

**Examinations 2024**

**Guidance for  
Students and Parents**

**Centre Number: 15249**

**School Telephone Number: (01582) 722333**

## GCSE Examinations 2024 Guidance for Pupils & Parents

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## Introduction

It is the aim of The Stockwood Park Academy to make the examination experience as stress-free and successful as possible for all pupils.

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

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and The Stockwood Park Academy is required to follow them precisely. You should, therefore, pay particular attention to the Joint Council for Qualifications (JCQ) notices in the appendices of this booklet.

Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations, please contact school on (01582) 722333 and ask for

Mrs Cameron  
Examinations Officer

All the best and good luck!

## Before the Examinations

### Statements of Entry:

All candidates will receive a proposed entry list from the school indicating the subjects they are being entered for and the levels of entry, where applicable. You should check everything on your proposed entry list very carefully. Particularly, check that all personal details (date of birth, spelling of legal names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

### Examination Boards:

The school uses the following examination boards: AQA, OCR, Pearson Edexcel, CCEA and WJEC.

### Candidate Name:

Candidates are registered using **legal** names, not preferred names, and should be the same as birth certificates or passports. Use the legal name that appears on your candidate card.

### Candidate Number:

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear on your examination candidate card in the exam room. Please try to remember this number.

### Unique Candidate Identifier (UCI):

In addition to a candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter), which is shown on your proposed entry list. This number will usually begin with the Centre Number (15249) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

### Timetables:

A copy of the exam timetable is available on the school's website. You will receive an individual timetable showing your own specific examinations with details of date, time and duration of your examinations. Check it carefully. If you think something is wrong, see Mrs Cameron, immediately.

### Contact Numbers:

Please check that school has at least one up-to-date contact number for you.

### Equipment:

All equipment will be provided for your exams.

## **Exam Room:**

When entering the exam room, do so in **silence**. All phones and watches must be removed, **switched off** and put away in bags or handed to your Assistant/Head of House. Phones **MUST NOT** be on your person in an exam room, this **will** lead to disqualification. Place coats and bags outside the exam room, **well away** from entry and exit doors to ensure a clear exit in case of evacuation or emergency.

Find your seat and sit in **silence**, facing the front of the room, without looking around the room or at other candidates.

Your examination candidate label will be on your desk, this is a **legal** requirement. This must be left face up at all times, and in full view for invigilators to see. **Do not** write on or deface this label, it is needed for **all** your exams.

## **During the Examinations**

### **Examination Regulations:**

JCQ issued rules and regulations that have to be strictly followed by all schools – these are attached to the back of this booklet. All candidates must read these carefully and note that to break any of the examination rules or regulations, could lead to disqualification from all subjects. The school has to report any breach of regulations to the awarding body.

### **Attendance at Examinations:**

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in **school uniform**.

### **Full school uniform must be worn by all students attending school for examinations.**

Candidates who arrive late for an examination may still be admitted. If special consideration applies then you must speak to the Examinations Officer (see Absence from Examinations).

Pens should be **black ink** or ballpoint - no erasable or correction pens are allowed.

Glasses cases and watches/smartwatches are **NOT** allowed, and must be put into your bags before the exam.

For mathematics and science examinations, pupils should make sure their calculators conform to the examination regulations, but will be provided.

No item may be borrowed from another candidate.

**Do not attempt to communicate with or distract other candidates**

Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.

A security detector will be used randomly on days of exams to check for watches and mobile phones so these are **NOT** be brought into the examination room, and must be left in lockers or bags, and **switched off**. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession, during an examination (even if it is turned off) or goes off in a bag, it will be taken from you and a report made to the appropriate examination board. No exceptions can be made.

No food or drink is allowed in the examination rooms, with the exception of water, which must be in a **clear unlabelled see-through bottle**.

Do not draw graffiti or write comments on examination papers – if you do, the examination board may refuse to accept your paper. Do not draw/write on your hands during the exam, it could be mistaken for cheating.

Any student using a laptop or PC must ensure they type in a WORD document, in 12-point Font and double spaced, and each page numbered.

Each page **MUST** have a Header, (just a couple of lines) that includes:

Centre Number 15249, Your Candidate Number \_\_ \_\_ \_\_, your name and the Unit / Component code of the Exam.

Any problems, put your hand up and ask an Invigilator!

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that you **need** to know about.

Check you have the correct question paper – check the subject, paper and tier of entry.

Read all instructions carefully and number your answers clearly.

Candidates must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination room early without the express permission of the Examinations Officer. If you have finished the paper, use any time remaining to check over your answers and ensure you have completed your details correctly.

At the end of the examination all work must be handed in. Remember to cross out any rough work, but do not make it ineligible, for an examiner to see. If you have used extra sheets of paper insert them inside your answer booklet, in the correct order, ensuring your name and candidate number is on each sheet.

Invigilators will collect your examination papers before you leave the room. Absolute **silence** must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Question papers, answer booklets and additional paper must not be taken from the examination room.

Remain seated in **silence** until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

If the fire alarm sounds during an examination the invigilators will tell you what to do. Do not panic! Mrs Cameron or a member of SLT will inform us if we need to evacuate the exam room, and at that point you will leave the exam room in rows via the nearest fire exit.

### **Invigilators:**

Invigilators are in the examination rooms to supervise the conduct of the examination. They will hand out extra writing paper if required and deal with any problems that occur during the examination, for example, if a candidate is feeling unwell.

Please note that invigilators cannot discuss the examination paper with candidates or explain the questions. They cannot tell you the time, or how much time is remaining for the exam.

### **Absence from Examinations:**

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

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer, without delay. Your doctor or nurse must have signed the documentation.

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

## After the Examinations

### Notification of Results:

GCE results for 6<sup>th</sup> Form students will be available on **15th** August and GCSE Results for Year 11 will be available on **22nd** August 2024, a letter will be sent home nearer the time with collection times.

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

### Post Results:

If you need post-results advice, SLT & teaching staff will be available on results day. Post Result Services will be available to you on the school website In July.

### Certificates:

Examination certificates will be available for collection from late November.

**Please** collect these certificates, they are important and you may need them in future years for education, training or employment, and are expensive to replace.

If you wish any other person (including family members) to collect your certificates on your behalf, **you must give your written authorisation to the Examinations Officer, prior to collection.**

### Policies:

All of the academies policies are available to see from the exams office or on the school website.

### Contingency dates:

If some exams are unable to take place on designated dates the JCQ have contingency dates which you must be available for. The dates are: the afternoon of 6<sup>th</sup> and 13<sup>th</sup> June and all day on 26<sup>th</sup> June.



## Frequently Asked Questions

### **Q. What do I do if there is a clash on my timetable?**

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and isolated, as they must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. If in doubt, please consult the Examinations Officer. No exam session must exceed three hours (with the exception of extra time candidates).

### **Q. What do I do if I think I have the wrong paper?**

The Examinations Officer/Invigilator will ask you to check your paper before the examination starts. If you think something is wrong, put your hand up and tell the Examinations Officer/Invigilator immediately.

### **Q. What do I do if I forget my Candidate Number?**

Candidate Numbers are printed on candidate labels, which are displayed on your desk in the examination rooms.

### **Q. What do I do if I forget the School Centre Number?**

The Centre Number is 15249. It will be clearly displayed in the examination room.

### **Q. What do I do if I have an accident or am ill before the examination?**

Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a laptop/scribe to write your answers, but we will need as much prior notice as possible.

You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an 'Appeal for Special Consideration' on your behalf (see below).

### **Q. What is an Appeal for Special Consideration?**

Special Consideration is a post examination adjustment to a candidate's mark to reflect temporary illness, injury or other indisposition at the time of the assessment. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for very exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course, but performance in the actual examination or assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis at the time of the examination/assessment. The Examinations Officer must be informed immediately so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support such an application.

### **Q. What do I do if I feel ill during the examination?**

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination.

**Q. If I'm late, can I still sit the examination?**

Provided you arrive at school by **9.30am** or by **2.00pm**, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will inform the Examinations Officer who will escort you to the examination room. You must not enter an examination room without permission after an examination has begun.

You should also be aware that if you start the examination more than 30 minutes after the published starting time, the school must inform the examination board and it is possible that the board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

**Q. If I miss the examination can I take it on another day?**

**No.** Timetables are regulated by the examination boards and you must attend on the given date and time.

**Q. Do I have to wear school uniform?**

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

**Q. What equipment should I bring for my examinations?**

All equipment will be provided for your examinations for the 2023/24 exam season

**You must not attempt to borrow equipment from another candidate during the examination.** If you need equipment put your hand up and an invigilator will assist you.

**Q. What is allowed in the examination room?**

Only material that is listed on question papers is permitted in the examination room and pupils who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a pupil would normally be disqualified from the paper of the subject concerned.

Items not permitted under examination regulations must be left in your bag or handed to the invigilators, including combs, make up, lip balms. Do not bring any valuables into school when you attend for an examination.

No food or drink is allowed in the examination room, with the exception of water which must be in **a clear, unlabelled see-through bottle**.

Mobile telephones – If you have to bring a mobile (preferably leave at home) it must be **switched off** and left in your bag at the back of the examination room. Please note that some mobile telephones have an alarm/alert system that activates even when the telephone is switched off. **Check** your telephone and cancel any alarms/alerts.

**Q. Why can't I have my mobile telephone on me in the examination room?**

Being in possession of a mobile telephone (or any other electronic communication device, e.g. iPod, headphones, watch/any smartwatches) is regarded as cheating and is subject to **severe penalty** from the awarding bodies.

The minimum penalties are as follows:

Device found on you and turned ON – disqualification for the entire subject award. Device found on you and turned OFF – disqualification from the specific paper you are sitting at the time.

If a telephone rings during the examination, wherever it is in the room – the examination board must be informed and you will be disqualified from **all** papers (including any already taken).

**Q. How do I know how long the examination is?**

The length of the examination is shown on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. They will display the finish time of the examination on the white board at the front of the examination room. There will be a clock in all examination rooms.

**Q. Can I leave the examination early?**

It is not the school's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may **not** leave the examination room without the permission of the Examinations Officer. Leaving the room without permission could result in a disqualification.

**Q. What do I do if the fire alarm goes?**

The examination invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

**Q. Can I go to the toilet during the examination?**

You need to have been to the toilet before your exam. You will **not** be allowed to leave the exam room to use the toilet, unless you have a medical toilet pass issued by Student Services.

**Q. Why do I need to check my details on the Statement of Entry?**

The details on your Proposed Entry List will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

**Q. I am entitled to extra time – how will this affect the way I take my examinations?**

Some pupils receive an allowance of up to 25% extra time. This will be arranged with the SENCO and you will be seated elsewhere.

**Q. What do I do if I don't get the grades I need/expect?**

Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Department to obtain their advice as to the advisability of requesting a review of the paper. You should be aware that your mark could go down as well as up or even stay the same. Review requests must be submitted to the Examinations Officer by the date on the form.

## **TO SUMMARISE: TSPA Exam Procedures**

1. Students must check their exam entries and return the accompanying letter, highlighting any issues, before making sure they know their own personalised exam timetable for their exam times, locations and seat numbers for every exam.
2. **DO NOT BE LATE!** Later than 30 minutes after the exam time and you will be reported to the Exam Board for that exam and it may not be accepted. Any absences should be reported to Student Services as early as possible on the day.
3. Students taking an exam in the Sports Hall, Assembly Hall or other exam venue, must make their way to the KS4 Hub for exam loading, when instructed.
4. Students line up in silence according to their seat row (indicated on their exam timetable) and await instructions before proceeding to enter the exam venue.
5. All outdoor clothing must be removed before entering an exam venue. Bags must be off shoulders.
6. Mobile phones must be switched off and all electronic devices, including mobile phones, smart watches, i-pods, MP3/4 players, ear buds/earphones, airpods, fitbits and **all** watches, must be left in bags. No lip balm, make-up, mirrors, combs etc in pockets either as you may be electronically scanned for these items. Revision notes must also not be taken into the exam venue.
7. Only water is permitted in exam venues and must be in a clear bottle, with ALL labels removed. Water bottles should not exceed 300ml of water and should be placed on the floor under the exam desk.
8. Students must remain in silence when entering and sitting in the exam room and await instructions from the exam team. No communication at all is permitted which includes talking, winking, smiling, nodding or pulling faces, etc.
9. Go to the toilet before the exam as visits are not allowed during exams other than if the student has been issued with a toilet pass. Students who leave the room without permission and unescorted will **NOT** be allowed back in and **WILL** be disqualified from that exam.
10. Any problems whilst in the actual exam, put your hand up and ask an invigilator. They are there to help you through your exam season, just not with exam questions!

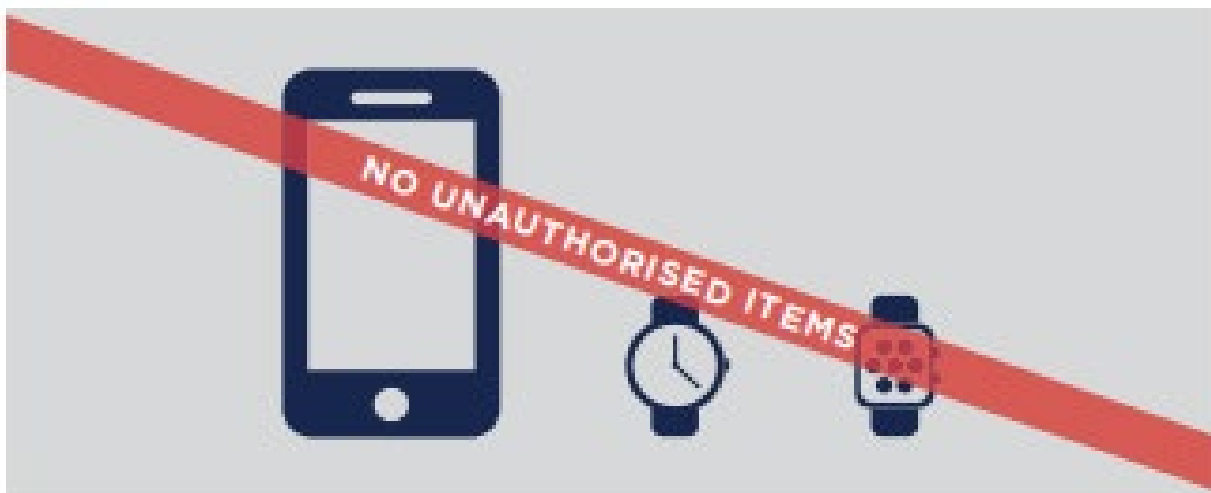
## Warning to Candidates

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.

Appendix 3

# Information for candidates

## Written examinations

With effect from 1 September 2023



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

Produced on behalf of:



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

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

This document was first published on 1 September 2023. It was amended January 2024.

## **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, or a watch.
  - (c) AirPods, earbuds or earphones

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 put it in your bag.
- 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 or draw offensive or obscene 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 Student Services before going to the exam room.



- 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**

- 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.
- 7 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.

**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.
- 2 Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details (name, candidate number and centre number) to any additional answer sheets that you use.
- 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 the question paper, answer booklets used or unused, rough work or any other materials provided for the exam



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

Appendix 4

## Information for candidates

### On-screen tests

With effect from 1 September 2023

Produced on behalf of:



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**This document has been written to help you.**

**Read it carefully and follow the instructions.**

If there is anything you do not understand ask your teacher.

## A. Regulations – Make sure you understand the rules

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

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

- (d) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (e) 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 put it in your bag..
- 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.

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

You may use a calculator unless you are told otherwise.

- 1 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.

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

### **C. Instructions during the on-screen test**

Always listen to the invigilator. Always follow their instructions.

- 1 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.

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.

### **D. 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.

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.
- 3 Make sure that another candidate does not collect your printout(s).
- 4 Do not leave the exam room until told to do so by the invigilator.

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

# Information for candidates

## Coursework 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 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.

Using information from published sources (including the internet) as the basis for your coursework 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’.

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/onthistday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2023.

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 or ideas 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 pre-prepared online solutions – 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 or ideas 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**



## 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 online solutions – 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, encyclopaedia's, journals, TV, radio and on the internet.

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://onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2023.

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 or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

Plagiarism involves taking someone else's words, thoughts or ideas 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**

## Plagiarism

### Appendix 7



### 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.



## **Information for candidates**

### **Using social media and examinations/assessments**



Image by Patrice Jones

**This document has been written to help you stay within exam regulations.**

**Please read it carefully.**

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



## **Penalties that awarding bodies apply include:**

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

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

**Please take the time to familiarise yourself with the JCQ rules:**

