



# Birches Head Academy

**Guidance for GCSE and BTEC Examinations for Pupils, Parents and Carers**

Centre Number: 30455

KEEP THIS BOOKLET SAFE SO YOU CAN REFER TO IT BEFORE, DURING AND AFTER YOUR EXAMINATIONS



**Frank Field**  
Education Trust

# Introduction

Birches Head Academy aims to make the examination experience as stress-free and successful as possible for all candidates.

This booklet will provide informative and helpful information for you and your parents/carers. Please read it and show it to your parent/carer so that they are also aware of the examination regulations and procedures to follow in the event of any problems occurring. A copy of the handbook is also available on the school website.

The examination boards set down strict criteria through their governing body, JCQ, which must be followed for the conduct of examinations which the academy is required to follow precisely.

Should you or your parent/carer have any questions or need any advice regarding your examinations please contact:

**Examination Officer: Miss J Galvin** [jgalvin@bircheshead.org.uk](mailto:jgalvin@bircheshead.org.uk)

**Mrs L Barnes** [lbarnes@bircheshead.org.uk](mailto:lbarnes@bircheshead.org.uk)

**01782 233595**

# Examination Information



## Examination Costs

You and your parent/carer will have signed your Home School Agreement to confirm that you will attend all examinations during the academic year. Failure to attend a mock examination will mean you will be expected to complete this examination at a date which is convenient to your subject teacher.

Should you fail to attend a formal examination, an invoice for the cost of entry will be issued unless you provide a doctor's certificate signed by your GP. Examination entry costs range from £16.40 to £72.50.

## Examination Centre Number

Birches Head Academy is a registered examination centre with all the major examination boards and awarding organisations. As such the academy and its candidates **must** adhere to the examination boards' regulations when administering, managing and taking examinations. BHA must supply certain personal information to the exam boards to make entries, including details such as your name, date of birth and candidate number. This information will only be held by them for as long as it is needed.

## Candidate Number

When you are entered for an exam, you become a candidate. Each candidate has a four-digit candidate number. This is the number you will enter on your examination papers for your GCSE qualifications. It will appear next to your name on the seating plans and examination registers. It will also appear on the examination label which will be on your desk for each examination. It is important to make sure you write down on your examination papers your **legal** first name and lastname as this is the name the examination board will recognise you by.

## BTEC Learner Registration Number

If you are studying BTEC Qualifications you will be issued with a BTEC Learner Registration number for each of your BTEC qualifications. You will need to enter your BTEC Learner Registration number on your examination papers. This number is only to be used for BTEC qualification.

## Candidate Examination Timetable

You will receive a timetable for each of the mock examination sessions and should speak to the Examination Officer if you have any 'clashes'.

Once the examination entries have been made you will be issued with your Individual Candidate Examination Timetable. Please check your timetable carefully to make sure the academy has your correct personal information such as legal first and last name, your name is spelled correctly, you have all your examinations listed and the correct TIER. If you have any queries, please speak to the Examination Officer immediately.

It is important that you arrive for your examinations early, so give yourself plenty of time when you leave home.

### Our official start time for examinations is:

- Morning examinations will start at **8:30am**
- Afternoon examinations will start at **1pm**
- Make sure you arrive at least **15 minutes** before the start time



However, it is important to check your Individual Candidate Timetable for any changes to start times, especially if you have a timetable clash.

Afternoon examinations may not finish until after 3.10pm so please inform your parents you may be late. You may need to make alternative travel arrangements

## Examination Seating Plan

Seating plans for each examination will be given to your form tutor so that you know where you are sitting for each exam. They will also be displayed outside the examination room and in the dining area on the day of the examination. Make sure you check the seating plan for your seat number.

## Contact Numbers

Please check whether the academy has an up-to-date contact number for you and your parent/carer.

## Invigilators

The academy employs external invigilators to conduct the examinations. Pupils are required to behave in a respectful manner towards all invigilators and always follow their instructions.

The invigilators are responsible for the supervision of the examination. They will distribute and collect the examination papers, hand out extra answer booklets and deal with any problems that occur during the examination.



Invigilators **cannot** discuss the examination paper with you or explain the questions.

# Be Prepared for your Examinations

## Equipment

Make sure you have all your equipment before your examinations.

All items of equipment, pens, pencils, mathematical instruments etc. should be always visible to the invigilator. You must either use a transparent pencil case or clear plastic wallet.

Pens should be a ballpoint with **black ink**. No tipex or correction fluid/pens are allowed.

For certain examinations you may need a calculator. Check in which examinations you can use them with your teacher.

Only take into the exam room the materials and equipment which are allowed. **Do not take** into the examination room **any unauthorised materials** or equipment. This includes **mobile phones, smart watches, smart glasses** or other smart appliances, watches, notes, calculator cases/lids/instruction leaflets, personal TV's/stereos, digital equipment, reading pens, electronic communication/storage devices, iPod, MP3/MP4, headphones or any other products with text/digital facilities.

**Remember that all watches are required to be placed in your bag.**

**Remember to go to the toilet before the examination starts.**

**Remember to revise for each examination so you are as prepared.**



# During the Examinations



## Examination Regulations

Copies of the 'Information for Candidates: written Examinations and On-Screen Examinations' and 'Mobile Phone/Digital Equipment' notices are included in this booklet. All candidates must read these notices carefully and note that breaking the examination rules or regulations could lead to disqualification in all subjects. The academy must report any breach of regulations to the Examination Board.

**Candidates are responsible for checking their own individual examination timetable and arriving at the academy on the correct day and time and in their full academy uniform.**

Pupils will line-up on the basketball court where they will be met by their P1 teacher. For afternoon exams pupils will line up on the basketball court after lunch and Period 4 teachers will support.

Check when revision sessions are being held for a particular examination.

Candidates who arrive late for an examination may still be admitted but this must be reported and the Examination Board has the right not to accept the script. The candidate will receive the full time allowed for the examination at the academy's discretion.

You must enter the examination room in **SILENCE** and remain silent until you leave the exam room at the end of the examination.

Examination conditions apply until the exam has finished, the scripts have been collected, you have been dismissed and you have left the examination room.

**Do not attempt to communicate with, distract or disturb other candidates in the examination room. This is considered malpractice and will be reported to the exam board.**

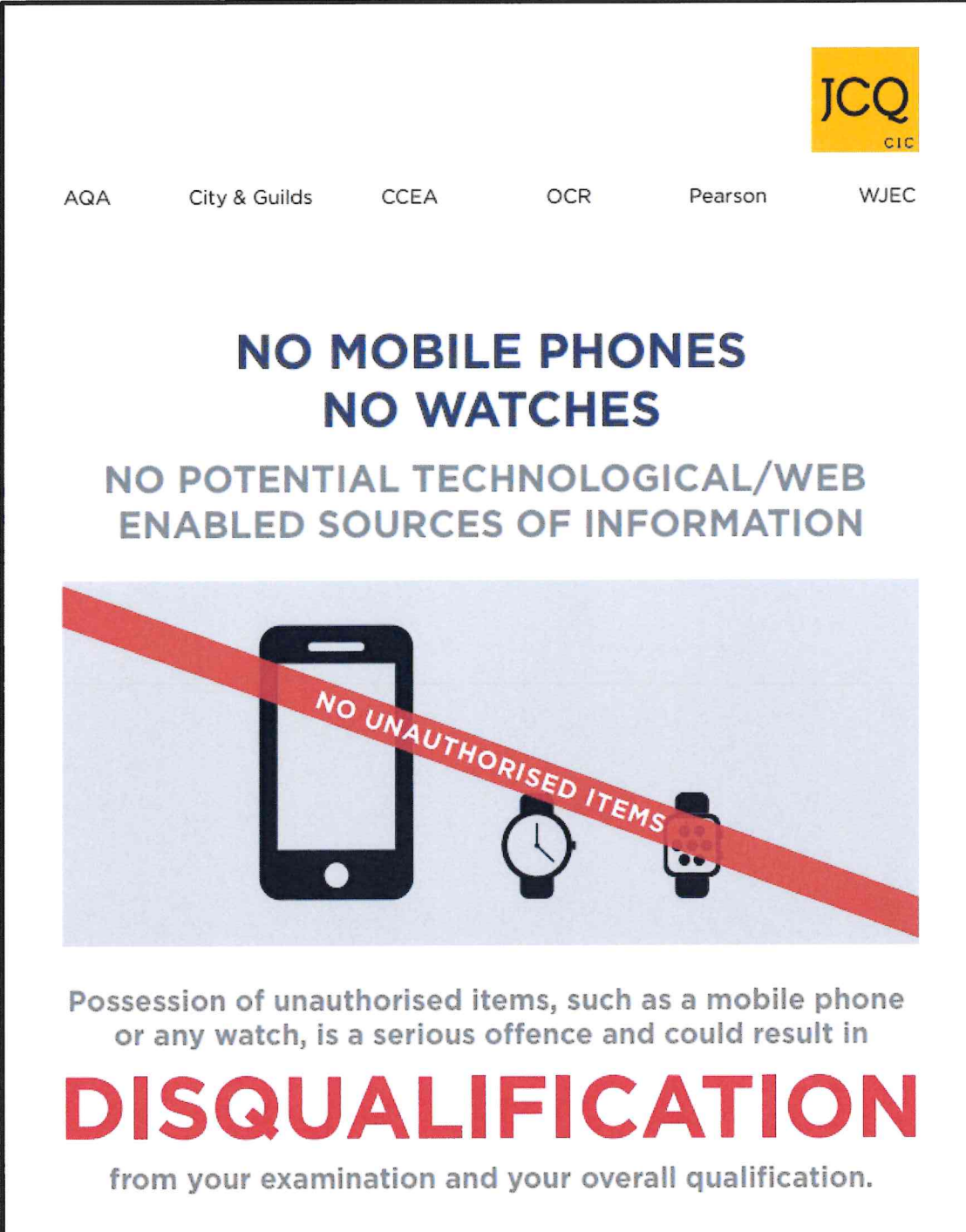
Mobile phones/smartwatches/iPod/MP3/MP4, all other electronic equipment and watches **MUST BE SWITCHED OFF, ALL ALARMS DISABLED AND STORED IN YOUR BAG BEFORE ENTERING THE EXAMINATION ROOM. IF YOU DO NOT HAVE A BAG LEAVE YOUR BELONGINGS WITH THE INVIGILATOR AT THE FRONT OF THE EXAMINATION ROOM FOR SAFE KEEPING.**

If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if switched off) it will be taken from you and a **report of malpractice** will be made to the appropriate Examination Board. **No exceptions will be made.**

The Examination Boards have the right to disqualify you from the examination and any subsequent examination and you will receive no results. They could also advise other Examination Boards who may also choose to disqualify you.

Food is **not** allowed in the examination rooms.

**Only water in a transparent plastic bottle with no label will be allowed.**



**JCQ**  
CIC

AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

**NO MOBILE PHONES  
NO WATCHES**

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

**NO UNAUTHORISED ITEMS**

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.



## During the Examinations



- **Do not write on the examination desks.** This is vandalism and you, and your parent/carer will be invoiced for the damage. You will be expected to clean off any graffiti.
- 
- Do NOT use offensive language or graffiti in your answers this will be reported to the Exam Board by the examiners marking your work
- Pupils who are disruptive or behave unacceptably will be removed from the examination room and not allowed to return. This will be reported to the Examination Board who may decide to disqualify the pupil from the examination.
- Listen carefully to instructions and notices read out by the Exam Officer and/or Invigilator-there may be amendments to the examination paper that you need to know about. **Only write on your answer booklet when you are told to do so.**
- Check you have the **correct question paper.**
- Check the date, subject, paper and **entry tier.**
- **Read all instructions** on the front of the question paper.
- Work neatly and write clearly. Number your answers clearly.
- **Do not rush - pace yourself but ensure you have enough time to answer all the questions you are required to do.** Read the advice for timings on the front of the examination paper and use the number of marks awarded for each question as guidance.
- Show your workings. If rough working is not required, cross through neatly.
- Try to leave yourself 5-10 minutes at the end of the examination to read and check your answers - this is important as you can often find mistakes/omissions and correct them before handing in your completed script. This could be the difference between a grade.
- Do not cheat or break rules in any way as you could be disqualified from **all** your examinations

## At the end of the Examination

- **STOP** writing when you are told to do so.
- Make sure your **name, examination/candidate number, centre number and signature** (if required) are on your completed script and any additional answer booklets.
- You must **remain silent** until you have left the examination room. Do not be tempted to talk/turn around/communicate in any way with other candidates as this could result in your examination paper not being marked.
- Candidates must stay in the examination room for the duration of the examination. You will not be allowed to leave the examination room early. If you leave the examination without being accompanied by an invigilator before the examination has finished, you will not be allowed to return. If you have finished the paper before the end of the examination, use any remaining time to check over your answers and make sure your personal details are correct.
- At the end of the examination all work must be handed in - remember to neatly cross through all rough work which is not required. If you have used loose sheets of paper or more than one answer booklet, make sure you have numbered the questions/sheets/booklet correctly and place it inside your first answer booklet.

Invigilators will collect your examination scripts and any other exam stationery before you can leave the examination room. **During this time you are still under examination conditions and must therefore remain silent.**

Question papers, answer booklets and additional paper **MUST NOT** be taken from the examination room.

## Absence from an Examination

The dates and times of the examinations are set by the Examination Awarding Boards and **not** the academy. These examinations are planned to run between **6<sup>th</sup> May until 25<sup>th</sup> June**. Please make sure that you do not make appointments or take holidays that conflict with any of your examinations.

If you experience difficulties during the examination period, eg illness, injury or personal problems, please inform the Examination Officer as early as possible.

Only in exceptional circumstances will candidates be granted special consideration from the Examination Boards for absence from any part of the examination. **It is a requirement that medical or other appropriate evidence** is provided by the candidate and given to the Examination Officer as soon as possible.

Parents/carers and candidates are reminded that the academy will require **payment of the fees** should a candidate fail to attend an examination without good reason and without informing the academy.

When not sitting an examination, go to your timetabled lessons. If the examination in that subject has taken place you revise the subjects where you still have examinations to take.

If an examination in that subject has not taken place you will have a normal lesson or a revision session.

**Note: Misreading the timetable will not be accepted as a satisfactory explanation of absence. It is your responsibility to know the dates and the times of your examinations.**

## Notification of Results

Specific information about results day will be given to pupils and be on the academy website closer to the date.

You will receive a 'Statement of Results' which will detail all your GCSE and BTEC grades.

Your examination results will be available from the academy for collection between 9.30am until 11.30am on:

**Thursday 21<sup>st</sup> August 2025**

If anyone (including family members) is coming to collect results on your behalf, you must give them your written permission and provide identification to prove who they are.

**Under no circumstances will results be given out over the telephone.**

### Certificates

Certificates confirming your grades will be available to collect from main reception from mid-November once they have all been received from the Examination Boards. These will be retained for a 12-month period after which time they will be destroyed as per the regulator's requirements. Certificates once issued cannot be reissued without the payment of a fee from yourselves directly to the Examination Board. It is therefore important that you collect your certificates from BHA Main Reception within the 12-month period.

Many educational and employment establishments now require sight of the original documents.



# Emergency evacuation procedures for examinations

Should there be a fire alarm during the examination the invigilators will tell you what to do.

- Do not panic!
- Remain seated, close your answer book, stay silent and await instructions from a member of staff/invigilator.
- If you must be evacuated, you will leave a row at a time in silence.
- Remain calm and when instructed you will be escorted to the designated **examinations assembly point**. This is the basketball court at the back of the sports hall, not your form's assembly point. Pupils taking exams in the ISC area are also required to meet on the basketball court.
- Leave your **closed answer book on your desk**.
- Do not collect your coat or bags or other personal belongings.
- Do not **attempt to communicate** with anyone else during the evacuation or whilst outside the exam room as you are still under exam conditions.
- When you return to the examination room do not start writing until the invigilator tells you to.
- You will be allowed the full examination time, and a report will be sent to the examination board detailing the incident.

**REMEMBER TO MAINTAIN SILENCE TO AVOID DISQUALIFICATION FROM THE EXAMINATION**



## **Internal Appeals Procedure**

### **Appeals procedure against internally assessed marks**

- An appeal should be made against the assessment process and not against the marks to be submitted to the awarding body
- They must be made in writing using the Internal Appeals form.
- The Head of the Centre will appoint a senior member of staff to conduct the investigation.
- The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the awarding body's specification and subject-specific associated documents.
- Those who appeal will be informed in writing of the outcome of the appeal including any relevant correspondence with the awarding body and any changes made to internal assessment procedures.
- The outcome of the appeal will be made known to the Head of the Centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centers. The moderation may lead to marks changing. This process is outside the control of the centre and is not covered by this procedure.

## 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.**

## Information for Candidates – Written Examination

### 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.



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

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

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

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.

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## F. At the end of the exam

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.

## Information for Candidates – Non-examination Assessments

### 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/onthistday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthistday/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.**

## Information for Candidates - Coursework

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/onthistday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm),  
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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.

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- 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**



## Information for Candidates – On-Screen Tests

### 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.
- 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.

1

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

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

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

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

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.



### What is AI?

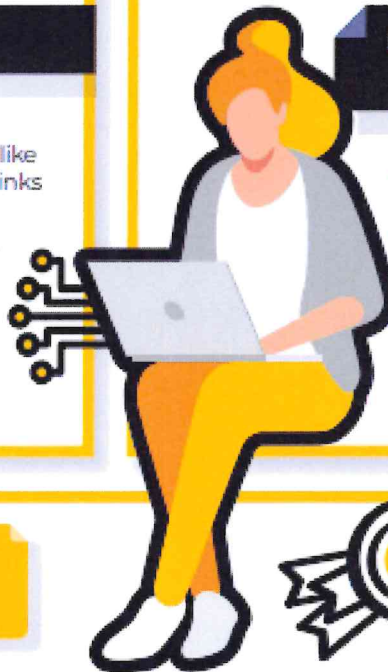
- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



### 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!

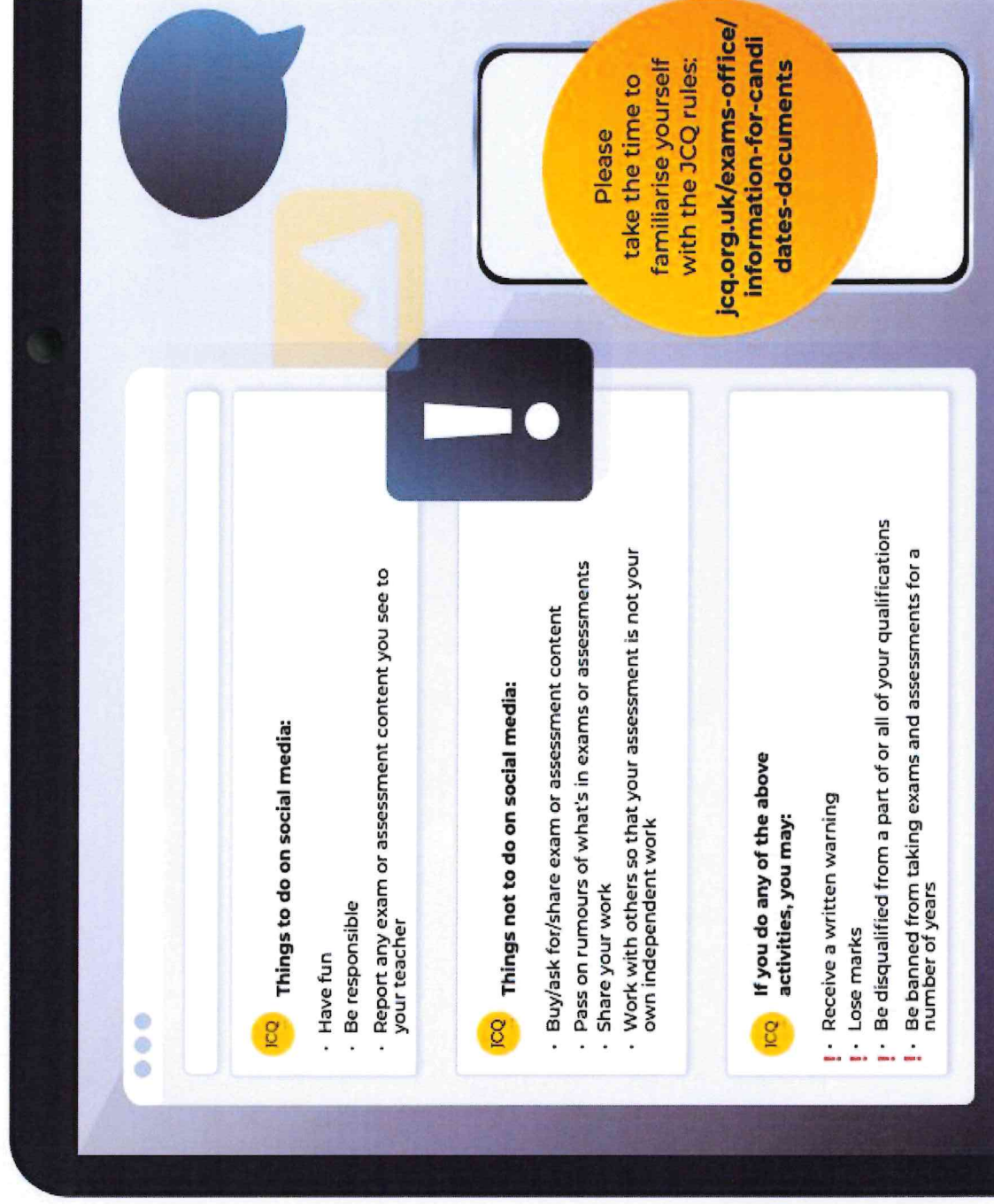
Know the rules

Talk to your teachers

Reference clearly

**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




# On your exam day

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

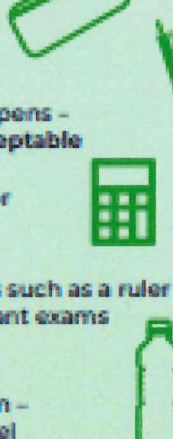
## Before sitting your exams, ensure you know:

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

## What you cannot take into exams:

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

## What you will need:

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

## Other important information:

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

## Contingency sessions:

- There are contingency sessions within the Summer 2025 exam timetable - the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. Make sure you are available on all three dates even if you do not have an exam.

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

