

Exam Guidance for Students and Parent/Carers 2023-24



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Please make sure you read this guidance at the back of the booklet

JCQ Guidance – Coursework
JCQ Guidance – Non-Examined Assessment
JCQ Guidance – On-screen Tests
JCQ Guidance – Written Exams
JCQ Guidance – Privacy Notice
JCQ Guidance – Social Media
JCQ Notice – Warning to Candidates
JCQ Notice – Unauthorised Items
JCQ Artificial Intelligence (AI) Information for Students

Summer 2024

Exam Date	Exam Board	Qualification	Exam Code	Subject	Start Time	Length
Friday 3 May	Pearson	BTEC Tech Award	BTT03	Travel & Tourism	1.00pm	2h
Tuesday 7 May	Pearson	BTEC Tech Award	BHS03	Health & Social Care	9.00am	2h
Thursday 9 May	AQA	GCSE	8062 13 & 15	Religious Studies (Christianity & Islam)	9.00am	1h 45m
Thursday 9 May	Pearson	GCSE	1DR0 03	Drama	1.00pm	1h 45m
Thursday 9 May	AQA	GCSE	8633/L & R	Italian Listening & Reading	1.00pm	1h 45m
Friday 10 May	AQA	GCSE	8461/1	Biology	9.00am	1h 45m
Friday 10 May	AQA	GCSE	8464/B/1	Combined Science : Biology	9.00am	1h 15m
Monday 13 May	AQA	GCSE	8702/1	English Literature	9.00am	1h 45m
Monday 13 May	Eduqas	GCSE	C680U10-1	Media Studies	1.00pm	1h 30m
Tuesday 14 May	OCR	GCSE	J204 01	Business Studies	1.00pm	1h 30m
Wednesday 15 May	Pearson	GCSE	1HI0 11	History	9.00am	1h 15m
Wednesday 15 May	OCR	GCSE	J277 01	Computer Science	1.00pm	1h 30m
Thursday 16 May	Pearson	GCSE	1MA1/1	Mathematics (Non-Calculator)	9.00am	1h 30m
Thursday 16 May	AQA	GCSE	8062/2A	Religious Studies	1.00pm	1h 45m
Friday 17 May	AQA	GCSE	8462/1	Chemistry	9.00am	1h 45m
Friday 17 May	AQA	GCSE	8464/C/1	Combined Science : Chemistry	9.00am	1h 15m
Friday 17 May	AQA	GCSE	8035/1	Geography	1.00pm	1h 30m
Monday 20 May	AQA	GCSE	8702/2	English Literature	9.00am	2h 15m
Monday 20 May	OCR	Cambridge National	R180	Sports Science	1.00pm	1h 15m
Monday 20 May	AQA	GCSE	8633/W	Italian Writing	1.00pm	1h 15m
Monday 20 May	Eduqas	GCSE	C680U20-1	Media Studies	1.00pm	1h 30m
Tuesday 21 May	OCR	GCSE	J277 02	Computer Science	1.00pm	1h 30m
Wednesday 22 May	AQA	GCSE	8463/1	Physics	9.00am	1h 45m
Wednesday 22 May	AQA	GCSE	8464/P/1	Combined Science : Physics	9.00am	1h 15m
Wednesday 22 May	Pearson	GCSE	1PE0 01	Physical Education	1.00pm	1h 30m

Exam Date	Exam Board	Qualification	Exam Code	Subject	Start Time	Length
Thursday 23 May	AQA	GCSE	8700/1	English Language	9.00am	1h 45m
Monday 3 June	Pearson	GCSE	1MA1/2	Mathematics (Calculator)	9.00am	1h 30m
Monday 3 June	Pearson	GCSE	1PE0 02	Physical Education	1.00pm	1h 15m
Tuesday 4 June	AQA	GCSE	8698/L & R	Spanish Listening & Reading	9.00am	1h 45m
Tuesday 4 June	Pearson	GCSE	1HI0 2N	History	1.00pm	1h 45m
Wednesday 5 June	AQA	GCSE	8035/2	Geography	9.00am	1h 30m
Wednesday 5 June	Pearson	GCSE	1ST0 1	Statistics	1.00pm	1h 30m
Wednesday 5 June	OCR	GCSE	J204 02	Business Studies	1.00pm	1h 30m
Thursday 6 June	AQA	GCSE	8700/2	English Language	9.00am	1h 45m
Thursday 6 June	ALL	-	-	Contingency Afternoon	1.00pm	-
Friday 7 June	AQA	GCSE	8461/2	Biology	1.00pm	1h 45m
Friday 7 June	AQA	GCSE	8464/B/2	Combined Science : Biology	1.00pm	1h 15m
Monday 10 June	Pearson	GCSE	1MA1 3	Mathematics (Calculator)	9.00am	1h 30m
Monday 10 June	AQA	GCSE	8698/W	Spanish Writing	1.00pm	1h 15m
Monday 10 June	OCR	Cambridge National	R093	Creative iMedia	1.00pm	1h 30m
Tuesday 11 June	AQA	GCSE	8462/2	Chemistry	9.00am	1h 45m
Tuesday 11 June	AQA	GCSE	8464/C/2	Combined Science : Chemistry	9.00am	1h 15m
Tuesday 11 June	Pearson	GCSE	1HI0 31	History	1.00pm	1h 20m
Thursday 13 June	ALL	-	-	Contingency Afternoon	1.00pm	-
Friday 14 June	AQA	GCSE	8035/3	Geography	9.00am	1h 15m
Friday 14 June	AQA	GCSE	8463/2	Physics	1.00pm	1h 45m
Friday 14 June	AQA	GCSE	8464/P/2	Combined Science : Physics	1.00pm	1h 15m
Monday 17 June	Pearson	GCSE	1ST0 02	Statistics	1.00pm	1h 30m
Monday 17 June	Eduqas	GCSE	C660U30-1	Music	1.00pm	1h 15m
Tuesday 18 June	AQA	GCSE	8552/W	Design & Technology	9.00am	2h
Thursday 20 June	WJEC	Vocational Award	5409UB0-1	Hospitality & Catering	9.00am	1h 20m
Wednesday 26 June	ALL			Contingency Day		

All students must be available for exams up until and including the Contingency Day on Wednesday 26 June 2024.

Non-Examined Assessment Deadlines

Subject	Exam Board	Student deadline to complete and hand in work
Art & Design (Art Craft & Design)	AQA	8 January 2024
Art & Design (3D Design)	AQA	8 January 2024
Creative iMedia	OCR	3 May 2024
Design & Technology	AQA	22 March 2024
Drama	Pearson	22 April 2024
English Language	AQA	31 January 2024
Hospitality & Catering	WJEC	25 March 2024
Media Studies	Eduqas	31 January 2024
Music	Eduqas	5 February 2024
Physical Education	Pearson	28 March 2024
Sports Science	OCR	28 March 2024

Practical Exams

Subject	Exam Board	Exam Dates
Art & Design (Art Craft & Design)	AQA	18 – 26 April 2024
Art & Design (3D Design)	AQA	18 – 26 April 2024
Drama	Pearson	27 March 2024
Hospitality & Catering	WJEC	30 January – 8 February 2024
Physical Education	Pearson	23 April 2024

Modern Foreign Language Speaking Exam Windows

Subject	Exam Board	Unit Type	Exam Window
Italian	AQA	Speaking	29 April – 3 May 2024
Spanish	AQA	Speaking	29 April – 3 May 2024

Results Day – Thursday 22 August 2024 (9.00 – 12.00 noon)

JCQ Guidance

Please make sure you have read the guidance at the back of this booklet so that you understand the rules of

- **JCQ Information for candidates - coursework**
- **JCQ Information for candidates – non-examination assessments**
- **JCQ Information for candidates – on-screen tests**
- **JCQ Information for candidates – written exams**
- **JCQ Information for candidates – Privacy Notice**
- **JCQ Information for candidates – social media**
- **JCQ Warning to candidates poster**
- **JCQ Unauthorised items poster**
- **JCQ AI Information for Students poster**

Malpractice

- Malpractice means any act or practice which is against the rules set out by the JCQ (Joint Council for Qualifications).
- Any incidents of malpractice will be investigated and reported to the exam board.

Possible offences are:

- Having blank paper for rough work
- Having equipment that isn't allowed in the exam, for example a dictionary or calculator
- Having exam notes in the wrong format or when they are not allowed
- Having study guides, personal organisers, mobile phone, mp3 player, memory sticks, watches
- Failing to follow the instructions of an invigilator or exam board
- Failing to follow the rules of the exam designed to maintain the security of the exam
- Disruptive behaviour in the exam room or assessment session, including offensive language
- Communicating in an exam, verbally or by passing notes
- Offensive, inappropriate or obscene materials in your exam papers, controlled assessments, non-examined assessments or portfolio work
- Working with others when not permitted
- Copying or reproducing work from published sources or incomplete referencing
- Making a false declaration that the work is your own
- Copying work from another student, or allowing your work to be copied
- Deliberate destruction of work
- Alteration or falsification of any results or certificates
- Misuse of assessment materials and resources
- Theft of students work, stolen or removed
- Using the wrong name or candidate number on your work
- Behaving in a way to undermine the security of the exam or assessment
- Using social media to exchange or circulate real or fake assessment materials

Things not to do on social media:

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

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

Research and using references

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

Plagiarism

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

Possible sanctions to the malpractice instances are:

- A warning
- Loss of marks
- Loss of marks for the component
- Loss of marks for the unit
- Disqualification from the unit
- Disqualification from all units in one or more qualifications in the series
- Disqualification from the whole qualification
- Disqualification from all qualifications in the series
- Not allowed to be entered for exams for a set period of time

Personal Data

To understand what information is collected and how it is used, you must read the **JCQ Information for candidates – Privacy Notice** at the back of this booklet.

Copyright

- The copyright of any form of work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the you as the candidate
- By submitting this work, you are granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence)
- If you wish to terminate the awarding body's rights for anything other than assessing your work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights

Coursework assessments/non-examination assessments

You need to read the relevant information at the back of this information booklet on :

- JCQ Information for candidates – coursework
- JCQ Information for candidates – non-examination assessments
- JCQ Information for candidates – social media
- You will be informed about any assessments by your teacher.
- Deadlines for your non-examined assessment units will be communicated you by your teacher and are included on the exam timetable in this booklet.
- Once you have completed your non-examined assessment work, your teacher will mark your work and issue you with your mark.
- If you disagree with their decision you have 7 days to make an appeal to college. You can do this by completing the form on the college website.
- Your work will be re-marked by a different teacher and you will be informed of the outcome.
- Your marks will be submitted to the exam board and your work will be sent to them for moderation.

When your exams will be

- There is an exam timetable included in this booklet.
- You will also receive a personalised timetable with all the exams you will be sitting in March.
- If you need a replacement copy of your timetable, please use your school email address to request one from the Exams Officer (mpinder@shuttleworth.lancs.sch.uk).

What you will be entered for

- You will receive a Statement of Entry form which details the units that you have been entered for.
- The Statement of Entry details the cost of each unit.
- Where you fail to attend your exam without a valid reason, the cost of a missed unit will be requested from your parents/carers.
- **You must check all details on the Statement of Entry carefully, including your name and date of birth as these will be displayed on your certificates. If you need anything changing, please let us know.**
- For exams, your legal names are always used. If you intend on making a deed poll change, please make sure you provide a copy of the certificate to college so we can make the changes and inform the exam board in advance of the start of the exams and certificates being printed.

Where you will take your exams

- You will be sitting your exams in the Sports Hall.
- Students who receive additional support may be seated in an alternative room depending on the support they have been approved for. Rooms and seat numbers will be detailed on your personalised timetable that you receive just before the start of your exams.
- Contingency sessions are scheduled on the dates below. These are sessions that are kept free on the exam timetable should the exam board need to reschedule an examination. You will need to make sure you are available for exams on these dates.
 - Thursday 6 June 2024, PM session
 - Thursday 13 June 2024, PM session
 - Wednesday 26 June 2024, all day
- Please make sure you read the following guidance at the back of this information booklet :
 - **JCQ Information for candidates – written exams**
 - **JCQ Information for candidates – social media**
 - **JCQ Unauthorised items poster**
 - **JCQ Warning to candidates poster**

What time will your exams start and finish

- Morning exams will begin at 9.00am and afternoon exams at 1.00pm.
- You must be ready to start your exam 15 minutes before the start times above. Please make sure you have had any toilet breaks and put your things in your lockers before you arrive to start your exam. **Mobile phones and watches must not be brought into the exam room.**
- Once in your exam, you will remain in the exam room for the full length of the exam. This is Shuttleworth College policy.

What you should wear

- Students must wear full normal college uniform for exams

Where you will sit

- You will receive a personalised timetable with your exam room and seat number.
- Seating plans will also be displayed in the Atrium.
- You must find your seat number before you arrive at the exam room so that the exam can begin on time.
- There will be a card on your desk, please check it belongs to you so that you know you are in the correct seat.

Who will supervise during your exam

- Exams are supervised by a team of invigilators.
- Invigilators are here to make sure all regulations of the exam are met.
- If you need any assistance during your exam then you must raise your hand and wait for an invigilator to come to you.

What you can bring to your exam

- **Mobile phones and watches are strictly forbidden and must be left in your locker or handed to an invigilator, these will be available for you to collect from Reception after your exam.**
- Your bag must be left outside the exam room.
- Water bottles must be see through and any labels must be removed before entering the exam room. They must have a sports cap style lid to prevent spillage.
- Stationery must be in a clear pencil case.
- Black pens must only be used in your exam paper.
- Calculators, maths sets, tracing paper, rulers, coloured pencils will be placed on desks if they are allowed in your exam by the invigilators.
- Invigilators have a supply of black pens, pencils, erasers and pencil sharpeners should a replacement be needed.

If you have two or more exams scheduled at the same time

- The Exams Officer will plan for you to sit all exams you are timetabled for.
- If you are sitting a GCSE modern foreign language listening and reading exam, you will sit both exams in the same room and seat. The reading paper will follow after you have completed the listening paper.
- If you are sitting GCSE Religious Studies, you will receive two papers on your desk and you will need to manage your own time completing both papers.
- If you are sitting papers for two different subjects you will be offered a short rest break between the two exams, which will need to be supervised by an invigilator. You will be offered a toilet break and be able to bring food/drink with you to have during the break. Please make sure any labels are removed from food or drink items and packaging is see through, these can be left with the invigilator.
- The invigilator will confirm the arrangements with you when you arrive in the exam room.

During your exam

- You must enter the room in silence, quickly find your seat and wait for instruction from the invigilators.
- There will be a card on your desk, you must check that it belongs to you so that you are sat in the correct seat number. Your candidate number is also displayed on the card, you will need this for completing the front of your paper.
- **You must not bring a watch or mobile phone into the exam, if you have one on you must pass this to an invigilator before the exam begins, envelopes are provided at the entrance to the Sports Hall or from the invigilator in a smaller room.**
- Water bottles must be clear and have any labels removed and have a sports cap style lid to prevent spillage.
- You must listen to all instructions given by the invigilator throughout your time in the exam room.

- **You must check you have the correct exam paper on your desk, including the tier you should be sitting**
- Only start filling in your information on the front of your paper when the invigilator tells you to do so.
- Start and finish times will be displayed at the front of the room.
- There will be a clock displayed for you to manage your time during the exam.
- You must remain in silence and face forwards throughout your time in the exam room.
- You must only use a black pen when writing your answers.
- Please use your legal name when completing the candidate details section on the front of your paper.
- If you need assistance during your exam, please raise your hand and an invigilator will come and assist you.
- If you need replacement stationery or equipment, please raise your hand and ask an invigilator.
- You must not try and communicate with or disturb any other student in the room, if you do you will be reported to the exam board for malpractice and may have your marks and grade removed.
- You must not leave the room unless you are with an invigilator, if you leave the room without supervision you will not be allowed to return.
- Once you have completed your paper, please use the time you have left to check through your answers. Spelling, punctuation and grammar can give you extra marks in exams for some subjects.
- Please do not graffiti your exam paper – this is classed as malpractice and you may have your mark/grade removed for the paper or qualification.

If you are late to your exam

- Please try to arrive in plenty of time for your exam.
- If you arrive late to school on an exam day, you must report to the exam room immediately, an invigilator will arrange for you to start your exam and give you your start and finish times.
- **Remember to hand in your unauthorised items before sitting down for your exam.**
- You will be given the full amount of time to complete your exam.
- If you arrive after 10am for a morning exam, or after 2pm for an afternoon exam you will be classed as a very late student. You will need to provide details of why you were late and the exam board will be informed. They may make the decision to remove your mark/grade for the paper.
- If you arrive late and the exam has already finished, you will not be allowed to sit the exam and be marked as being absent.

If you are unwell on the day of your exam

- If you are feeling unwell and are unable to attend for your exam, you will need to provide a medical note from your GP or complete a self-certification form (available from the Exams Officer). This information is needed to inform the exam board when applying for special consideration.
- If you are feeling unwell but feel you could complete your exam, invigilators can be informed and arrangements for you to go home after the exam can be made.

Unauthorised absence of an exam

- If you fail to attend your exam without a valid reason, a request for the exam fee will be made to your parents/carers.
- Exam boards will be notified that you didn't attend the exam and your final grade will reflect your absence.

What to do if an emergency alarm sounds

- Evacuation procedures are covered in the briefing before each exam by a member of the senior leadership team.
- **Fire alarm** – if you are in the Sports Hall, please follow the instructions of the invigilators. You will remain in the Sports Hall, and if evacuation is confirmed by the Exams Officer, leave via the fire doors and wait on the service road/MUGA at the side of the building. You must remain in silence and space yourself

from other students, invigilators will be supervising you. Once safe to do so, you will then return to the building and carry on with the rest of your exam. **If you are in any other room for your exam, you must always evacuate as normal to the service road at the side of the building.**

- **Terror Threat** – everyone must evacuate and meet at 'Muster Point B' as when not in an exam. Once safe, you will then return to the building and carry on with the rest of your exam.
- **Lock Down** – please follow normal procedure and remain in the room that you are in. Once safe, you will then carry on with the rest of your exam.
- If your exam is interrupted due to an emergency evacuation, you will have the full amount of time for your exam and the interruption will be reported to the exam board for special consideration.

If you have an Access Arrangement

- Applications will have been made for you to have your arrangement in your exam.
- Where you have been tested and awarded the use of a reader pen, laptop, bilingual dictionary or overlay, this equipment will be provided for you on your exam day and will be placed on your desk ready for the start of your exam.
- Alternative rooming arrangements will only be awarded where you meet strict criteria and the correct evidence can be provided and where this arrangement is your normal way of working in school.
- Invigilators will assist you with a supervised rest break if you are eligible, they will be aware of your arrangement. You will need to let an invigilator know you wish to take your break and they will assist. They will not disturb you to ask if you would like to take one.
- If you have an 25% Extra Time allowance, you will be spoken to when you enter the exam room by an invigilator who will make sure your start and finish times are displayed for you which include your additional time. If you have finished before the normal time, the invigilator will confirm with you if you would like to use any of your extra time.

How you will collect your results

- Results day will be held on Thursday 22 August 2024, 9.00am – 12.00 noon. You will receive a letter with the details nearer the time.
- **If you are unable to collect your results in person**, you can arrange the following by contacting the Exams Officer (mpinder@shuttleworth.lancs.sch.uk)
 - You can ask someone to collect them on your behalf, please give the person collecting them a signed note from you (the student)
 - You can have your results emailed to you on the day, these will be issued to your email address provided by school. We cannot send them to an alternative email address or to a parent email address. Your email address issued by school will be deactivated in December, so please make sure you save the Candidate Statement of Results you receive in case you need them in the future.
 - You can leave a stamped addressed envelope with the Exams Officer who will post these on Results Day.

If you are unhappy with your results

- Staff will be available for you to speak to on Results Day.
- An appeal can be processed for a review of marking of your exam. However, you should speak to your teacher or the Curriculum Leader for the subject before submitting your request for an appeal. They will be able to tell you how many more marks you would need to achieve a higher grade.
- If college request an appeal on your behalf, college will pay for the appeal.
- If you request the appeal, then you will need to pay for the appeal.
- You will need to sign to confirm you understand that your mark/grade could change to be higher, stay the same or be lower and that you are happy for us to make the application for you.
- Consent forms can be sent to your school email address for you to sign digitally, please ensure you can still access your account and check your emails regularly. You can log in via <http://www.office.com> and

if you require a password reset, you can email ictsupport@shuttleworth.lancs.sch.uk with your full name and date of birth and they will assist you in accessing your email. Please let the Exams Officer know if you would prefer a digital form to sign (mpinder@shuttleworth.lancs.sch.uk).

- Your appeal will only be processed if the consent form is returned before the deadline given on your appeals paperwork.
- You will be notified in writing of the outcome and where grades have changed, be issued a new copy of your statement of results.
- **Please note that any discussions about results or appeals outcomes will only be communicated with you (the student) due to GDPR. Consent forms must only be signed by you (the student). The results belong to you, so it is your permission we need to make the appeal.**

How do you collect your certificates?

- You will be informed when your certificates are ready to collect from college.
- Your certificates will be in your legal names, not preferred names.
- We are only required to keep your certificates for 1 year after they have been issued, so it is important that you collect them.
- **You must keep your certificates safe once collected, replacements can only be applied for via the exam board directly and can cost approximately £50 each to replace.**

Useful Contacts

Mrs R England

Head of Centre

REngland@shuttleworth.lancs.sch.uk

Miss K Lightfoot

Deputy Headteacher (Curriculum)

KLightfoot@shuttleworth.lancs.sch.uk

Miss M Pinder

Exams & Data Manager

MPinder@shuttleworth.lancs.sch.uk

Miss L Harrison

Exams Assistant

LuHarrison@shuttleworth.lancs.sch.uk

Mrs S Sagar

SEND CO

Ssagar@shuttleworth.lancs.sch.uk

Mrs L McEvoy

HLTA for Year 11 and Access Arrangements Co-ordinator

LMcEvoy@shuttleworth.lancs.sch.uk



Joint Council for
Qualifications^{CIC}

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, 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

Information for candidates

On-screen tests

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 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.



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

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, 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

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

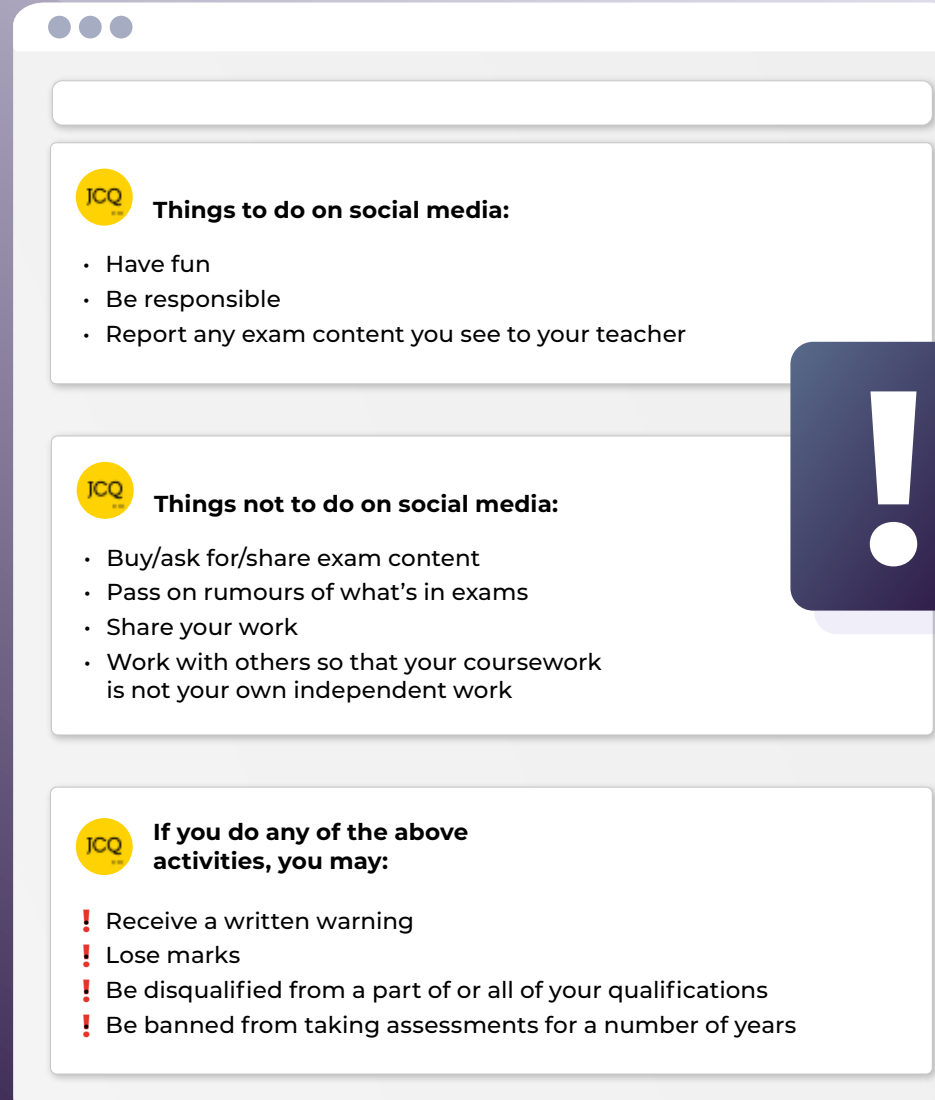
To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links 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






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](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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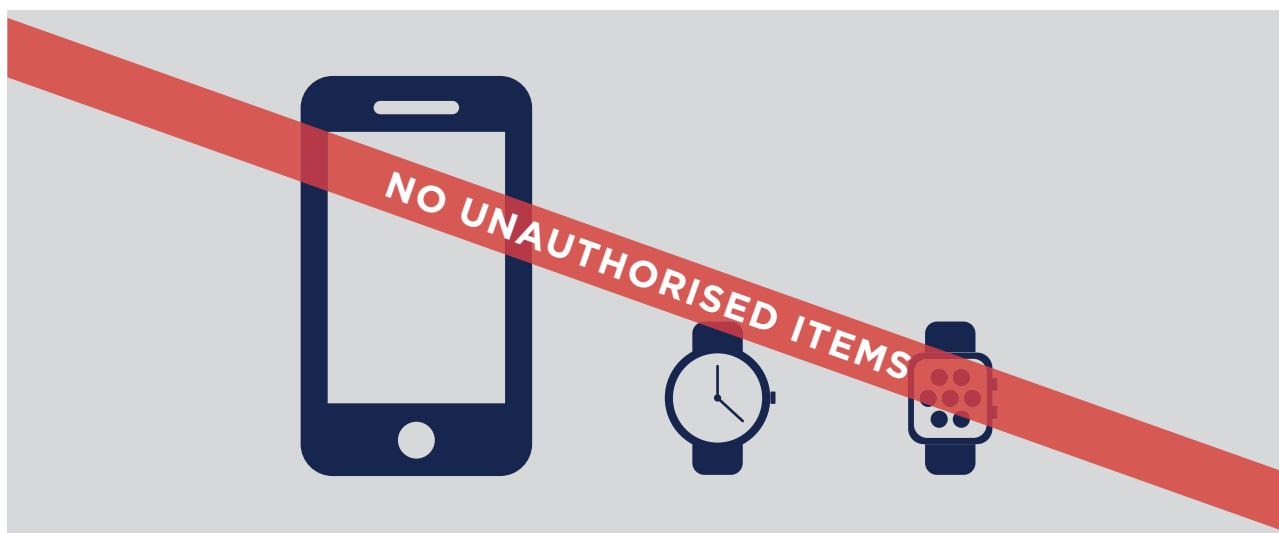
Warning to Candidates

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.

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.

AI and Assessments

A quick guide for students



What is AI?

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



How can AI be misused in assessments?

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

THIS IS CHEATING!



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



1 Know the rules

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

2 Reference reference reference!

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

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

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

DON'T RISK IT!



REMEMBER
Misusing AI is cheating!
Know the rules
Talk to your teachers
Reference clearly