



# **EXAM INFORMATION**

**2023-24**

Headteacher: T Gibbs B Ed (Hons) NPQH  
Whitwell Road, Reepham, Norwich, NR10 4JT  
**Reepham High School & College** Tel: 01603 870328  
Email (main school): [office@reephamhigh.org.uk](mailto:office@reephamhigh.org.uk) [www.reephamhigh.com](http://www.reephamhigh.com)  
Email (college): [office@reephamcollege.org.uk](mailto:office@reephamcollege.org.uk) [www.reephamcollege.com](http://www.reephamcollege.com)

It is the aim of Reepham High School and College to make the examination experience as stress-free and successful as possible for all candidates.

This booklet contains important information about your exams and coursework. Please read it carefully and try not to lose it. Exam seasons can be worrying times for students; knowing and understanding the information in this booklet will help you approach your exams in a well-organised manner.

Please show this to your parents or carers 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 Reepham High School and College is required to follow them precisely. You should, therefore, pay particular attention to the Information for Candidates.

Answers to many frequently asked questions are found towards 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, need help or advice at any time before, during or after the examinations please contact the Exams Manager, Mrs Brett on 01603 870328 ext 1024 or you can email [exams@reephamhigh.org.uk](mailto:exams@reephamhigh.org.uk)

Remember – we are here to help.

### **Academic Year 2023-24 Exam dates**

**\*Please note that students should be available for the exam contingency afternoons - Thursday 6<sup>th</sup> and Thursday 13<sup>th</sup> June and the contingency day - Wednesday 26<sup>th</sup> June 2024**

	<b>Start Date</b>	<b>End Date</b>
Written Mock Exams – Y11	24 <sup>th</sup> November 2023	4 <sup>th</sup> December 2023
Y11 MFL mock orals and art subjects' exams	5 <sup>th</sup> December 2023	14 <sup>th</sup> December 2023
Written Mock Exams – Y13	4 <sup>th</sup> Jan 2024	9 <sup>th</sup> Jan 2024
Written Mock Exams - Y12	5 <sup>th</sup> March 2024	8 <sup>th</sup> March 2024
Written Mock Exams – Y11	18 <sup>th</sup> March 2024	22 <sup>nd</sup> March 2024
GCSE exam session *	9 <sup>th</sup> May 2024	19 <sup>th</sup> June 2024*
A Level exam session*	13 <sup>th</sup> May 2024	21 <sup>st</sup> June 2024*

**Results Days 2024:**  
**A Level/Level 3 qualifications - Thursday 15<sup>th</sup> August**  
**GCSE/Level 1&2 qualifications – Thursday 22<sup>nd</sup> August**

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## GENERAL INFORMATION

### **CENTRE NUMBER:**

- The School and College exam centre number is 18333

### **EXAM TIMES:**

- Morning sessions usually start at 9.00am
- Afternoon sessions usually start at 1.00pm

Please make sure you are at your exam room **15mins** before the exam is due to start.

### **EXAM ROOMS:**

- Most of the school exams will take place in the Sports Hall
- Most of the college exams will take place in C9/C10
- Other rooms will be used when there are a large number of candidates
- A list of exams and their rooms will be displayed at the school and college
- Other information including candidate numbers will also be displayed
- Make sure you check it regularly as changes can happen at short notice

### **EQUIPMENT:**

- **All** exams require you to use a **black pen**
- Many exams need a ruler, pencil and rubber – a sharpener may be useful
- Some exams need a calculator – make sure the battery is new and memory is cleared
- Some exams need a compass or protractor
- All pencil cases must be clear or use a clear plastic bag
- Do not bring calculator cases or covers into the exam room

### **FOOD AND DRINK:**

- A bottle of water is allowed but all labels must be removed, and the bottle must be clear with **no writing** on it

## **BEFORE THE EXAMINATIONS**

### **STATEMENT OF ENTRY FOR EXTERNAL EXAMS:**

- A statement of entry will show the subjects you have been entered for. You must check everything on your statement of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on your certificates, and it may be difficult to change them once certificates are awarded.

### **EXAMINATION BOARDS**

- RHSC uses the following Examination Boards: AQA, Edexcel, OCR (including Cambridge Technical and Nationals) and Eduqas.

### **CANDIDATE NAME:**

- Candidates are entered under the name format of (Legal) First Names + (Legal) Surname, e.g., Adam John Smith. If you need to be entered under a different name, please contact the Exams Manager **before** entries are confirmed (by end of January latest for summer exams).

### **CANDIDATE NUMBER:**

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans, on examination registers and on your candidate card.

### **TIMETABLES**

- Internal and external exam timetables are displayed on the exams notice board prior to the exam period. You will have a personal exam timetable for written exams only. Oral and practical exams will not be on there, so check the exam board/MFL teachers for these. The start times are usually 9am for morning exams and 1.00pm for afternoon exams, but there will be different start times. The notice board should be checked regularly for changes to these times.
- Sometimes candidates may have a clash where two subjects are timetabled at the same time. RSHC will make special timetable arrangements for these candidates. You must check your individual timetable and see the Exams Manager if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see the Exams Manager as soon as possible.
- External timetables are drawn up by the exam boards and do not usually change once published. Any changes will be notified on the exam noticeboard. If you cannot attend on the timetabled date and time, then you will not be able to take it on another day but will have to wait until the next available session – this will usually be the following year.

### **EQUIPMENT**

- Make sure you have all the correct equipment before your examinations – **this is YOUR responsibility**. Check the regulations in the Information for Candidates and the information on the following pages. If you are unsure, speak to your subject teacher.

## DURING THE EXAMINATIONS

### EXAMINATION REGULATIONS

- A copy of the “Information for Candidates”, which is issued jointly by all the examining boards, is printed at the back of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. RHSC must report any breach of regulations to the awarding body. You are under exam conditions **AS SOON AS YOU ENTER AN EXAM ROOM**. Any malpractice committed after entry to the room **WILL** result in a report to the exam board e.g. talking, writing on an exam paper before you are told to do so, opening a paper before you are told to do so.

### ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at RSHC on the correct day and time, properly equipped. Candidates must arrive **15 minutes prior** to the start time of their examination. Please wait quietly outside the exam room until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted and will receive the full examination time. If you are “very late” – more than an hour after the scheduled start time - RHSC must report this to the exam board (see FAQs). If special consideration applies, then you must speak to the Exams Manager (see ABSENCE FROM EXAMINATIONS).
- All items of equipment, pens, pencils, mathematical instruments, etc. should be always visible to the invigilators. You must either use a transparent pencil case or clear plastic bag.
- Water bottles may be brought into the exam room but must have all labels removed beforehand and must be clear with no writing.
- Pens must be **black ballpoint**. No gel pens, erasable pens or correction pens are allowed.
- Do not use highlighter pens in your answers – exam papers are scanned in before marking and these pens black out your writing. You may use them to highlight text in the questions.
- For exams requiring calculators, students should make sure that they conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions, make sure batteries are new and clear the memories.
- **Mobile telephones, watches (of any type), MP3/4 players or headphones/earbuds MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone, watch (or any other disallowed item) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made. 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 may be disqualified from the examination, the qualification, or the whole series.
- Do not attempt to communicate with or distract other candidates.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Do not write anything until you are told to do so.

- Do not write anything offensive on your exam paper. It will be reported by the examiner and could result in disqualification.
- 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 exam, you will not be allowed to leave early. If you have finished the paper use any time remaining to check over your answers and check that you have completed your details correctly on all papers used.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, they must be placed inside the first answer booklet and numbered and named.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Invigilators will collect your exam 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.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and remain silent until you have cleared the room. Show consideration for other candidates who may still be working, by moving away from the exam room quickly.
- If the **fire alarm** sounds during an examination the invigilators will tell you what to do. Don't panic. If you have to evacuate the room, you will be asked to leave **in silence** and in the order in which you are sitting. Close your exam paper and leave everything on your desk. You will be escorted to a designated assembly point. You must not attempt to communicate with anyone else during the evacuation, doing so could mean disqualification from the exam, qualification, or series. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

## INVIGILATORS

- RHSC employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and always follow their instructions.
- Subject specialist teachers may be present before an examination, but may **not** enter the exam room, look at the exam paper or advise you on the questions.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.

## ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g., illness, injury, personal problems) please inform RHSC 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 Exams Manager without delay in all cases where an application is to be made for special consideration. You may be required to complete a self-certification form which can be obtained from the Exams Manager – this must be countersigned by your doctor or nurse.
- For the award of a grade by special consideration, where a student misses part or all of an examination through illness or personal misfortune, there are minimum levels of coursework and/or exams that must have been completed, currently this is set at 25%.
- Parents and candidates are reminded that RHSC will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing us.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence. For example – turning up in the afternoon for an exam that was scheduled for the morning will mean missing the exam and having to wait until the next available session to take the subject (probably the next year).



## AFTER THE EXAMINATIONS

### NOTIFICATION OF RESULTS

- Results will be available for collection from RHSC on the published date which will be communicated to all students.
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to RHSC before results day. Please email from a school/college email address stating your own details and those of the person who will collect your results. They will be required to bring photographic ID.
- RHSC is not permitted to give out results by telephone under any circumstances.

### POST RESULTS

Information about post results services will be communicated to you at the end of the exams period and the relevant forms will be made available on results days. This information and the forms will also be found on the exams pages of the RHSC website.

### PRESENTATION OF CERTIFICATES

- Awards Evening for year 11 will take place in November and for year 13 in December or January, when it is hoped that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time.
- Students who are unable to attend the Awards Evenings will be able to collect their certificates from RHSC after each evening. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- RHSC is only obliged to keep certificates for a period of one year after issue after which time they can be securely destroyed. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate/passport) and a substantial fee per examination board. You are therefore urged to collect your certificates on your Awards Evening or as soon as possible thereafter and to **keep them safely**.

## **FREQUENTLY ASKED QUESTIONS**

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

- RHSC will re-schedule papers internally (on the same day) where there is a clash of subjects. In the case of two exams, candidates will normally sit one paper then have a short break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Speak to the Exams Manager to confirm details.
- If you have more than three exams in one day you will have to remain under supervision until all the exams are completed. You are advised to bring a packed lunch.

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

- Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

### **Q. What do I do if I forget my candidate number?**

- Candidate numbers are printed on your timetable, all attendance registers and displayed on your candidate card on your exam desk. There will also be a list available from the Exams Office. You will need to put this number on your answer papers.

### **Q. What do I do if I forget the exam centre number?**

- The centre number is **18333**. It will be clearly displayed on the boards in the examination rooms. You will need to put this number on your answer papers.

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

- Inform RHSC 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 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 RHSC to make an appeal for special consideration on your behalf (see below).

### **Q. What is special consideration?**

- Special consideration is an adjustment to the marks or grades of a candidate who is disadvantaged **at the time of the exam** by a temporary or short-term situation. It is not given for long-term illnesses or situations. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Candidates 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 have covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control, which are temporary or short term. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Exams Manager must be informed immediately, so that the necessary paperwork can be completed (within seven days of the last timetabled exam) and the candidate will be required to provide evidence to support such an application.

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

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

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

- Provided you are not more than one hour late, it will still be possible for you to sit the examination. You should get to RHSC as quickly as possible and report to the Exams Office. A member of staff will escort you to the exam room. You must not enter an

examination room without permission after an examination has begun. You will still be able to have the full examination time.

- If you arrive very late for an exam (over an hour), we must advise the exam board. You will still sit the exam, but the exam board will decide whether to accept your script and give you a mark for it.

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

- No. Timetables are regulated by the exam boards, and you must attend on the given date and time. If you miss an exam you will have to wait for the next session when the subject is available – probably the following year.

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

- For all exams you should bring at least 2 pens (black ink only).
- For some exams e.g., maths, business studies, geography, sciences, you will need a calculator, a ruler (marked with cm and mm), pencil sharpener and eraser, compasses, protractor etc. Check the requirements with your subject teacher.
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.
- We cannot guarantee that we will have spare equipment that you can borrow or that it will be suitable for your specific exam. Ensure you bring your own.

**Q. What items are not allowed into the examination room?**

- Only material that is listed on question papers (e.g., an anthology) is permitted in the examination room and students 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 student would normally be disqualified from the paper, or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in lockers Do not bring any valuables into RHSC with you when you attend for an examination.
- Mobile telephones must not be brought into the exam room even if they are turned off.
- Watches must not be worn in examinations. Each exam room will have a clock.

**Q. Why can't I bring my mobile telephone into the exam room?**

- Being in possession of a mobile phone (or any other electronic communication device, e.g., iPod, headphones/earbuds, watches etc.) 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.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you could be **disqualified from all papers for the subject (including any already taken).**

- If there is an emergency that requires that you bring a mobile telephone to RHSC, you must switch it off and leave it outside the exam room. You are responsible for collecting it at the end of the examination.

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

- The length of the examination is shown on your individual timetable (not including extra time). Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on the board at the front of the exam room. There will be a clock in all examination rooms.

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

- It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). RHSC policy does not allow candidates to leave the exam room early at all, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.
- If you finish your exam early, we suggest that you take the time to re-read your answers carefully. Extra marks may be gained through thorough checking of your work.

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

- The examination invigilators will tell you what to do. If you must 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.
- When you return to the exam room you will be allowed the full time for your exam.

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

- RHSC policy is that unless there is a medical reason, you are not allowed a toilet break in the first or last 15 minutes of an exam. Unless there is a medical reason for a toilet break, you will not get the time back that you have used. You will be accompanied by an invigilator who will check the toilet before you enter, and the contents of your pockets may be checked.

**Q. Why do I need to check the details on the statement of entry and/or timetable?**

- The details on your statement of entry and/or timetable 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 or college/university at some time in the future. 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 exams?**

- Some students receive an allowance of extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

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

- Senior 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 with them to understand the advisability of requesting a review of marking. This is **not** a remark. A second person will check the original marking for marking errors, or errors in addition. You should be aware that your mark could go down as well as up or stay the same. If your mark goes down (possibly affecting the grade) you cannot ask for the original mark to be reinstated. Review of marking requests must be submitted to the Examinations Manager by the date specified and paid for at the time of the request. Missing the deadline means the request will be refused. Forms for this service are available from the exams office or on RHSC website.

# Information for candidates

## Written examinations

With effect from 1 September 2023

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

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

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

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

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

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

## D. Instructions during the exam

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

## E. Advice and assistance

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

## F. At the end of the exam

- 1** If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.  
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
- 2 Do not** leave the exam room until told to do so by the invigilator.
- 3 Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



# Information for candidates

## Coursework assessments

Effective from 1 September 2023

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](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2024.

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

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

## Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must** each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Don't** leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You **must always** keep your coursework secure and confidential whilst you are preparing it; **do not** share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

**Don't be tempted to use any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating.** Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

## Plagiarism

Plagiarism involves taking someone else's words, thoughts 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

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

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

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

### Preparing your work — good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and you **must independently draw your own conclusions from the data**.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; **do not** share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

**Do not be tempted to use pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating.** Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.



## Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

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

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

The regulations state that:

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

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

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

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

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

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

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

## Plagiarism

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



## Information for candidates Using social media and examinations/assessments

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

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



**Things to do on social media:**

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

**Things not to do on social media:**

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

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

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

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



## 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	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="http://ccea.org.uk/legal/privacy_policy">http://ccea.org.uk/legal/privacy_policy</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</a>

### 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.



AQA

City & Guilds

CCEA

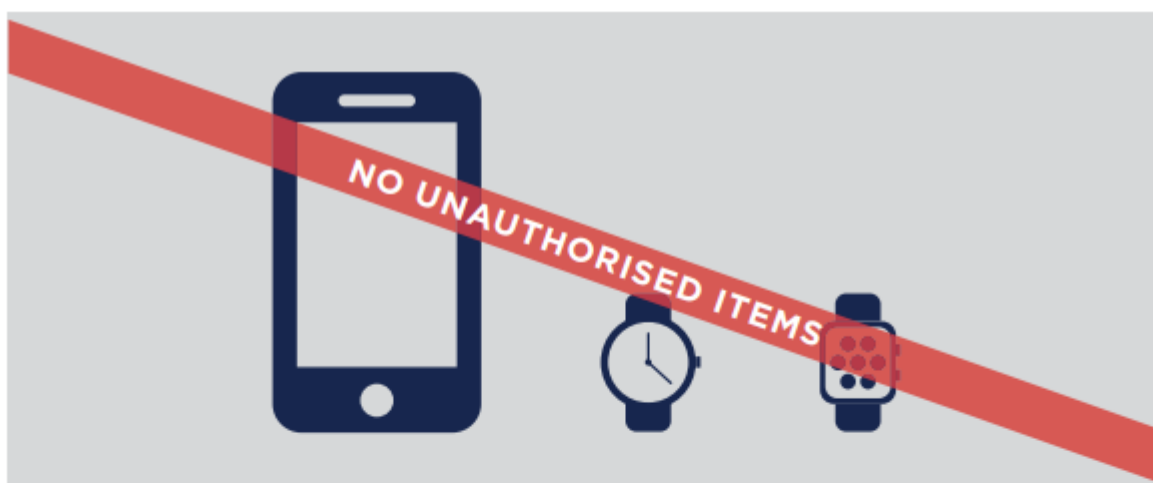
OCR

Pearson

WJEC

## **NO MOBILE PHONES NO WATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



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

# **DISQUALIFICATION**

**from your examination and your overall qualification.**

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

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

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