



# Candidate Exam Handbook

2023/2024

There are a number of rules and regulations set by the Awarding Bodies for exams that you must be aware of.

**If you do not follow these rules, then you may be disqualified from your exams.**

Read this booklet carefully and if there is anything you do not understand please ask a teacher for help.

**DO NOT LOSE THIS BOOKLET**

This handbook is reviewed and updated annually.

|                      |         |
|----------------------|---------|
| Produced/reviewed by |         |
| Mrs Sandy            |         |
| Date of next review  | 09/2023 |

## Introduction

Sheffield Springs Academy is committed to ensuring that you are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/Awarding Body instructions and information for candidates.

## Purpose of this handbook

- To support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates' documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be aware of

## Written timetabled exams

In addition to this booklet, you will receive a personalised copy of your examination timetable, you **must** check all your personal details at the top of the timetable, if there is **any** information that is incorrect (e.g., name, date of birth), you must report it to the Exam Office (C8) immediately.

Mistakes that are not identified at this stage could mean that you are not entered for the right exam or that your certificate is incorrectly printed.

Check each exam date carefully and check to see if the exam is in the morning or the afternoon.

**You and you alone, are responsible for checking your exam timetable.**

If you lose your timetable, please speak to a member of staff in the Exam Office to receive another copy; your teacher can also request a copy by email.

All JCQ information for candidates' documents (written examinations, social media, Warning to candidates, Unauthorised items) will be available at the end of this booklet.

## Contingency sessions – Summer 2024

All candidates must remain available for the Summer 2024 Contingency Sessions should any examinations need to be rescheduled:

- Thursday 6<sup>th</sup> June 2024 (Afternoon session)
- Thursday 13<sup>th</sup> June 2024 (Afternoon session)
- Wednesday 26<sup>th</sup> June 2024 (All Day)



## Malpractice

- To maintain the integrity of qualifications, strict Regulations are in place
- Malpractice means any act or practice which is in breach of the Regulations
- Any alleged, suspected, or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information about what constitutes malpractice:
  - The introduction of unauthorised material into the examination room – This means any mobile phones or similar electronic devices), **watches**, smart watches, iPods/mp3/mp4 platters, revision notes
  - Breaches of examination conditions – This includes trying to communicate in anyway with another candidate, turning round, disrupting other candidates in any way, and leaving your seat without permission
  - Exchanging, receiving, or pass on information which could be examination related (or the attempt to) – If you hear or see anything relating to an upcoming exam, you must report this information to school. You will be subject to Malpractice if you are involved in passing on confidential information or rumours or exam content, this includes failing to report confidential material being shared online
  - Offences relating to the content of candidates' work – this means using offensive/inappropriate language or images in your answers, copying from other candidates or the misuse of technology
  - Undermining the integrity of examination – This includes graffitiing your exam script or destruction of your own work

Things that candidates **must not** do on social media:

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

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

### Research and using references

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

### Plagiarism

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

### Behaviour

Sheffield Springs Academy operates a one warning system of behaviour management during exams, if you are in breach of any exam conditions, you will receive **one warning** before being removed from the exam room. The incident would then be reported to the Awarding Body.

### Unauthorised Materials

If you are found to have any unauthorised material on your person, you must hand this in immediately to an invigilator who will be required to write a report which will be submitted as part of an investigation to the Awarding Body. Refusal to hand in any unauthorised material will result in your removal from the exam room, the incident would then be reported to the Awarding Body.

**Penalties for the above can include disqualification from taking any exam for up to 5 years.**



## Personal data

- The Awarding Bodies collect information about exam candidates
- To understand what information is collect and how it is used, you must read the 'JCQ Information for candidates – Privacy Notice', which is located at the end of this booklet

## Copyright

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

## Timetable clashes

**If you notice that you have two exams scheduled at the same time that has not been resolved, you must contact a member of the Exam Office (C8) immediately.**

If you have any timetable clashes, arrangements will be made for you to take the subjects one after the other, or later in the same day. These arrangements will be confirmed with you in advance.

You will be supervised by an invigilator at all times in-between your exams, you will be informed in advance if you have any clash arrangements over lunchtime. If you need to be supervised over lunchtime you will need to bring a packed lunch and a drink with you as you will be unable to use the catering facilities. You will be advised whether you can revise during these breaks.

*Please note: This does not apply to Reading and Listening exams for any Languages*

## Where you will take your exams

Exams will take place in the Sports Hall, some smaller exams may take place in other rooms, this will be noted on your timetable. You **must** sit in the seat and room that you have been allocated to.

## What time your exams will start and finish

Morning exam sessions will begin at 9am and afternoon exam sessions will begin at 1.30pm.

**Candidates are required to remain in the exam room for the length of the exam. Leaving the exam room without permission will result in malpractice procedures being followed.**

## Supervision during your exams

During your exams, you will be supervised by a team of external invigilators. Invigilators are required to follow strict rules and regulations when conducting exams as directed by the JCQ/Awarding Bodies and are trained to report anyone who appears to be breaking regulations. If you require any assistance during an exam, you must raise your hand in silence and wait for an invigilator to come to you.

## Exam room conditions

Once you have attended your morning and afternoon exam briefing, you will be asked to go to the exam room where you will need to find your exam seat on the seating plan. Once the invigilators are ready, they will invite you into the exam room.

As soon as you enter the exam room, you are under formal exam conditions until you have left the exam room – **This includes whilst you are leaving the exam room in case any other candidates are still working.**

You **must** listen to and follow the instructions of the invigilator **at all times.**

You must not communicate with or disturb any other candidates.

In the exam room, the following information will be displayed:

- Centre number
- Subject title and paper number
- Actual start and finish times
- Date
- Information for candidates' poster (this will be provided separately)

On your desk, you will have an identification card, this displays your photo, **legal name**, centre number and candidate number. You must use this information to accurately complete the front of your exam script. You **must** use your legal name for exams, and you must ensure that you complete all information on the front of your script, including your signature. **You must not complete this information until the invigilator has instructed you to do so. You must not open the question paper until the examination begins.**

If you require any additional paper for the exams, you must raise your hand and alert an invigilator. **Please note extra paper must not be used as scrap paper for working out/planning, the invigilators are required to submit all exam scripts and additional paper.**

Toilet breaks are not permitted within the first hour or last 15 minutes unless you have a toilet pass, you must raise your hand to alert an invigilator. **Do not just stand up and leave the room, you will not be permitted to re-enter the exam.** Toilet breaks are not permitted at all during listening exams.

## Where you will sit in the exam room

Seating plans will be listed in alphabetical order, if you can't find your name on a seating plan, you must speak to an invigilator **immediately**. Seating plans will be displayed outside of the exam room however the invigilation team will also have a copy.

You **must** sit in the seat and room that you have been allocated to.

## How your identity is confirmed in the exam room

On your desk, you will have an identification card. This displays your photo, legal name, centre number and candidate number.

The invigilation staff will use this identification card to verify that you are the correct candidate who should be in that seat to take the exam – sitting in the wrong seat may result in you sitting the wrong exam paper.

**Do not deface, destroy, or remove your identification card. It is required to verify your identity.**



## What equipment you need to bring to your exams

**You must provide all of your own equipment.** Borrowing from other candidates whilst in the exam room is **not** allowed under any circumstances.

Ordinary pencil cases or boxes are not allowed in the exam room. **You should bring your equipment in a clear plastic bag or transparent pencil case. You should bring the following equipment to every exam:**

- 2 black pens – **you must not write in blue ink**
- 2 HB pencils

Other specialist equipment will be provided by the school such as maths equipment, calculators, and highlighters.

You are not allowed to use correcting fluids, pens, or mice. This is to protect you and your exam; if correction devices were allowed, someone could tamper with your exam paper and it would be undetectable.

## Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams.

Sheffield Springs Academy will provide all calculators.

If there is an issue with the calculator you have been given, please notify an invigilator who will provide a replacement.

## What you should not bring into the exam room

Any unauthorised material must be left at home or in your bag in the designated storage area, **these items must not be kept in your blazer pocket or anywhere else on your person.** If any of these items are found to be in your possession, whether you intend to use them or not, you will be reported to the relevant awarding body for suspected malpractice.

- Any form of revision notes
- Mobile phones
- iPods/mp3/4 players or similar devices
- All watches and smartwatches

Any electronic device **must** be switched off in your bag, if a mobile phone rings whilst in your bag, you will still be subject to malpractice.

Any pencil cases bought into the exam room must be transparent.

You must only have access to the equipment listed on the front of your exam paper.

## Food and drink in the exam rooms

Food is not permitted within the exam room, this includes things such as chewing gum, sweets, and mints, you must ensure you have eaten before the exam.

You are allowed to take a clear bottle of water into the exam room, flasks that aren't transparent will not be allowed into the exam room. All bottles **must** have the **label removed** before entering the exam.

You will **not be allowed to leave the room** to refill a water bottle, and invigilators cannot do this for you, so please make sure that you have enough for the whole exam.



## What you should wear from your exams

You are required to continue to wear your school uniform during your exams.

**Coats are not permitted to be worn or hung on the back of your chair during exams.**

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

You must leave your bags and coats in the designated area as directed.

Any unauthorised materials such as mobile phones and notes that are handed into the invigilators will be kept on the traffic desk at the back of the exam room.

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

If for any reason you are going to be late and will miss the start of the exam, you **must** telephone the school. You will then be told how long you have left before you are considered Very Late.

If you are late, you will be given the full length of the exam.

If you are considered Very Late, the exam board will need to be notified with details of why you are late and whether you were supervised before your arrival. The invigilation team will gather this information upon your arrival, the awarding body will then decide whether:

- To accept any of the work
- To accept only the work completed in the “normal” exam time
- To accept all of the work

## What to do if you have an unauthorised absence from an exam

You **must** attend all exams that are allocated to you on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory reason for absence.

You will be expected to pay for any entry fees if you fail to attend an exam that you have been entered for by the school unless you provide a medical certificate.

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

### If you miss an exam due to illness:

- You must telephone the school on 0114 2392631 as soon as possible on the morning of the exam
- You must provide a **medical certificate** addressed to the Examinations Officer **within three days** of the exam you missed

If you are unwell on the day of an exam, you **must** make sure that you alert an invigilator on your way into the exam room. This means that the invigilators will be able to keep an eye on you in case you begin to feel worse or need to leave the exam room.

If you begin to feel unwell during an exam, you will need to raise your hand and alert an invigilator, this is so that they can monitor how you are and act if you require any assistance.

In these situations, Sheffield Springs Academy may be able to submit an application for Special Consideration if we feel that you have been disadvantaged and fall under JCQ’s criteria. To support these applications, if you feel unwell, you must visit the doctors and obtain a doctor’s note. We will discuss this with you and provide further details if we are to submit an application.



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

In the event of an emergency, you must remain calm and listen to all instructions given by the invigilators and/or Exam Office staff. **You must remain in exam conditions throughout this process as you may be able to continue with the exam afterwards and can still be subject to malpractice.** Please alert an invigilator if you have any issues.

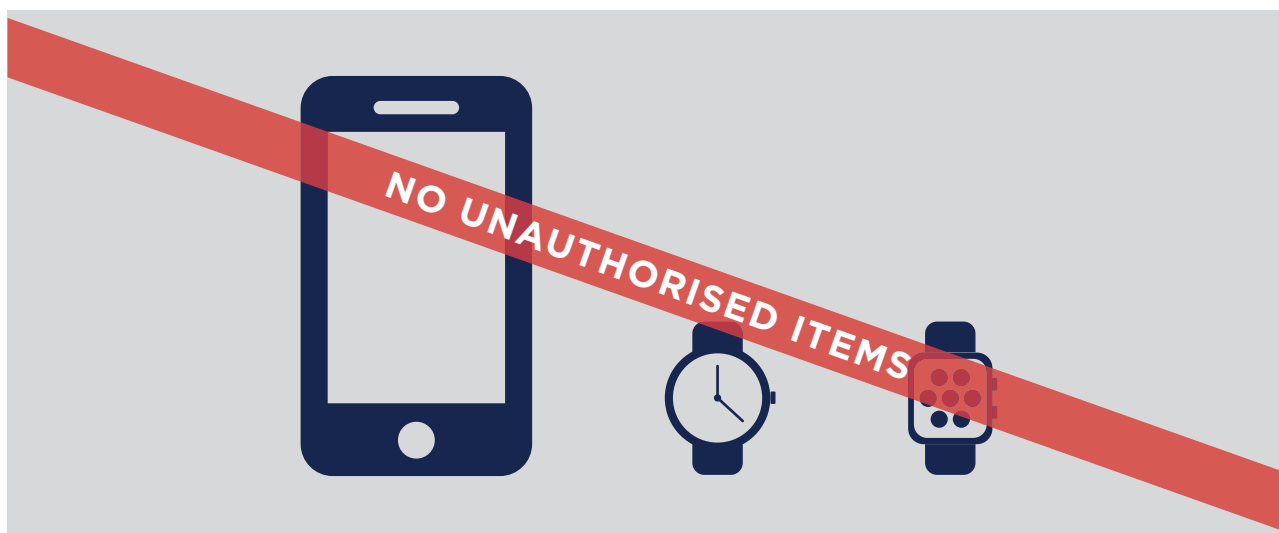
## Candidates with Access Arrangements

You will be notified in advance if you are eligible for any Access Arrangements and how to access them. If you have any questions leading up to the exam season, please see a member of the Exam Office team or Mrs Benson to discuss.



# 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 |
|-----|---------------|------|-----|---------|------|

## 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.**



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# Information for candidates

Written examinations

With effect from 1 September 2023

Produced on behalf of:



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

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

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

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

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

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

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

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

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

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

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

## D. Instructions during the exam

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

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

## E. Advice and assistance

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



## F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



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# Information for candidates

On-screen tests

With effect from 1 September 2023

Produced on behalf of:



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

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

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

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

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

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

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

- 6 If you have a watch, the invigilator will ask you to hand it to them.
- 7 **Do not** talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the on-screen test.

## **B. Information – Make sure you attend your on-screen test and bring what you need**

- 1** Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2** If you arrive late for an on-screen test, report to the invigilator running the test.
- 3** If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4** Your centre will inform you of any equipment which you may need for the on-screen test.

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

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

## D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you have been entered for the wrong on-screen test;
  - (b) the on-screen test is in another candidate's name;
  - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are instructed that the exam has begun.

## E. Advice and assistance

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

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

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.





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# Information for candidates

Non-examination assessments

Effective from 1 September 2023

Produced on behalf of:



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

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

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

## Preparing your work – good practice

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

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

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

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

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

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

## Research and using references

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

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

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

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

The regulations state that:

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

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

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

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

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

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

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

## Plagiarism

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

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

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned – they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## Penalties for breaking the regulations

If it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

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



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

# Information for candidates

Coursework assessments

Effective from 1 September 2023

Produced on behalf of:



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, 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:

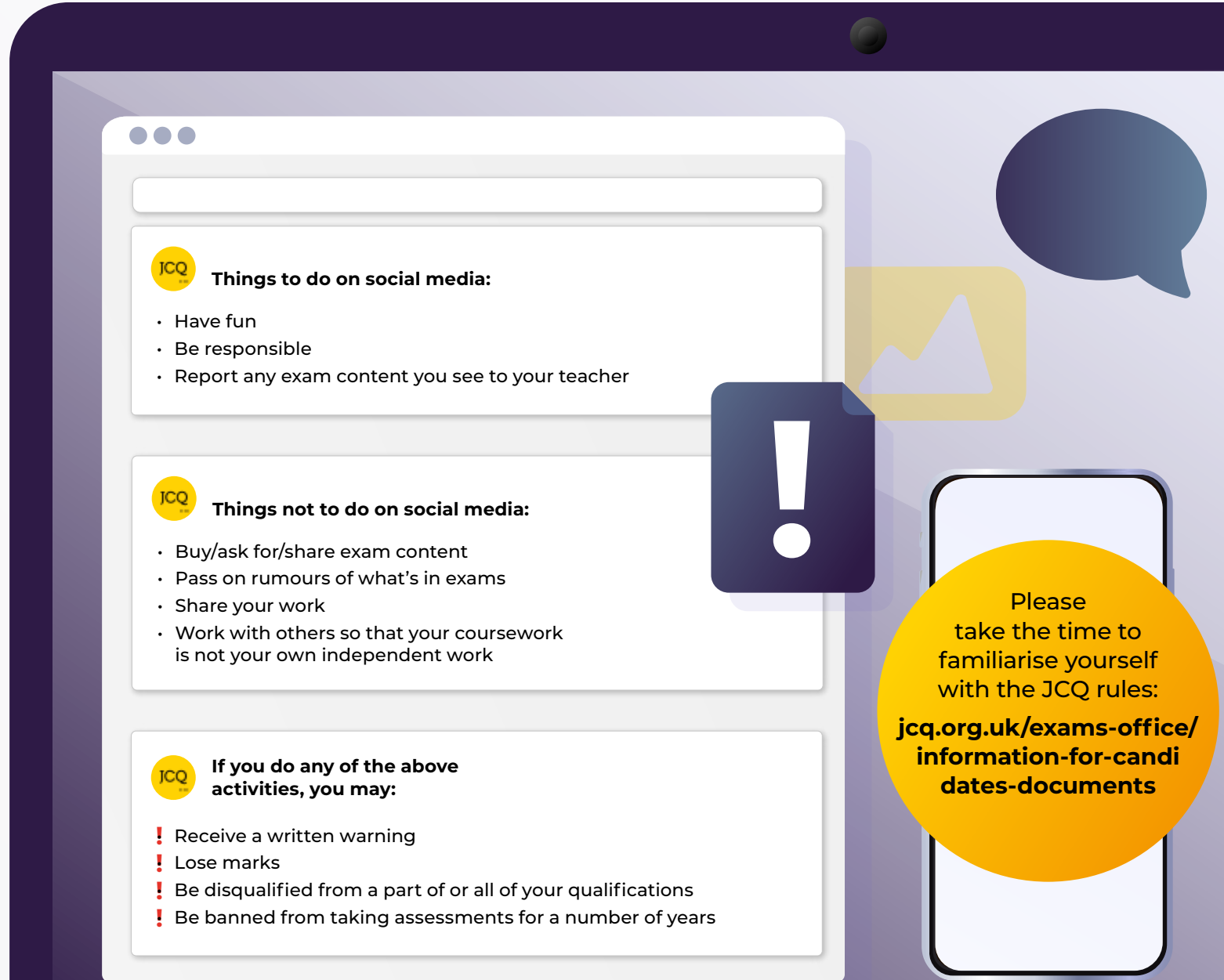
- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

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

**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="https://ccea.org.uk/legal/privacy-notice">https://ccea.org.uk/legal/privacy-notice</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.



# On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

## Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

## What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)



## What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are not acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label



## Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

## Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.

