

# EXAMINATIONS HANDBOOK 2023 / 2024

Exam Number: 07940 468 081

## Contents

<b>INTRODUCTION</b> .....	3
<b>Before The Exams</b> .....	3
<b>Non Examination Assessment (NEA)</b> .....	4
<b>Exam Attendance - What to do if you are absent?</b> .....	4
<b>EXAM DAY</b> .....	5
<b>Where do I go?</b> .....	5
<b>What if I am Late?</b> .....	5
<b>What if I am ill on exam day?</b> .....	5
<b>Equipment you will need on the day</b> .....	6
<b>Using Calculators</b> .....	7
<b>Prohibited Materials</b> .....	8
<b>During The Exam</b> .....	9
<b>Malpractice</b> .....	10
<b>After The Exams</b> .....	10
<b>Results Day – venue 6<sup>th</sup> Form Centre</b> .....	10
<b>Appendix 1 – Warning Poster for Candidates</b> .....	11
<b>Appendix 2 – Warning to Candidates</b> .....	12
<b>Appendix 3 – Written Examinations</b> .....	13
<b>Appendix 4 – On-Screen Tests</b> .....	17
<b>Appendix 5 – Non-Examination Assessments</b> .....	20
<b>Appendix 6 – Coursework Assessments</b> .....	23
<b>Appendix 7 – JCQ Social Media Information</b> .....	27
<b>Appendix 8 – JCQ Information for candidates – Privacy Notice</b> .....	28
<b>Appendix 9 – JCQ AI and Assessments – A quick guide for students</b> .....	31

# INTRODUCTION

This booklet has been produced to answer any questions you, your parents or carers may have about your exams at St Joseph's College. There are some notices that are issued by the Joint Council for Qualifications (JCQ) which we, as a school are duty bound to share with you. Please ensure you read them. Failure to read them will not be accepted as a valuable reason for non-compliance. You will find these notices at the end of this booklet.

Once you have read this booklet, if there is anything you are not sure of please go the Exams Office and speak to the Exams Officer Mr Amoo – Gottfried, [KAmoo-Gottfried@sjc.ac](mailto:KAmoo-Gottfried@sjc.ac).

## Before The Exams

Nearer the exam series you will be issued with a detailed exam timetable, showing the start time, length, code, room and seat allocation for each of your exams. **It is vital that you check that every paper in every subject you study is on your timetable.** Maths and Science are tiered. You must also check you are entered for the correct tier – either Higher or Foundation. If there is anything that is wrong or you think might be wrong, please speak to the Exams Officer immediately. Your exams can sometimes start at a different time to other members of your subject group therefore, if you lose your timetable or are unsure of the details of your exams, please go and speak to the Exams Officer. If the exam is not on your timetable, it means you have not been entered for it and there will not be a paper for you on the day.

On your timetable, please check your name is spelt correctly and matches the name on your Birth Certificate. The name on your timetable is the name that will be on your exam certificates, if this is not the same as on your birth certificate it can cause problems with future employment.

Please make sure you know when all your exams are, if you miss an exam you will be unable to sit it at another time.



## Non Examination Assessment (NEA)

In some subjects certain units are not tested with a written exam paper but with an NEA. This is marked by your teacher and then moderated by the Exam Board. Your teacher will tell you your mark but if you feel that your mark is not correct you can appeal. Please speak to your teacher or the Exams officer about this.

## Exam Attendance - What to do if you are absent?

You must attend all of the exams you have been entered for as shown on your timetable. Misreading these will not be accepted as a satisfactory explanation for absence.

If a candidate is absent for any reason, the school must be notified on the following College mobile telephone number: **07940 468 081** before the exam is due to start.

If an exam is missed due to illness, a letter from a Doctor **must be provided** otherwise a claim for Special Consideration cannot be made.

Candidates who fail to sit their examinations will be charged for the cost of that examination unless a valid reason is provided, with supporting evidence if necessary.



# EXAM DAY

## Where do I go?

You should arrive at least 15 minutes before the start of your exam. Morning exams start at 8:40am and afternoon exams at 1:30pm, unless **otherwise stated on your timetable**.

Before the exam make sure you take everything out of your bag that you will need for your exam. You will also need to take your mobile phone and watch with you which can be handed into for safe keeping before the start of the exam. The School accepts no responsibility for any items of value that are left in bags. Please do not bring valuables to school with you when you are sitting exams.

Students sitting their exams in the sports hall and lower school will line up in the tennis court area, in column order based on their tutor group or in one column for the 6<sup>th</sup> form.

On your desk there will be an exam ID card with your exam number and the paper you are due to sit. Please only sit at the desk with your ID card on it, otherwise you may well be sitting the wrong paper.

## What if I am Late?

If you know you are going to be late, please ring the school as soon as possible on **07940 468 081**. As soon as you arrive, report to reception who will inform the Exams Team. Depending how late you are and how long the exam is, you may or may not be allowed to sit the paper. Remember to hand in your mobile phone and watch before entering the exam venue.



## What if I am ill on exam day?

Please telephone the school as soon as possible if you are unwell on **07940 468 081**. If possible, you should try and sit your exam. If you miss one of your papers you may not achieve a grade for that subject. Testing positive for COVID 19 is no longer a valid reason for missing an exam. If you are unwell due to COVID 19 and unable to sit an exam this will be treated in the same way as any other illness.

# Equipment you will need on the day

Please check before your exam that you have all the equipment you require for that exam.

You will need:

- 2 Black Pen no other colours
- HB pencils
- Ruler
- A rubber
- A compass
- A protractor
- Calculator, (see further information overleaf)
- Highlighters may be used on question papers but not on answers
- Extra equipment (e.g. coloured pencils may be required for specific exams, your teacher will let you know if this is relevant)

You may bring

- A water bottle (all labels removed)
- A clear see through pencil case



# Using Calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams. Unless the instructions specifically say that calculators are NOT allowed, you can assume that they are allowed.

**10.3** Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.

## **Calculators must be:**

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

## **Calculators must not:**

- be designed or adapted to offer any of these facilities:
  - language translators;
  - symbolic algebra manipulation;
  - symbolic differentiation or integration;
  - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
  - databanks;
  - dictionaries;
  - mathematical formulae;
  - text.

## **The candidate is responsible for the following:**

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

# Prohibited Materials

The following **MUST NOT** be brought into the Exam room:

- Mobile Phone or other communication device.
- Watches
- Headphones
- Tippex or other liquid correcting fluid or tape
- Books (unless advised)
- Notes, letters, diaries or other printed material.
- Scrap paper
- Bags (these need to be left in the back of the exam room)
- Outdoor coats, hats, scarves, gloves, bandanas, sunglasses or durags (must be left with bags)
- Food
- Non see through pencil case
- You must not have any writing on your body including hands.
- No tissues (these will be provided as needed)

If you are found to have any prohibited items with you in the exam, even if you did not intend to use it, this will be reported to the awarding body.

When you line up for your exams you will be reminded about these rules and you will be able to hand in your mobile phones and other items for safekeeping.



# During The Exam

As soon as you enter the **Sports Hall/Lower School** you are under exam conditions. This means no talking or turning around. You must be silent at all times when in the exam room.

Communication of any kind with any student or misbehaviour of any kind could result in disqualification.

Check that you have the correct paper and tier of entry. Listen carefully to the invigilators' instructions.

Do not write anything obscene or offensive anywhere on your paper, also do not doodle. The Exam board will refuse to mark it and you may face further sanctions.

Should you require any assistance in the exam room then please raise your hand and wait for an invigilator to attend to you.

## Common Problems

- **Need more paper** – The invigilators can give you more paper if needed. You must put your name and candidate number on all pages that you use.
- **Pen runs out** – Invigilators will provide you with another pen.
- **Feeling unwell** – put your hand up immediately. An invigilator will accompany you to the medical room.
- **Finish before end of exam** – please use any spare time to check your answers carefully. You will NOT be able to leave the exam early.
- **If Fire alarm sounds** – remain seated in silence and await further instructions.

Once you have entered the exam room you will not be allowed to leave the room unescorted, for any reason, before the end of the exam.

# Malpractice

The College runs examinations under the strict regulations of the Joint Council for Qualifications (JCQ), who provide all the rules and regulations that concern examinations. Malpractice means any act or practice which is in breach of these rules and regulations. Malpractice by a candidate will result in the candidate being reported to the relevant exam board. They, not the College, decide the sanction for this malpractice, this may mean a candidate's papers may be cancelled for that exam unit, or that subject or for all subjects for that exam board depending on the severity of the malpractice.

## You need to know that the following would be considered as malpractice:

- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments.
- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or not telling exam boards or your school/college about exam information being shared.
- the deliberate destruction of another candidate's work
- behaving in a manner so as to undermine the integrity of the examination

## After The Exams

If you were fully prepared for your exam and something went wrong on the day, such as illness or family problems, you must speak to the Exams Officer as soon as you can. He will be able to advise if we will be able to apply for special consideration. Testing positive for COVID is not a valid reason for special consideration; if you are ill because of COVID then this will be treated as any illness would be.

## Results Day – venue 6<sup>th</sup> Form Centre

**A Level Results Day      Thursday 15<sup>th</sup> August 2024**

**GCSE Results Day        Thursday 22<sup>nd</sup> August 2024**

Your results will be available for you to collect on these dates between 9.00 am and 11.30 am.

If you are unable to collect your results in person, you may give permission for a nominated adult to collect them on your behalf. This permission must be given in writing and signed by you and handed to the Exams officer prior to or brought along on the Exams day. Emails or text messages will not be accepted as granting permission. The designated person will be asked for ID before they can collect them.

Any uncollected results will be posted to your home address. If you have moved or are moving between leaving school and the results day, then you must inform the school of your new address so we can send it to the correct address.

## Appendix 1 – Warning Poster for Candidates

This poster will be displayed outside each exam room. You **must** note that “Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.”



The poster features the JCQ CIG logo in the top right corner. Below it, a horizontal line lists the exam boards: AQA, City & Guilds, CCEA, OCR, Pearson, and WJEC. The main heading is in large, bold, blue letters: "NO MOBILE PHONES", "SMARTWATCHES", and "MP3/4 PLAYERS". Below this, in smaller grey text, it says "NO POTENTIAL TECHNOLOGICAL / WEB ENABLED SOURCES OF INFORMATION". A central graphic shows three blue icons: a smartphone, a smartwatch, and a music player, all crossed out by a thick red diagonal banner that reads "NO UNAUTHORISED ITEMS" in white. At the bottom, a paragraph states: "Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification." The word "DISQUALIFICATION" is in large, bold, red letters. A final line of small text at the very bottom reads: "This poster must be displayed in a prominent place outside each examination room."

JCQ  
CIG

AQA City & Guilds CCEA OCR Pearson WJEC

**NO MOBILE PHONES  
SMARTWATCHES  
MP3/4 PLAYERS**

NO POTENTIAL TECHNOLOGICAL / WEB  
ENABLED SOURCES OF INFORMATION

**NO UNAUTHORISED ITEMS**

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in  
**DISQUALIFICATION**  
from your examination and your overall qualification.

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

## Appendix 2 – Warning to Candidates

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



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.

## Appendix 3 – Written Examinations

### Information for candidates

#### Written examinations

With effect from 1 September 2023

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

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

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

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

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

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

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

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

## D. Instructions during the exam

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

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

## E. Advice and assistance

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

## F. At the end of the exam

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

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

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

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



# Appendix 4 – On-Screen Tests

## Information for candidates

### On-screen tests

With effect from 1 September 2023

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

If there is anything you do not understand 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.

# Appendix 5 – Non-Examination Assessments

## Information for candidates

### Non-examination assessments

Effective from 1 September 2023

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

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

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

### Preparing your work – good practice

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

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

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

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

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

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

## Research and using references

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

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

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

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

The regulations state that:

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

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

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

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

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

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

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

## Plagiarism

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

# Appendix 6 – Coursework Assessments

## Information for candidates

### Coursework assessments

Effective from 1 September 2023

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

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

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

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

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

The regulations state that:

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

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

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

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

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

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

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



## Preparing your coursework – good practice

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

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

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

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

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

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

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

## Plagiarism

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

# Appendix 7 – JCQ Social Media Information



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




Image by Peter Fox

**This document has been written to help you stay within exam regulations. Please read it carefully.**

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

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

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

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

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




Image by Ben White


**You need to know that the following would be malpractice:**

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or false; or
- not telling exam boards or your school/college about exam information being shared.

**Penalties that awarding bodies apply include:**

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

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



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

JCQ 2021 – Effective from September 2021

# Appendix 8 – JCQ Information for candidates – Privacy Notice



## 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.

# Appendix 9 – JCQ AI and Assessments – A quick guide for students



## AI and Assessments

### A quick guide for students



#### What is AI?

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



#### How can AI be misused in assessments?

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

**THIS IS CHEATING!**

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



##### 1 Know the rules

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

##### 2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
  - Add the date you generated the content
  - Explain how you used it
  - Save a screenshot of the questions you asked and the answers you got

##### 3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



#### What happens if I misuse AI?

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

**DON'T RISK IT!**



## REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly