








Student Examination Booklet

2023-2024

Centre Number - 14737

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Student Examination Information Booklet 2023-2024

Sutton Grammar School aims to ensure examinations run as smoothly as possible for all our candidates. We hope this booklet will provide you with informative and helpful advice to assist you in all of your examinations. Please read the booklet carefully so you are aware of the examination procedures and regulations. The information in this booklet applies to all of your examinations, including Mock exams.

There are a number of rules and regulations for examinations that you must be aware of, most of which are set by the awarding bodies. The school is required to ensure that the regulations are followed. Please ensure you read the following documents that are in the Appendices:

Appendix 1 Information for candidates: Coursework Assessments

Appendix 2 Information for candidates: Non-examination Assessments

Appendix 3 Information for Candidates - Social Media

Appendix 4 Warning to Candidates

Appendix 5 Information for Candidates – Written Examinations

Appendix 6 AI & Assessments

Appendix 7 Information for Candidates - Unauthorised items

Appendix 8 Privacy Notice

Appendix 9 On-screen tests

We have tried to answer some of the questions you may have in the 'Frequently Asked Questions' section of this booklet, but if you have any further questions or something which you do not understand, please contact the Examinations Team. You can also speak to your Form Tutor or Head of Year if you have any concerns.

You can contact the Exams office via exams@suttongrammar.school or 020 86614534. The Exams office is located next to the English office.

Remember – we are here to help.

Good luck!

Externally Assessed Examinations

Before the Examination

At the beginning of February, you will have received your individual candidate examination timetable for your Summer Examinations.

- Please check that all personal details are accurate as these will appear on certificates and it may be difficult to change them once certificates are printed.
- Your personal details are submitted to the awarding bodies and so it is imperative that any inconsistencies with spellings of names for examinations must be raised with the Examinations Team as soon as possible. **Students are entered under the name format of (Legal) Surname, (Legal) Forename, eg Johnson, Thomas.** You must also double check your date of birth.
- Please also check the entries are correct. Some subjects do not have a tier of entry; others have foundation or higher tier of entry. If there is a clash that has not been resolved, **you must inform the Examinations Team urgently.**

A copy of the Sutton Grammar School Examination timetable is on the school website. Along with other important examination documents.

Examination Clashes

If you have a clash on your timetable, i.e. two or more examinations at the same time, arrangements will be made for you to take these subjects one after the other as long as the total time is not more than three hours. Centres are not allowed to move examinations to a different session if the total time does not exceed three hours. In these circumstances where the total time is three hours or less you will be entitled to a supervised break of no more than 20 minutes between the papers. The break will be conducted under formal examination conditions within the examination room. You are not allowed access to revision notes. If the total time is more than three hours, the examinations will be split between morning and afternoon sessions. If this happens, an invigilator will supervise you in between examinations. You must bring lunch with you and may have access to your revision notes. During this time, you will not be allowed access to your mobile phone/smart watch, etc.

Awarding Bodies

Sutton Grammar School uses the following awarding bodies - AQA, Edexcel, OCR, WJEC and CIE. Please be aware of different course requirements for each awarding body and ensure you are using the relevant support materials.

Candidate Number/Name

Each candidate has a four-digit candidate number and this is the number that awarding bodies refer to you as a candidate number. Students must use this number for all examinations and controlled assessments. The number will appear next to your name on seating plans and this is shown on your individual Statement of Entry.

Students will also be required to enter the school's Centre Number on all your examination answer/question booklets. The school Centre Number is 14737. This will also be displayed around the exam room/on the whiteboard in the examination venue. Students should state their candidate number or the Centre Number in mocks.

Examination Regulations

A copy of the 'Information for Candidates', which is issued jointly by the awarding bodies, is printed in this booklet. All students must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. Sutton Grammar School must report any breach of regulations to the relevant awarding body.

Invigilators

Sutton Grammar School employs external invigilators to conduct the examinations. You are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of examinations. Invigilators ensure that all rules and regulations are maintained in accordance with the Joint Council for Qualifications' [JCQ] regulations. Invigilators will distribute and collect the examination papers, tell you when to start and finish the examination, hand out extra writing paper if required and deal with any problems that may occur. Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Attendance at Examinations

You are responsible for checking your own examination timetable and arriving at school on the correct day and time properly dressed in full school uniform and equipped ready to start the examination. You must arrive at least 30 minutes prior to the start of your examination.

You are required to assemble outside the examination room before the start of each examination. For morning examinations, students must assemble at 08.30 am ready for a 09.00 am start and for afternoon examinations 13.00 pm ready for 13.30 pm. You will be advised when you can enter the examination room and invigilators will be both outside and inside the examination room. (Please note, times for mocks may differ and you will be informed of the times beforehand.)

Lateness

If you are late for an examination, the school will give you the full-time allowance.

A report will be completed to the Exam Board and sent within 7 days of the exam taking place. It will contain a report as to the reasons why you were late, the start and finishing times of the exam by the late student as well as the start and finishing time of actual exam.

If you are more than an hour late, the awarding body may refuse to accept your examination paper.

Absence from Examinations

If a student experiences difficulty during the examination period, e.g. illness, injury, personal problems, etc., please inform the Examination officer at the earliest possible point so they can help or advise you.

- Only in 'exceptional circumstances' are students 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 student, Parent or Carer and given to the Examinations Team without delay in all cases where an application for Special Consideration is to be made.
- For the award of a grade by Special Consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 40% of the examination (including coursework) must be completed. Please note that misreading the examination timetable will not be accepted as a satisfactory explanation of absence.

It is important that the school is contacted if either you are unable to attend your examination due to illness, you are absent through a genuine emergency or you have been delayed getting to school for the start of an examination. Please ensure you telephone by 8.30am for morning examinations and 12.30pm for afternoon examinations. If you are absent due to illness and have a medical note, please pass it to the Examinations Team.

The school will always try to make contact with home where students have failed to attend an examination in case there has been an oversight or misreading of the timetable.

Bags and Personal Belongings

Only items you require for your examination are to be taken into your examination room. Bags and other materials, including mobile phones/electronic devices, must be left in the designated bag drop area.

Mobile Phones, Watches and Electronic Equipment

Any unauthorised materials or equipment, e.g. Watches (of any kind), iPods, mobile phones, Fitbits, MP3/4 players, AirPods or earphones/earbuds, pen drives or any products with an electronic communication/storage device or a digital facility must not be taken into the examination room. Possession of unauthorised material is breaking the rules and you will be disqualified from that paper. Therefore, mobiles/electronic devices must either be left at home or given to an invigilator outside the examination room before the start of the examination. The item will be placed in a secure bag and students will be issued with a card that states a bag number. **No exceptions can be made.** Students will be able to collect their item/s by handing the bag number card to the invigilators at the end of the examination.

Equipment

It is your responsibility to bring all your own equipment and any resources required to your examination. Borrowing from other candidates is NOT allowed when you are in the examination venue.

You should bring your equipment in a clear plastic bag or pencil case.



Maths set boxes are **not** to be taken into the examination room.



Equipment you are required to bring to every examination:

- 2 black pens
- 2 HB pencils
- Ruler
- Pencil sharpener
- Rubber

Items to be brought to certain examinations (check equipment needed with your teacher for each examination – if you are unsure bring to your examination anyway)

- Compass
- Protractor
- Calculator
- Coloured pencils

The school will provide tracing paper if it is needed.

Scrap paper and revision notes must not be taken into the examination room. You must do any rough work in your answer booklet. Cross out anything you do not wish to be marked.

Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. However, questions, text extracts, individual words or phrases may be highlighted. You must write in black ink or ballpoint pen, except for drawings (pencil) or rough notes.

Food and Drink

You are only allowed to take water into the examination room in an unlabelled reusable clear, colourless bottle. Bottles must be free from writing or illustrations. Chewing gum and any other food and drink are not permitted. Please ensure you have enough water for the duration of your examination as you will not be allowed to refill your bottle during the examination and invigilators cannot do this for you.

Calculators

A calculator can be used unless you are told otherwise. Your subject teacher will inform you if you are not allowed a calculator for a particular paper. Remember you may need to bring a calculator for subjects such as Business, Economics, Geography, PE etc as well as Maths and Sciences. If you are allowed a calculator in an examination, check the batteries are working properly, clear anything stored in it, remove the case and ensure it is a size suitable for use on the examination desk. You must bring your own calculator if you need one and you are responsible for making sure your calculator works properly and it meets examination board regulations. If in doubt, please check with your teacher.

Calculators must not:

- Be designed or adapted to offer any of these facilities:
- Language translators
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other machines or the internet
- Be borrowed from another candidate during an examination for any reason
- Have retrievable information stored in them, this includes:
 - Databanks
 - Dictionaries
 - Mathematical formulae
 - Text

Seating Plans/Examination Venues

Seating plans will be displayed on the examination noticeboard outside the exams office & the venue of the exams ie., Main hall, Sports Hall, other rooms. This information will also be shared with form tutors.

Students are to enter the examination venue in complete silence.

Conduct in the Examination Venue

As soon as you enter the examination venue, you are under examination conditions. You must not communicate with any of your fellow students and must not turn around. If there is any communication (verbal or non-verbal) between students it will be assumed you are cheating and be treated accordingly. You must ensure you sit at the correct desk to ensure you complete the correct question paper. If you need assistance, raise your hand and wait for an invigilator to attend to you. Once you have entered the examination venue, you have to be escorted at all times if you need to leave (for example, if you need the toilet or feel unwell).

Listen carefully to instructions and notices that are read out by invigilators – there may be amendments to the examination paper that you need to know about. Before you start, check that you have the correct question paper (this also includes the tier) and an answer booklet if required. If you do not have the correct paper, raise your hand and keep it raised until the invigilator resolves the issue, do not sit the wrong paper as this could have consequences for your overall grade. Read the instructions on the front of the examination paper before starting the examination and make sure you are clear as to how many questions you are required to answer. Please put your legal name on your examination paper (not your preferred name).

Invigilators are there to help but they cannot help you with any questions in your examination paper. If you have any queries, do not be afraid to raise your hand and ask for assistance.

You will not be allowed to leave an examination early if you have finished as this disturbs other candidates. You must check your examination paper through and sit in silence.

Please do not write on examination desks or write or draw anything other than examination answers in your question/answer booklet. You are not permitted to draw graffiti or write offensive comments on examination papers – if you do, the awarding bodies may refuse to accept the examination paper and students may risk disqualification.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Leadership and Management Team. Any disruption will be reported to the awarding body and could affect the outcome of the paper.

End of the Examination

If you finish before the time allowed for the examination, carefully check all your answers. Make sure your name and candidate number are on every piece of paper used. At the end of the examination all work must be handed in to the invigilator. Rough paper is not allowed in examinations, so all work you have done will be sent to the awarding body for marking, therefore remember to cross through any rough work you do not want to be marked.

Invigilators will collect your answer booklets and question papers before you leave the examination room. If there is any communication, it will be assumed you are cheating and this action will be treated accordingly. You will be dismissed from the examination one column at a time and you will be told which exit to use. You must remain in complete silence until you have left the examination venue. Please show consideration for those students who may still be working.

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

Examination Tips for the Day of Your Examination

- Eat a good breakfast.
- Make sure you know where your examination is being held and what time it starts
- Give yourself plenty of time to get to the examination.
- Take all the equipment you need for each examination, including extra pens and pencils.
- Go to the toilet beforehand!
- Read all the instructions carefully before starting the examination and ask the invigilator if anything is unclear.
- Read the questions before you start writing and make sure you are clear as to how many questions you are required to answer.
- If you are stuck on a question, move onto the next. You can always come back to it later.
- Plan how much time you will need for each question.
- Never leave a question unanswered. Even if you write an answer in the last minute of the examination, you might get some marks for your answer. If you are really stuck, try to have an intelligent guess.
- Leave time to read through and check your answers before the examination finishes.

Emergency Evacuation

In the event of an emergency, for example a fire drill, the following must be carried out in complete silence:

- If the fire alarm goes off, firstly do not panic. You must stop writing, close your answer booklet, remain seated, and listen to the instructions from an invigilator.
- An invigilator will tell you when to leave and where to assemble.
- Leave all your equipment and examination paper in the examination room.
- You must leave the room in complete silence and must not speak to fellow students.
- Once evacuated you will stand outside of the Sports Hall in the seating plan order. You must remain in absolute silence.
- When you return to your examination room, do not start writing until the invigilator informs you to do so.
- The invigilator will make a note of the time of the interruption and how long it lasted.
- You will be allowed the full working time set for the examination.
- The examination board will be notified of the disruption.

Contingency dates for summer 2024 exam series — NEW

As usual, there will be a contingency day at the end of the GCSE, AS and A level exam timetables in the UK. Following the Covid-19 pandemic, further resilience was needed within the exam timetables and a single contingency day was not felt to be sufficient if a national event or incident had a significant effect on the exam timetable.

For June 2024, there will now be two additional half-day contingency sessions. These are on **Thursday 6 June 2024** and **Thursday 13 June 2024**. The standard contingency day remains at the end of the timetable on **Wednesday 26 June 2024**.

Schools and colleges should ensure candidates and parents are aware of the contingency arrangements on these three days, and candidates should be encouraged to remain available until Wednesday 26 June 2024 should examinations need to be rescheduled.

November 23 & Summer 2024

Key Dates for Results November 23

- GCSE Results – Thursday 11 January 2024 time 9:00

Key Dates for Results 2024:

- GCE Results – Thursday 15 August 2024, time 08:00
- GCSE Results – Thursday 22 August 2024, time 09:00

If you are unable to collect your results in person and would like someone else to collect them on your behalf, e.g. a Parent, Carer or a nominated representative, they must carry ID such as a driving licence, passport, as well as a signed letter of authorisation from you giving them permission to pick up your examination results.

Results are not given out over the telephone or via email under any circumstances.

If for any reason you are unable to collect your results personally or send in a nominated representative, we are able to post results upon receipt of an A5 stamped self-addressed envelope. This must be handed into the Examinations Office.

Enquiries about Results - Post Results Services

Review of Results

If you would like to query a mark/grade upon receipt of your examination results, you should contact either the relevant Head of Department or the Examination office. All information and deadlines will be given to you with your examination results and emailed to you and your Parents or Carers before the summer holidays. **Please be aware that grades can be either raised, remain the same or lowered.** If the result is lowered students cannot return to the original grade.

If you wish to go ahead, **payment must be received before the request can be processed.** In all cases, you must sign the consent form before the application can be processed.

Access to Scripts

Following the release of results, you can request a return of an examination script. Please be aware when the awarding body has returned the original script, you can no longer request a review of marking of this examination paper.

Examination Certificates

Certificates will be available from **1 December 2024** for the exams taken in Summer 2024.

If you are unable to collect your certificates in person, a representative can collect them on your behalf but they must provide the following documentation:

- A signed letter of authorisation from you giving them permission to pick up your certificates.
- A form of ID, e.g. a passport or driving licence.

Sutton Grammar School is only obliged to keep certificates for a period of one year after issue. If students do not collect their certificates within this time or if they lose their certificates, they can only be replaced by direct application to the awarding body. This will require proof of identity such as a birth certificate and a fee per awarding body. The fee varies from exam boards. Please contact the relevant awarding body in this instance. Therefore, students are encouraged to collect their certificates as soon as possible and keep them safe.

Frequently Asked Questions

Why do I need to check my Statement of Entry and Examination timetable?

The details on students' Statement of Entry will be used when certificates are printed. If your name or date of birth do not match your birth certificate, it could cause problems if you are asked to show your certificates to a potential employer, college or university at some time in the future. You should also check the subject and the tier of entry you have been entered for and that there are no subject details missing. The tier of entry is confirmed by the Head of Faculty. If there are any discrepancies, please raise this immediately with the Examinations Team.

What do I do if there is a clash on my timetable?

We will reschedule papers internally on the same day where there is a clash of subjects. Students will normally sit one examination paper and then have a supervised break where they will not have any communication with other students or people outside Sutton Grammar School. They will then sit the second subject paper. Correct times will show on students' individual examination timetable.

What time do examinations start?

Morning examinations start at 9.00am and students should arrive by 8.30am. Afternoon examinations start at 1.00pm and students should arrive by 12.30pm. Times for mocks/end of year exams may differ and you will be informed of the times beforehand. You must check the seating plan displayed on the Examinations noticeboard by Student Reception for your examination venue and seat number.

What should I do if I think I have the wrong question paper?

Invigilators will ask you to check before the examination starts. If students think something is wrong, please raise your hand and tell the invigilator immediately.

What should I do if I forget my candidate number?

Candidate numbers are printed on the seating plans that are displayed inside the examination room, and this is on your individual examination timetable. Invigilators will be able to help students find their candidate number as well.

What should I do if I forget the Centre Number?

The Centre Number is **14737**. This is displayed in the examination room.

What do I do if I am ill or injured before the examination?

Inform the Examinations Team at the earliest possible point so we can help or advise students. In the case of an injury that means students are unable to write, it may be possible to provide students with a scribe to write students' answers, but we will need as much prior notice as possible. You will need to obtain medical evidence from a GP or hospital if you wish the Examinations Team to make an application for Special Consideration on your behalf (see below).

What is an application for Special Consideration?

Special Consideration is an adjustment to the marks or grades of an eligible candidate. The allowance for consideration is from 0% to 5%. 5% is reserved for exceptional cases. Parents and Carers should be aware that any adjustment is likely to be small and no feedback is provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered for the whole course, but performance in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident, injury, bereavement and domestic crisis. The Examinations Team must be informed immediately, so that the necessary paperwork can be completed within seven days of last examination session for each subject. The student will be required to provide evidence to support such an application.

What do I do if I feel ill during the examination?

Students should raise their hand and an invigilator will assist them. Students should inform an invigilator if they feel ill before or during an examination and feel this may have affected their performance.

If I miss an examination, can I take it another day?

No. Examination timetables are regulated and set by the awarding bodies and students must attend on the given date and time.

Can I go to the toilet during the examination?

If it is necessary, yes. An invigilator will escort you, but you will not be allowed any extra time unless you are unwell. Please be aware you will be asked to empty your pockets before you enter the toilets. Only one student is permitted in the toilet at a time to remove potential for communication. Toilet breaks will not be permitted within 10 minutes of the end of an exam.

Can I leave the examination when I have finished?

No. You must use the full time allowance and check your paper through. You will only be allowed to leave when all the answer booklets and question papers have been collected and the invigilator has dismissed you.

What items are not permitted in the examination room?

Only material that is listed on question papers, e.g. an anthology, is permitted in the examination room. Students who are found to have any material with them that is not allowed, will be reported to the awarding bodies. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

No food is allowed in the examination room.

Why can't I bring my mobile phone to an examination?

Being in possession of a mobile phone, watches or any other electronic communication device, e.g. iPods, smart watch, iWatch, is **regarded as cheating** and is subject to **severe penalties** from the awarding bodies. If students do bring a mobile phone or electronic device to an examination, students **must** hand the item to an invigilator before the start of the examination. The item will be placed in a secure bag and students will be issued with a card that states a bag number. Students will be able to collect their item by handing the bag number card to the invigilators at the end of the examination.

How do I know how long the examination is?

The length of the examination is shown in minutes on the individual examination timetable under the heading 'duration'. Invigilators will tell students when to start and finish the examination. The start and finish time will be displayed on whiteboards at the front of an examination room. There is always a clock in every examination room. In large examinations, such as those in the Sports Hall, there is a countdown timer projected on the wall, and this states how long until the end of the examination.

If you are not sure of anything – ask!

Information for candidates

Coursework assessments

Effective from 1 September 2023

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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm,
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 (e.g.AI) 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.

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 these regulations.

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

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 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'.

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/onthistday/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 or ideas 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 or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Do not think you will not 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 or seen the source you are using (or even marked the essay 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

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




JCQ Things to do on social media:

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

JCQ 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

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

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

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



| | | | | | |
|-----|---------------|------|-----|---------|------|
| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
|-----|---------------|------|-----|---------|------|

Warning to Candidates

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

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



AQA City & Guilds CEA OCR Pearson VVJEC

Information for candidates

Written examinations

With effect from 1 September 2023

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

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

A. Regulations – Make sure you understand the rules

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

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

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

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

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the exam

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

E. Advice and assistance

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

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. **For CCEA examinations, any loose additional answer sheets should be placed behind your script.**
- 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.

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



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.

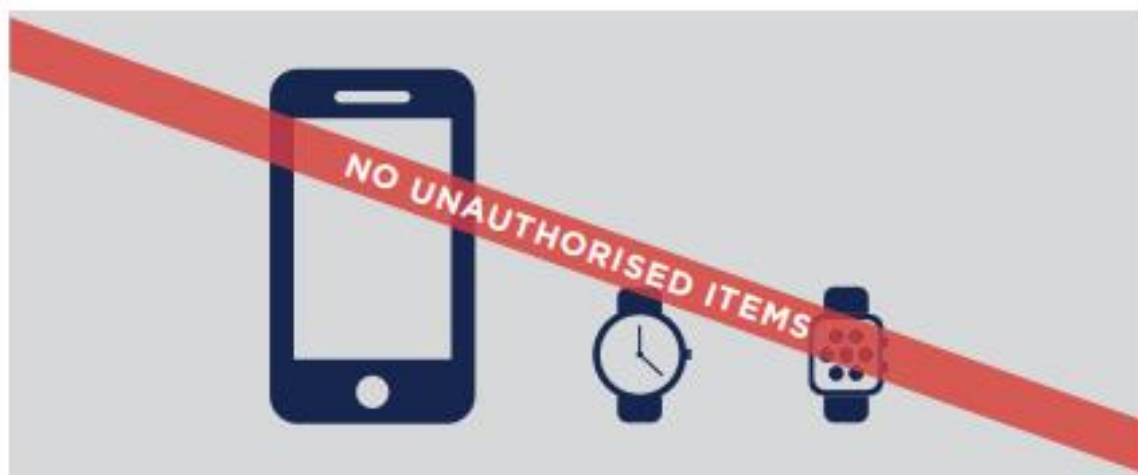
DON'T RISK IT!



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

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.



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.



Information for candidates

On-screen tests

With effect from 1 September 2023

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.