates' poster*

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



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

## 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.**



# 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

REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly

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!



## APPENDIX 10

### Summer 2024 Timetable

Morning			Date	Afternoon		
Code	Subject	Dur		Code	Subject	Dur
BHS03	BTEC Health & Wellbeing	2h	Tuesday 7 <sup>th</sup> May			
1RB01C	Religious Studies (Islam)	1h45m	Thursday 9 <sup>th</sup> May	8261/W	Drama	1h45m
8461/FH	Biology Paper 1	1h45m	Friday 10 <sup>th</sup> May			
8464/B/1FH	Comb Sci Tril. Biology P1	1h45m				
C720U10-1	GCSE English Lit P1	2h	Monday 13 <sup>th</sup> May			
			Tuesday 14 <sup>th</sup> May			
8145/1	GCSE History P1 (81451AD-1h, 81451BB-1h)	2h	Wednesday 15 <sup>th</sup> May	J277/1	GCSE Computer Science	1h30m
				1 AA0 1F/H	Arabic Listening	35m/45m
				1 AA0 3F/H	Arabic Reading	50m/1h5m
1MA1/1FH	GCSE Maths P1 (non-calc)	1h30m	Thursday 16 <sup>th</sup> May	1RB02B	GCSE Religious Studies P2 (Christianity)	1h45m
8462/1/FH	GCSE Chemistry P1	1h45m	Friday 17 <sup>th</sup> May	8035/1	GCSE Geography P1	1h30m
8464/C/1/FH	GCSE Comb Sci. Chemistry P1	1h15m				
8702/02	GCSE English Lit P2	2h30m	Monday 20 <sup>th</sup> May	R180	Cam Nat Sport Science	1h15m
			Tuesday 21 <sup>st</sup> May	J277/2	GCSE Computer Science P2	1h30m
8463/1/FH	GCSE Physics P1	1h45m	Wednesday 22 <sup>nd</sup> May	J587/01	GCSE PE P1	1h
8464/P/1FH	GCSE Combined Sci. Physics P1	1h45m				
C700U10-1	GCSE English Language P1	1h45m	Thursday 23 <sup>rd</sup> May	1 AA0 4F/H	Arabic Writing	1h20m/1h25m
7687/1	GCE Polish P1 (Read & Writing) EXTERNAL CANDIDATES	2h 30m				
			Friday 24 <sup>th</sup> May			
1MA1 2FH	GCSE Maths P2 (calc)	1h30m	Monday 3 <sup>rd</sup> June	J587/02	GCSE PE P2	1h
				7687/2	GCE Polish P2 (Writing) EXTERNAL CANDIDATES	2h
C810U20/BO-1	GCSE Spanish Listening	35m/45m	Tuesday 4 <sup>th</sup> June	8145/02	History P2 (81452AA-1h, 81452BC-1h)	2h
C810U30/CO-1	GCSE Spanish Reading	1h/1h15m				
8035/2	GCSE Geography P2	1h30m	Wednesday 5 <sup>th</sup> June			
C700U20-1	GCSE English Language P2	2h	Thursday 6 <sup>th</sup> June	NCFE	L2 Tech Award Business & Enterprise	1h30m
1RB02B	GCSE Religious Studies B P3	1h45m	Friday 7 <sup>th</sup> June	8461B/2/FH	GCSE Biology P2	1h15m
				8464/B/2FH	GCSE Sci Comb Biology P2	1h15m
1MA1 3FH	GCSE Maths P3	1h30m	Monday 10 <sup>th</sup> June	C810U40/DO	GCSE Spanish Writing	1h15/1h30m
8462/2FH, 8464/C/2F/H	GCSE Chemistry P2 GCSE Comb Sci Tril Chemistry P2	1h45m, 1h15m	Tuesday 11 <sup>th</sup> June			
7687/3	GCE Polish P3 (List, Read & Writing) EXTERNAL CANDIDATES	2h 30m				
			Wednesday 12 <sup>th</sup> June	8688/L/F/H	Polish Listening	35m/45m
				8688/R/F/H	Polish Reading	45m/1h
				NCFE	Child Dev	1h30m
			Thursday 13 <sup>th</sup> June		Contingency PM	
8035/3	GCSE Geography P3	1h15m	Friday 14 <sup>th</sup> June	8463/2FH	GCSE Physics P2	1h45m
				8464/P/2FH	GCSE Comb Sci Tril P2	1h45m
			Monday 17 <sup>th</sup> June	C660U30-1	Music Comp 3	1h15m
			Tuesday 18 <sup>th</sup> June	8688/W/F/H	Polish Writing	1h/1h15m
			Wednesday 19 <sup>th</sup> June			
5409UBO-1	Hospitality & Catering	1h20m	Thursday 20 <sup>th</sup> June			
			Friday 21 <sup>st</sup> June			
			Monday 24 <sup>th</sup> June			
			Tuesday 25 <sup>th</sup> June			
Contingency Day			Wednesday 26 <sup>th</sup> June	Contingency Day		



A GREAT  
PLACE  
**TO BE A  
PART OF**

WE SEEK THE BEST