

CANDIDATE EXAM HANDBOOK

2024/25

This handbook is reviewed and updated annually

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Introduction

Manor High School is committed to ensuring that candidates 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 made aware of

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 regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room
 - Breaches of examination conditions
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
 - Offences relating to the content of candidates' work
 - Undermining the integrity of examinations/assessments

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment 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/>), 25/01/2025. You **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.

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...**

You may also want to make reference to your centre's **Managing Behaviour Policy** (Exams) and/or **Malpractice Policy** (Exams)

Personal data

- Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies...
- The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.
- Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.
- The awarding bodies collect information about exam candidates
- To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice. This is provided at the back of this booklet as well as on the JCQ website, under [Information for candidates – Privacy Notice](#).

Copyright

- Candidates should be informed that they may access Student Materials (including examination scripts) through the access to scripts arrangements set out in paragraph 5.13.

Coursework assessments/non-examination assessments

- Relevant JCQ information for candidates documents - coursework, non-examination assessments, social media is provided at the back of this booklet as well as on the JCQ website under [Information for candidates – Non – Examination Assessments](#).
- Assessments will take place within the assessment window determined by the Awarding Bodies and Head of Departments.
- Teachers will inform candidates about; assessment, deadlines, how work is marked/assessed, which NEA work is externally marked/assessed. This information may be found in the centre's NEA policy, which can be found on the school website.
- Deadlines set by teachers must be met to ensure the work is accepted by the exam board.
- Candidates are informed of their centre assessed marks once marked using the Exam Boards mark scheme. If you feel that the mark you have been awarded is incorrect, you must follow the steps laid down in the Internal Appeals Procedure, a copy of which can be found on the school website. Any queries regarding controlled assessment marks must be resolved before the Awarding Body submission deadlines.

The centre will notify candidates of their examination entries and the dates and times of their examinations/assessments. The centre will also ensure that the JCQ Information for candidates documents (coursework, non-examination assessments, on-screen tests, privacy notice, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format **prior** to assessments and/or examinations taking place. These can be found in the back of this booklet

Refer to [Instructions for conducting coursework](#), [Instructions for conducting non-examination assessments](#) and [Information for candidates documents](#)

Refer to [JCQ AI Use in Assessments: Protecting the Integrity of Qualifications](#) (Centre engagement with and discussion of AI)

Written timetabled exams

- Candidates are provided with a Candidate statement of entry to check that personal details and exam entries are correct. If the information regarding personal details is incorrect, please inform the Exams Officer as soon as possible. If the information regarding exam entries is incorrect, the Head of Department should be spoken with immediately who will discuss it with the Exams Officer.
- Candidates will be issued with an exam timetable prior to their exams taking place. This is to ensure candidates know the date and time of all their exams/assessments as well as any relevant information regarding seating arrangements, exam rooms, etc.
- The JCQ information for candidates documents – written examinations, social media may be found at the back of this book.
- Exam room posters – Warning to candidates, Unauthorised items can be found at the back of this booklet. They are also displayed prominently outside each exam room.

Contingency sessions - Summer 2025

The afternoon of **Wednesday 11th June 2025** has been put in place. A contingency day of **Wednesday 25th June 2025** has been put in place by all awarding bodies. This means that all exam candidates must be available to sit exams from the start of the exams in April/May up to and including Wednesday 25th June 2025. This decision is not a school decision and applies to all candidates in all schools. The decision comes following past tragic events. The Joint Council for Qualifications have decided that they need the option to postpone an exam in the event of an incident and rearrange for a later date to allow all candidates a fair and equal chance.

What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)

- JCQ guidance on what constitutes a timetable clash is when two or more exams are scheduled at the same time in the same exam session on the same day.
- A timetable clash within the same session will be managed as follows - one paper will be taken, followed immediately by the next paper in the same session. Candidates may have a short break of no more than 10 minutes in between papers with formal examination conditions being kept in place at all times in the exam room. This will be under the supervision of the exam invigilators.
- Formal examination conditions are defined as candidates being kept under centre supervision by exam invigilators, without access to mobile phones or any other internet-enabled technology. No communication of any kind will be permitted between candidates.
- If necessary, the 'Overnight Supervision Policy' may be applied if necessary.

If a timetable clash is identified, the Exams Officer will speak to you about how the clash will be handled.

Where you will take your exams

For the majority of students, exams will take place in the hall of gym.

Those students with Access Arrangements that cannot be accommodated in the main exam rooms will be informed ahead of the exam, and the seating arrangements will be reflected on their exam timetable

What time your exams will start and finish

- Morning Exams will start at 9am. You must be at the containers at 8:30 to ensure the exam starts on time.
- Afternoon Exams will start at 1:30pm. You must be at the containers at 1:00 to ensure the exam starts on time.

- Candidates will remain in the examination room for the duration of the exam (including extra time).

Supervision during your exams

- Exams are supervised by a team of external invigilators.
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies. If you do not adhere to the regulations you will be reported to the exam boards.

Exam room conditions

- Candidates will wait outside their exam room in silence until asked to enter by the invigilator.
- Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator and have left the exam room
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Candidates must not communicate with or disturb other candidates. This includes turning around, looking at other candidates, laughing, making any noise with the intent to cause a disturbance.
- Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body.
- Candidates must not open the question paper until the examination begins. If they do, this must be reported to the relevant awarding body.
- Information displayed in the exam room include: centre number, subject title, paper number and the actual starting and finishing times, and date, of the exam. A digital clock is also visible within the exam room.
- Candidates will be asked to complete the front of their answer books (first name and surname that matches their entry information, candidate number). Candidates must only do this when the invigilator's announcement instructs them to
- If you require additional answer sheets/answer books you must raise your hand after the beginning of the exam and an invigilator will speak to you to find out what you need
- Candidates must not open the question paper until the examination begins
- Candidates will be given a five-minute warning for when the exam finishes.

When asked to close your exam paper, you must do so immediately. Do not continue to write as this can be seen as malpractice.

Where you will sit in the exam room

- Candidates are sat in order of exam number, front to back
- A seating plan is posted outside each exam room if the candidate has forgotten where to sit
- An invigilator is also on the door helping those who may not know where to sit. Ensure you sit in your designated seat. You may be marked as absent if you are not in the correct seat.

How your identity is confirmed in the exam room

Manor High School's process for this is candidate cards which you will see during your PPE exams. Candidate cards display your photograph, name, candidate number, centre number and centre name. Invigilators must be able to read your name and identify you from your photo so **you must not in any way destroy or deface your candidate card.**

What equipment you need to bring to your exams

You are responsible for providing your own equipment. You will need:

- at least 2 BLACK biro

- a pencil
- an eraser
- a ruler
- a pencil sharpener

For certain exams such as Mathematics, Science and Design and Technology you will also need:

- a protractor
- a calculator
- a pair of compasses
- drawing equipment

This should all be placed in a transparent pencil case

Using calculators

Calculators must not contain programs. Invigilators will carry out checks for formulas stored in your calculator's memory – please clear them in advance. Please do not bring calculator lids or instructions into the examination rooms, they are not allowed and will be removed by the invigilator. You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams. This can be found at the back of this booklet.

What you must not bring into the exam room

- Gel pens
- Dictionaries (unless specified – these will be provided by LHS if required)
- Electronic devices (mobile phones, watches, earphones etc.) Candidates in possession of a mobile telephone / watch or any electronic device are at risk of disqualification (even if the device is switched off). The device will be removed by the invigilator and a report made to the Examination Board. No exceptions will be made.
- Calculator lids or instruction leaflets
- Notes or pieces of paper
- Pencil cases that are not transparent
- Bottles (unless they are clear with the label removed, and must only contain water)
- Food of any kind - unless for medical purposes – must be pre-authorised by the Exams Officer and must be removed from packaging, and placed in a clear plastic bag. This must be checked by an invigilator
- Any item not listed on the examination paper, as it may be classed as unauthorised
- Any writing, marks or symbols must be removed from your skin before entering the examination room
- These are requirements of the Examination Boards and must be adhered to at all times.

Food and drink in exam rooms

It is the policy of the centre that no food (including chewing gum, sweets, etc) may be brought into the exam room.

The only drink which may be brought into the exam room is water. This must be in a transparent bottle without any labels/package on.

What you should wear for your exams

Candidates should wear school uniform as per the school's uniform policy.

Where your personal belongings will be stored during your exam

For all candidates, all belongings not prohibited in the exam room will be stored outside the exam rooms. You will be asked to place your belongings in the containers found outside the Viking

building. The containers will be locked throughout the exam and unlocked by a member of Manor High School staff at the end of the exam.

What to do if you arrive late for your exam

All candidates must arrive on time; however, we understand that in exceptional circumstances candidates may arrive after the exam has begun. Please contact Manor High School Reception as early as possible informing staff that you have an examination. Reception staff will notify the Exams Officer.

Candidates arriving after the start of the examination should report to Reception first. The Exams Officer will then arrange for the examination to take place, possibly in an alternative room. All late arrivals have to be reported to the awarding bodies and it will be their decision if the paper is then marked.

If you arrive very late (defined by arriving one hour after the published start time) you will be not be allowed to sit the paper.

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

If you are ill on the day of an exam, you or your parent/carer must inform the school at the earliest possible opportunity. If you are unable to attend an exam at all (for example due to hospitalisation), special consideration will be applied for. A doctor's note may be required.

Special consideration will not be applied in all circumstances and may only add 1% to 5% onto the total marks awarded; it is always in your best interest to attend an exam.

If you are able to attend, you should. The exams officer will make provisions to help you throughout the exam. Special considerations can be applied for.

If you feel unwell during an exam, you should inform an invigilator. If you need a temporary absence from the exam room then an invigilator will escort you and stay with you until you feel well enough to return to the exam.

If you feel too unwell to return to the exam, an invigilator will contact the Exam Officer who will escort you to first aid. Special considerations can be applied for.

You may be asked to provide evidence to support a request for special considerations. For example; A Doctor's Note, Medical Evidence.

What happens if you have an unauthorised absence from your exam

If you have an unauthorised absence from an exam, you will not have another opportunity to sit it.

If you fail to contact the centre to explain to reasons for your absence, no special consideration will be applied for.

You will lose all marks for the exam(s) missed.

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

In the event of an emergency in the exam room, you must follow the instructions of the invigilators.

If the exam room is evacuated the invigilators will take you to the fire evacuation point until the all clear is given. You must remain in formal exam conditions.

Candidates with access arrangements/reasonable adjustments

Candidates with Access Arrangements will have been informed of these ahead of their exams.

Dependent on the Access Arrangement, candidates will be informed which room they will be completing their exams. This could be in the main exam rooms, or in a smaller access room.

- Candidates who have access to a reader and/or a scribe must know the procedure to use the arrangement. Candidates must ask the invigilator to read/scribe. They cannot do it without being told and will only read/write exactly what is asked.

Results

GCSE results statements will be released on Thursday 21st August 2025.

Results statements can be collected from school on this day. Information on the procedure for results day will be confirmed to students closer to the time.

You will receive a provisional statement of results, i.e., they do not take into account any appeals outcomes which you may wish to apply for.

The Exams Officer, members of the Senior Leadership Team and Heads of Departments will be present on results day.

Uncollected results will be stored securely by the Exams Officer until they can be collected.

If someone else is collecting your results you must inform the Exams Officer and fill out a Third-Party Collection Form (found on the school website). This must be brought in when the results are collected with photo identification.

Post-results services

There are three types of post-results services offered by each exam board. These are:

1. Clerical Re-check
2. Review of Marking
3. Re-moderation (available only to a whole cohort where a centre's moderation has been challenged)

These services do have a fee. More information will be available closer to results day.

Copies of scripts may also be requested by candidates or the school to aid with decisions regarding a remark or to aid future teaching and learning.

All post-result services require written consent from the candidate and cannot be processed without this.

The school will advise whether any post-results service would be appropriate.

Certificates

- All certificates are issued in the candidate's legal forenames and surnames.
- Certificates arrive in school during November, candidates will be informed when they are available to collect.
- Uncollected certificates will be available for collection for up to 12 months, in person, during school hours.
- Candidates will be asked to sign to acknowledge receipt of certificates.
- If a candidate is unable to collect their own certificates in person, the following is required:
 - A filled out a Third-Party Collection Form (found on the school website)
 - Proof of identity of the nominated person (not the candidate) in the form of a passport or driver's licence
- Once issued, certificates cannot be replaced by the school if lost or damaged. Examination Boards rarely issue duplicates. It is very expensive and time consuming to obtain a 'Certifying Statement of Results' and this is obtained only by contacting the Examination Boards directly.
- It is vital that you collect your certificates. Manor High School is obliged to hold certificates for a minimum of 12 months but candidates should ensure these are collected and kept safely. Colleges, training providers and employers will require sight of your certificates to confirm your qualifications. Certificates not collected after this period will be confidentially destroyed.

Certificates will not be posted out to candidates.

Internal appeals procedure & Complaints Policy

Details of the centre's internal appeals procedure & complaints Policy can be found on the school website or requested from the Exams Officer.

JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.

**Information for candidates**

Coursework assessments

Effective from 1 September 2024

Produced on behalf of:



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

When you submit your work 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, information from these sources may be incorrect or biased. You **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2025.

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/>), 25/01/2025. You **must** submit a copy of the computer-generated content with your work 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. They 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. **Don't** share it with anyone, including posting it on social media. You **must always** keep your work secure and confidential. 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. They can 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 rules, one of the following penalties will be applied:

- you will be awarded zero marks for your work;
- 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

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

**Information for candidates**

Non-examination assessments

Effective from 1 September 2024

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 something 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. They will then record the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** 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. You **must 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. **Do not** share it with anyone, including posting it on social media. You must always keep your work secure and confidential. 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 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.

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, information from these sources may be incorrect or biased. 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 known as **referencing**. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2025.

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/>), 25/01/2025. You **must** submit a copy of the computer-generated content with your work 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 this 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:

- you will be awarded zero marks for your work;
- 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.

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).



Information for candidates

On-screen tests

With effect from 1 September 2024

Produced on behalf of:



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

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

A. Regulations – Make sure you understand the rules

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
- 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) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.

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 you have entered the exam room.
- 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 issues.
- 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 told 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 not sure 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.

JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed written exams.

**Information for candidates**

Written examinations

With effect from 1 September 2024

Produced on behalf of:



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

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

A. Regulations – Make sure you understand the rules

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

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 you have entered the exam room.
- 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. **Do not** open the question paper until you are told 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 not sure about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

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

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.

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

JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.

Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, 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 or assessment content you see to your teacher

Things not to do on social media:

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

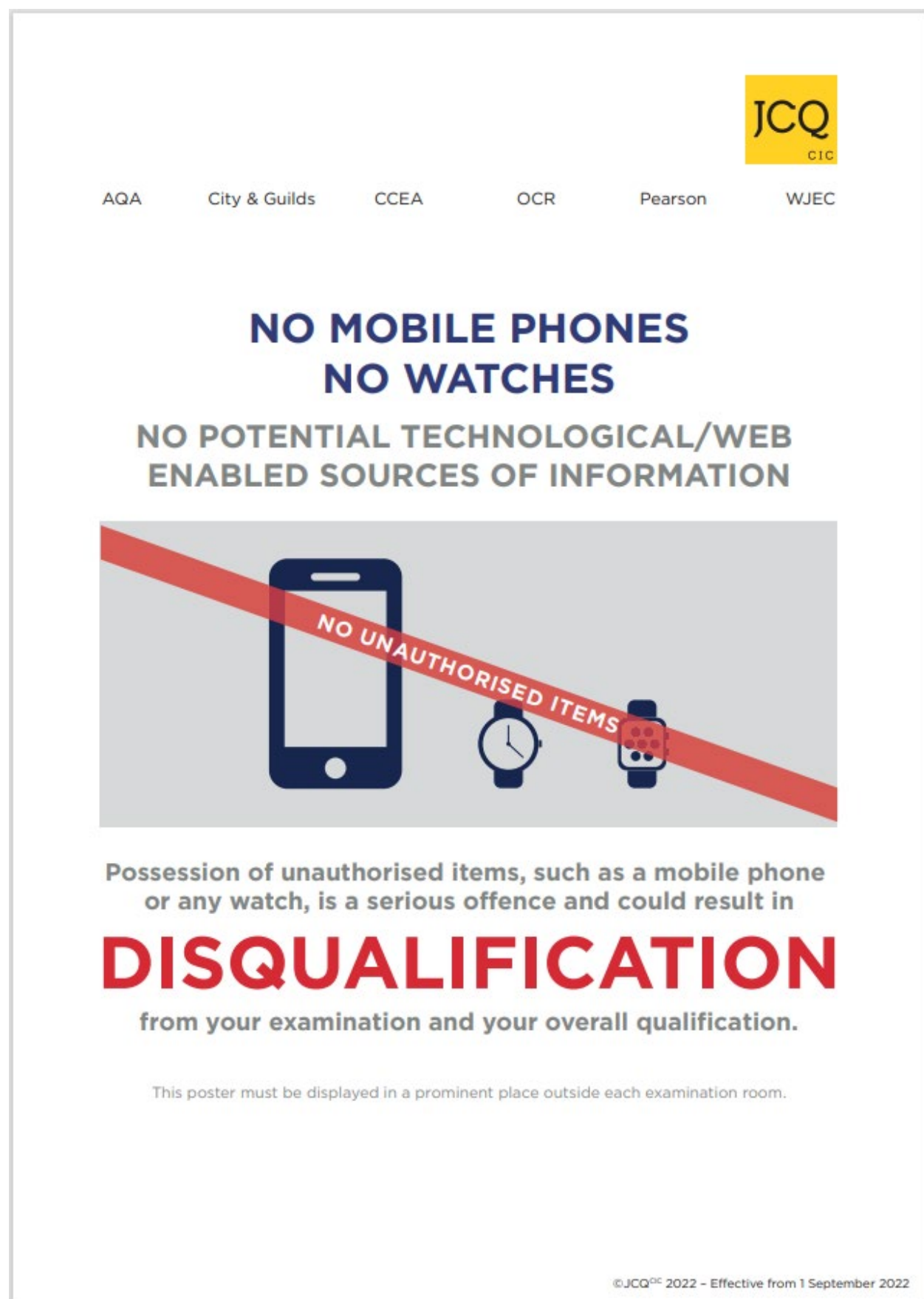
If you do any of the above activities, you may:

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

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

JCQ Unauthorised items poster

This poster will be displayed outside each exam room. You **must** note that "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."



JCQ Warning to candidates poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

Warning to candidates

 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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**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.

JCQ AI poster for students

This poster is a quick guide to help you to better understand the rules for use of AI in assessments.



AI and Assessments

A quick guide for students

What is AI?



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


How can AI be misused in assessments?



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

THIS IS CHEATING!

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



Know the rules

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



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

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

What happens if I misuse AI?

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

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly