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

It is the aim of Birches Head Academy 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.

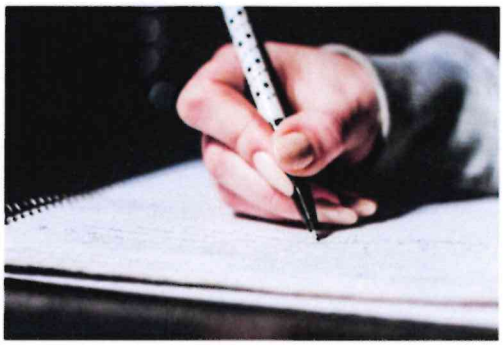
The examination boards set down strict criteria through their governing body, JCQ, which must be followed for the conduct of examinations which the academy is required to follow precisely.

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

Examination Officers:

Mrs L Barnes	**01782 233595**	lbarnes@bircheshead.org.uk
Mrs T Reid	**01782 233595**	mreid@bircheshead.org.uk

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 on a date which is convenient for your subject teacher. Should you fail to attend a 'real' examination, an invoice for the cost of the entry will be issued unless you provide a doctor's certificate signed by your GP. Examination entry costs range from £19.93 to £78.50.

Examination Centre Number (30455)

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 in order to make entries, this includes 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 candidate card 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 **legal** last name as this is the name the examination board will recognise you by.

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 spelt correctly, you have all your examinations listed and at 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 9am
- Afternoon examinations will start at 1pm

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 3pm so please inform your parents you may be late. You may need to make alternative travel arrangements.

Copy the dates and times of all your examinations into your planner and ask your parent/carer to note down the dates so that they can remind you of the examination dates and help you schedule your revision timetable.

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 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/sheets, and deal with any issues 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 always be 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 tippex 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. **Calculators must be in exam mode.**

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, watches, **all storage or web-enabled devices,** notes, books, papers, calculator cases/lids/instruction leaflets, or any other products with text/digital facilities.

Remember that all watches and mobile phones 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 as you can be.

During the Examinations

Examination Regulations

Copies of the 'Information for Candidates: written Examinations and On-Screen Examinations' notices and 'Unauthorised Items and Warnings to Candidates' posters are included in this booklet. All candidates must read these notices carefully and note that breaking any of 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 students 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 utthe 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.

Mobile phones, all other storage or web-enabled devices 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 clear plastic bottle with no label will be allowed.

During the Examinations

- **Do not write on the examination desks.** This is regarded as vandalism and you and your parent/carer will be invoiced for the damage. You will be expected to clean off any graffiti.
- Completed examination scripts are scanned by computer before being marked. It is therefore very important that you do not graffiti or write offensive comments on your examination script as this will hamper the scanning software in reading your completed script. The Examination Board may also refuse to accept your completed script.
- Pupils who are disruptive or behave in an unacceptable manner 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 candidate 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 in your answer booklet when you are told to do so.
- Check that you have the **correct question paper.**
- Check the date, subject, paper and **entry tier**.
- Read all instructions on the front of the question paper so you understand what you need to do and answer the questions carefully.
- Work neatly and write clearly in black ink.
- Number your answers clearly.
- **Don't 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 workings are not required, cross through neatly.
- Try to leave yourself 5-10 minutes at the end of the examination to read through 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. If you have more than one answer booklet and/or loose additional paper, place them inside your answer booklet once you have put your name, candidate number and question number on them.
- You must **remain silent** until you leave 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 them inside your first answer booklet.

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

Question papers, answer booklets, and additional papers **must not** be taken out of the examination room.

Absence from an Examination

The dates and times of the examinations are set by the Examination Awarding Boards and **NOT by** the Academy. These examinations are planned to run between 5th May until 23rd 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, e.g. 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 also 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 19th August 2027

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

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

GCSE Certificates

Certificates confirming your grades will be available to collect from the main reception from the beginning of December 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.

- Don't panic!
- Remain seated, close your answer book, stay silent and await instructions from a member of staff/invigilator.
- If you have to 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 Aspire 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 do so.
- You will be allowed the full working time for the examination, and a report will be sent to the examination board detailing the incident.

REMEMBER TO MAINTAIN COMPLETE 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 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 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 the candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. 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	NCFE	OCR	Pearson	WJEC

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 examination or qualification.

3
You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4
You **must** follow the instructions of the invigilator.

5
You **must not** sit an examination in the name of another candidate.

6
You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7
If you are confused about anything, only speak to an invigilator.

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

JCQ CIC

AQA Questions matter | CAMBRIDGE OCR | City & Guilds | Rewarding Learning | NCFE | Pearson | wjec cbac

NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES

NO STORAGE OR WEB-ENABLED DEVICES

Possession of unauthorised items 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.

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Information for Candidates- Written Exams

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. You should also check with your teacher which calculator you may use in your exams.

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 any unauthorised material into the exam room, including:

(a) notes;

(b) earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods);

(c) a mobile phone;

(d) a watch (e.g. analogue, digital, smartwatch);

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 sanctions and possible disqualification.

5 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.

6 Do not talk to or try to communicate with or disturb other candidates once you have entered the exam room.

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

8 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.

9 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 your 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 permitted equipment needed for the exam.

5 You must write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spellcheckers

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 its memory and make sure it is in exam mode;

(c) remove any parts such as cases, lids or covers which have printed instructions or formulae;

(d) do not bring any operating instructions or prepared programs into the exam room.

3 Do not use a dictionary or computer spellchecker 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;

(c) you think you have not been given the expected access arrangement(s).

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 place any additional answer sheets inside your answer booklet. (For CCEA examinations place any additional sheets behind your answer booklet.)

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

E. Advice and assistance

1 If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.

2 Put up your hand during the exam if:

(a) you have a problem and are not sure 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 answer booklet.

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 – On-screen Exams

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 exam(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 exam.

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 for that exam.

5 You must not take any unauthorised material into the exam room, including:

(a) notes;

(b) earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods);

(c) a mobile phone;

(d) a watch (e.g. analogue, digital and smartwatch);

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

(e) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. memory sticks, social media sites, spreadsheets or the internet;

(f) prepared templates.

Bringing unauthorised material into the exam room is breaking the rules, whether you intend to use it or not. You will be subject to sanctions and possible disqualification.

6 Do not talk to, try to communicate with or disturb other candidates once you have entered the exam room.

7 If you leave the exam room unaccompanied by an invigilator before the on-screen exam has finished, you will not be allowed to return.

8 Do not borrow anything from another candidate during the on-screen exam.

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

1 Know the date and time of your on-screen exam(s). Arrive at least ten minutes before the start of your on-screen exam.

2 If you arrive late for an on-screen exam, report to the invigilator running the exam.

3 If you arrive more than one hour after the published starting time for the on-screen exam, 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 exam.

C. Calculators, dictionaries and computer spellcheckers

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 its memory and make sure it is in exam mode;

(c) remove any parts such as cases, lids or covers which have printed instructions or formulae;

(d) do not bring any operating instructions or prepared programs into the exam room.

3 Do not use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the on-screen exam

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 exam;

(b) the on-screen exam is in another candidate's name;

(c) you experience system delays or any other IT issues;

(d) your access to the on-screen exam has not been set up correctly;

(e) adjustments to the on-screen exam have not been made for you, e.g. additional time has not been added, computer reading software or speech recognition software has not been uploaded.

3 You may be given a question paper or the instructions may be on

screen. In either case, read carefully and follow the instructions. Do not open the question paper until you are told that the exam has begun.

E. Advice and assistance

1 If, on the day of the on-screen 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 on-screen exam 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 exam

1 Ensure that the software closes at the end of the on-screen exam.

2 If you are required to print off work outside the time allowed for the on-screen exam, 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 exam.

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Information for Candidates – Non-exam Assessments

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

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

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

Preparing your work - good practice

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

If you worked as part of a group on an assignment, for example undertaking field research, you must write up your own account of the assignment. Even if the information you have is the same, you must describe in your own words how that information 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 prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Research and using references

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

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

You can demonstrate your knowledge and understanding of a subject by using information from sources, or generated from sources, which may include the internet and AI. Remember, though, information from

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

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

> The regulations state that:
>
> 'the work which you submit for assessment must be your own';
>
> 'you must not copy from someone else or allow another candidate to copy from you'.

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2027.

Where AI has been used,, your reference must show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2027. You should also acknowledge the sources used by the AI tool in generating the content.

You must retain a copy of the question(s)/prompts used to generate the AI content and the AI-generated content itself in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This must be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used.

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 from other sources 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 not crediting the source. This includes outputs from AI tools. It could also include AI-produced material. Plagiarism 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 will be 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 for detecting plagiarism 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.

Sanctions for breaking the regulations

If it is discovered that you have broken the regulations, one of the following sanctions 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 sanction is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK.

JCQ CIC

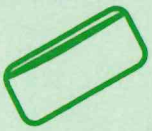
On your exam day

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 will need:



- ☐ a clear pencil case

- ☐ at least two black ink pens – blue pens are **not acceptable**

- ☐ an approved calculator for relevant exams
- ☐ appropriate equipment, 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

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2027 exam timetable on the morning and afternoon of 23 June 2027. Make sure you are available on 23 June 2027.

What you cannot take into your exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)
- ☐ smart devices (e.g. earbuds, smart glasses or tablets)

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 an additional answer sheet, raise your hand and wait for an invigilator to provide one. Remember to add your details to this sheet.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator to escort you from the exam room.
- ☐ Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

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

You can also find useful information about preparing for exams at
www.jcq.org.uk/exams-office/information-for-candidates-documents

JCQ CIC

Information for candidates
AI (Artificial Intelligence and assessments)

What is AI?

AI stands for artificial intelligence and can be used to create text, images, videos, music and artwork based on instructions given to an AI tool.

What is an AI tool?

AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*

*The list of certain suppliers of AI-related products is for information purposes only and does not constitute an endorsement by JCQ and awarding bodies. It is each centre's responsibility to investigate and verify any suppliers they use, including any terms and conditions which govern the sale or use of the supplier's products. The list provided is not exhaustive.

When can I use AI?

- Your teachers may use it in class when teaching the course, but remember teaching in the classroom is not an exam!
- There are some assessments where you can use AI – your teachers will tell you if you can or cannot use an AI tool.
- Remember, the rules are different for different assessments and subjects, so always check with your teachers first!
- When an AI tool is allowed, **you must acknowledge**** the AI tools and the material produced by the AI tool that you have used in your work. If you do not acknowledge AI use, it will be **considered as cheating**.

When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply.
- This is what exam boards call **AI misuse and is a form of cheating.**

**Acknowledgment – 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, for example, *ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2025.*

IF YOU USE AN AI TOOL, YOU CANNOT GET MARKS FOR WHAT THE AI TOOL HAS PRODUCED, AS IT IS NOT YOUR OWN WORK

If I'm allowed to use AI, how is this breaking the rules?

- AI misuse is when you use an AI tool in an exam or assessment where you are not allowed to; and/or
- Where you use an AI tool to create work and then say it's your own.

How to make sure you don't misuse AI

DECLARE

- Remember to sign your declaration form when handing in your work for final assessment.
- Your signature on the declaration form tells your teacher and the exam board that you are saying all the work you're handing in is your own.
- If you have used an AI tool, **you must declare***** that you have used it before signing the declaration form!

***Declare – this means that 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.

ACKNOWLEDGE

If you are allowed to use an AI tool in your assessment (remember to check!), you must do the following:

- reference the AI tool you have used
- give the date of when the AI tool generated the content
- give details of how you used it.
- save screenshots of what you have asked or instructed the AI tool to do and what answer the AI gave you, and include this with the work submitted.

LAST CHECKS **Know the rules** **Check with your teachers** **ACKNOWLEDGE and DECLARE**

Information for candidates

Using social media and examinations/assessments

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

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

Things to do on social media:

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

Things not to do on social media:

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

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

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

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

jcq.org.uk/exams-office/information-for-candidates-documents