



**GCE A LEVEL EXAMINATIONS
INFORMATION
FOR
STUDENTS & PARENTS/CARERS
2024/2025**

Clitheroe Royal Grammar School

Centre Number: 47217

Dear Student and Parents/Carers

This booklet is designed to provide you with all the information you will need regarding examinations this summer.

It is our aim to make sure that all students access examinations in the best possible way so that they can have a stress free and successful experience demonstrating their knowledge and skills to the best of their ability. With this in mind, we are required to follow certain regulations issued by the Joint Council for Qualifications (JCQ^{CIC}), specific details of which are included in this booklet. Also detailed are important instructions regarding conduct and behaviour and answers to questions which you may have.

The summer timetabled examination session runs from Mon 12th May 2025 to Friday 20th June 2025. Students have been issued with their individual timetable and a copy of the JCQ^{CIC} document 'Information for Candidates'. Stand down starts on Friday 9th May 2025.

This year the examination boards have introduced 2 contingency days these are **Wednesday 11th June 2025 - PM only** and **Wednesday 25th June 2025 all day**. This will be used if a significant, unexpected event arises nationally or locally during the exam period such that no students (or a large number of them) are able to take an exam when planned. All students must be available for these dates.

If after reading this information you have any questions, please do not hesitate to contact either myself or my colleague Claire Smalley on 01200 414006 or 01200 414002.

Regards

Miss C Routledge
Examinations & Assessment Officer

JCQ REGULATIONS

At the back of this booklet are various documents issued by the JCQ^{CIC} which have already been issued to each student electronically via their school email address. These include:

- 'Information for Candidates – Coursework assessment'
- 'Information for Candidates – Non-examination Assessments'
- 'Information for Candidates – For on-screen tests'
- 'Information for Candidates – For written examinations'
- 'Information for Candidates – Privacy Notice'
- 'Information for Candidates – Social Media'

It is the responsibility of every student to read these documents and to be aware of the rules and regulations set by the Awarding Bodies and JCQ^{CIC}.

There is a 'Warning to Candidates' notice and mobile phone notice placed outside each exam room to remind students of the regulations.

Students must adhere to the JCQ^{CIC} rules and regulations. Any case of malpractice must be reported to the Awarding Body concerned and appropriate penalties applied. In extreme cases, the Awarding Body may decide to disqualify a candidate from all examinations in the session.

PROBLEMS DURING THE EXAMINATION PERIOD

- If you experience difficulties during the examination period (illness, injury, personal problems etc), please **let us know** as soon as possible.
- If you are too ill to attend school for an exam, please **advise the school** as soon as you are able, prior to the exam. You/your parent will be required to obtain a doctor's note or fill in a self-certification form on the day which will need to be countersigned by a doctor/nurse. The forms are available from the examination office.
- The **responsibility** for attending your exams lies with **you and your parents/carers**. Failure to attend may result in an account being sent to cover the appropriate exam entry fees unless a medical certificate verifying the cause of absence has been submitted. The 1988 Education Act also gives Governors a legal right to reclaim all examination expenses incurred on behalf of candidates who fail to sit exams for which they are entered or to submit course work which represents an integral part of the examination process.
- Absence from an exam due to misreading the timetable will **not** be considered a satisfactory explanation.

PRIOR TO THE EXAM

- **Revision Facilities**

The School Library and Quad at York Street will be available for revision work should you wish to use them. Rooms will also be made available at Chatburn Road for study purposes. Please check for details of allocated rooms in the foyer of the Sports Hall and in the reception at Main School. **We must however, stress that you do not occupy form rooms of current Y7-10 and that you must wear full school uniform whenever you are on school premises during the examination period.**

- **Timetables**

You are issued with an individual candidate timetable prior to each exam session. You are then responsible for checking the seating plans within school (on the notice boards outside the Lecture Theatre at York Street and in the foyer of the Sports Hall at Chatburn Road) to see which room you have been seated in and your seat number. Seating plans will be in **CANDIDATE NUMBER ORDER**. Calls **must not be** made to school asking for this information.

Please check your timetable very carefully – paying particular attention to the duration of each exam.

- **Candidate Numbers**

Learn your candidate number off by heart. You will be required to write this number on every exam paper.

- **Exam Clashes & Timetable Variations**

If you have a clash, you will be notified in writing by the exams officer with details of alternative arrangements. You will need to sign a return slip confirming your understanding of the situation.

- **Exam Times**

Arrive at your allocated room **10-15 minutes** before the start of each exam.

Morning exams start at **9am** and afternoon exams start at **1.30pm**. However, afternoon exams in Alternative Arrangements rooms will start at **1.15pm**.

Occasionally a change in starting times is required for administrative purposes. Details can be found on the notice boards.

If you are driving to school, please note that you cannot park in the school grounds. For exams at Chatburn Road, cars near the school entrances must be parked **on one side of the road only** to allow buses to turn in and out easily. **Do not park partly on a pavement.**

Wait outside the exam room until permitted to enter by invigilation staff. This ensures that the room is ready and that the exam can start as promptly as possible. If taking an exam in the Sports Hall you must wait OUTSIDE until you are called in.

IF YOU ARE LATE

- If you are going to be late for an exam you must contact school on **01200 423118** as a matter of urgency. It may be possible for you to sit the exam depending on how late you are, but it is imperative that once the call to school is made you do not use your mobile phone again unless in an emergency. This is so that we can prove to the Awarding Body that the security of the exam has been maintained.

UNIFORM

- **Full school uniform must be worn during each exam.** You will be asked to remove items of non-uniform regardless of the weather. **Stiletto heels** must **not** be worn in the Sports Hall as they damage the floors.

MOBILE PHONES AND WEB ENABLED DEVICES

- **Mobile phones, watches and data watches and similar web-enabled electronic devices MUST NOT be taken into the exam room. The Awarding Bodies have the right to disqualify you from an exam or indeed, the whole exam session, if you are found to have any of these items in your possession. Do not run the risk.**

NO WATCHES (smart or regular) OR HEADPHONES, AIRPODS, EARPHONES, EARBUDS are permitted in the Exam Room.

EQUIPMENT

- You are responsible for bringing all the equipment you require to the exam. We cannot guarantee that equipment can be borrowed and failure to bring this equipment may jeopardise your final result.

Equipment required in a see-through pencil case:

- 2 x Black ink pens or biros (gel pens should not be used)
- Calculators are permitted for some exams. Please make sure you check with your subject tutor that it conforms to exam regulations (please see the table below outlining the JCQ^{CIC} regulations regarding calculators).
- 2 x pencils
- 1 x ruler

- 1 x eraser
- 1 x pencil sharpener
- **Do not use** erasable pens, correcting fluid etc.

- **Water**

Water may be brought into the exam room in a clear plastic bottle with the label removed. You will be asked to dispose of any bottles that do not meet these guidelines. Food is not allowed unless for medical reasons and prior permission must be obtained from a member of the exam's office team.

- **Calculators**

Please ensure that you know how to put your calculator into examination mode when the invigilator instructs you to do so in the examination room.

If your calculator is Graphic Calculator Casio CG-50, please ensure you know how to put it into Exam Mode.

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.

How to enter the UK examination mode

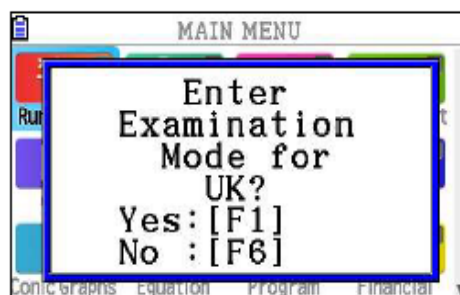
Make sure that you use the UK examination mode, not the IB examination mode.

Switch your calculator **OFF**. It is not possible to enter examination mode while the calculator is switched on.

Press *and hold* the keys marked with the letters UK (Ⓚ Ⓜ).

Whilst *continuing to hold* UK, press *and hold* the **AC/ON** button until you see the following message

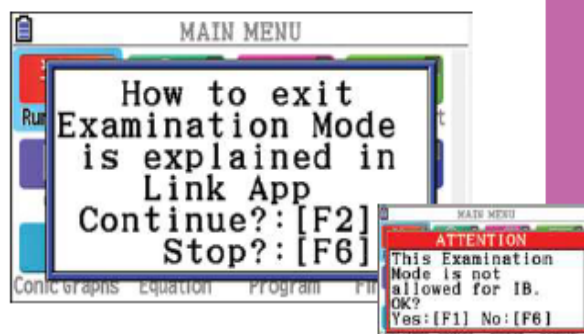
If you wish to continue, press **F1**. If you do not wish to use the UK examination mode, press **F6**.



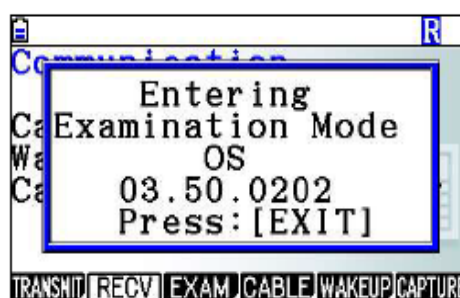
You will then be asked if you really mean to enter examination mode (because it's hard to get out of it!).

Press **F2** to continue to examination mode, or **F6** to exit.

You'll get a final warning (we want to make sure you don't want the IB examination mode).

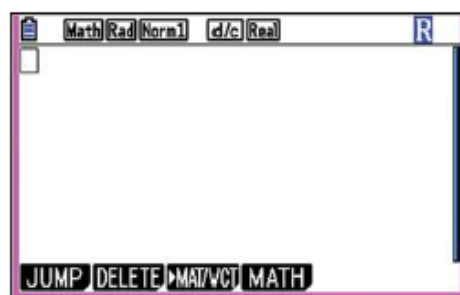


Press **F1** to enter the UK examination mode, or **F6** to exit. You are now in the UK examination mode.



Press **EXIT** to start using the calculator.

The UK examination mode has a magenta screen border. There is a flashing **R** symbol in the top right.



MEDICAL

- If you use an EpiPen please make sure it is in date and that you have one with you for emergencies, this must be placed on your exam desk.

ONCE INSIDE THE EXAM ROOM

- Once inside the exam room, you are under exam conditions and must remain **silent** for the duration of the exam except if you must ask the invigilator for something. From 2023 the JCQ have stated that any communication once you enter the exam room will be classed as malpractice.
- **Listen** carefully to the information the invigilators give you as they will notify you of any erratum notices for the exam paper.
- **Do not** attempt to communicate with other students or distract them as this WILL lead to malpractice concerns.
- **Do not** have writing on your arms or hands as this may lead to malpractice concerns.
- Exam desks are checked before and after every exam. If graffiti is found on any desk you will be asked to pay for a new one.
- **Do not** doodle or write offensive comments on your exam paper. School will be notified by the examiner, and you may be disqualified from the exam.
- On receipt of your paper, **check** the details carefully, making sure the paper is the correct unit/level and subject. Notify the invigilator immediately if you have any concerns.
- **Read** all instructions thoroughly.
- When filling in your details on an exam paper, write your **name in full**. Do not use abbreviations or nick names.
- It is your responsibility to write clearly, ensuring your handwriting is legible.
- If you require a toilet break during the exam, **put your hand up** to attract the invigilator's attention. Be aware that you will not be allowed any extra time.
- If you feel ill during the exam, **put your hand up** and the invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel it may have affected your performance.

- At the end of the exam, the invigilator will tell you to stop writing. You **must** stop writing at this point regardless of whether you are in the middle of a sentence.
- **You must stay in the exam room for the duration of the exam.** You will **not** be permitted to leave early so please don't ask. Use the time to check what you have written and cross through any work you do not want to be marked.
- All question papers, answer booklets and additional paper will be collected at the end of the examination by the invigilators. You **must not** take any examination material from the exam room as you leave.
- On leaving the exam room, please do so in **silence** being mindful of any students who may still be in exams.
- If a fire alarm sounds during an exam, **listen** to your invigilator carefully. They will give you strict instructions regarding leaving your exam papers on the desk and will lead you to a designated area outside and away from the building. When it is safe to come back into the building you will be able to continue with the exam and be awarded the full time allocated. We will notify the awarding body of the incident.

EXAMS AT MAIN SCHOOL

- If you have an exam at the Chatburn Road site, we ask you to go directly to your exam room.

INVIGILATION STAFF

- CRGS employs external invigilators who are **fully trained** regarding exam processes and regulations.
- You are expected to behave in a **respectful** way towards all members of invigilation staff and follow their instructions **at all times**.
- The invigilators will give you concise instructions regarding the rules and regulations of the exam and will distribute the exam papers and any additional stationery you may need.
- Please **raise your hand** if you require their attention during an exam.

LIBRARY BOOKS

- Library books must be returned by **Friday 25th April 2025**. You are welcome to use the library and its resources during study leave to revise.

TEXTBOOK RETURN

- A book drop will be available in the Quad from stand down until the end of the Examination Period. Please return all textbooks to the book drop when you have finished using them. Alternatively, books can be handed directly to the relevant department.
- Your name **must** be written neatly inside the front cover of the book.
- If you do not return your books, you will be sent an invoice for the cost of a replacement.

AFTER THE EXAMS

GCE A LEVEL RESULTS DAY

THURSDAY 14TH AUGUST 2025

- **Y13 Students will receive an email with their examination results to your school email address at 8.00am when the JCQ embargo lifts. Members of Sixth Form Team** (Senior Tutors, Student Support Managers, Careers Advisor, members of SLT) **will be available in Sixth Form at York Street on that day.** You are welcome to come into Sixth Form to speak with us.
- In addition to the email with your examination results, your results will also be posted out to you on A Level results day. If you would like another person (e.g. family members) to collect your results on your behalf, you must give your written authorisation to the exams office **before** you **stand down** (Friday 9th May 2025).
- All Y13 students should complete an electronic '**Leavers Destination Form**' after receiving their results **on results day**.

POST RESULTS SERVICES – Enquiries about Results (EARs)

- Following the issue of exam results in August the following post result services will be available should they be required:

Clerical Re-check

A clerical check is applied to your script, making sure that all questions have been marked and all marks added up correctly.

Priority Review of marking

This is for A Level students whose university place depends on the outcome. A fast-track review of marking service, this checks that the mark scheme has been applied correctly to the marking of your paper. This service also includes a clerical check. This service can result in your mark going up, down or staying the same. Once a paper is reviewed the result cannot be reversed.

Photocopy Script

A copy of your script can be ordered to help you decide whether to apply for a standard review of marking.

Standard Review of marking

A review of marking service checks that the mark scheme has been applied correctly to the marking of your paper. This service also includes a clerical check.

Standard Script

Your 'original' script can be recalled for future learning purposes. Once this service is applied for, a review of marking cannot be requested. We would advise all students to use the Photocopy script service instead because of the faster delivery time.

- The fees and deadlines for these services will be printed on the reverse of your results slip and posted on the Exam Notice boards. Forms for each service are available from, and must be returned to, the exams office at York Street. Payment must be submitted with the completed request forms.
- The deadline dates for all EAR services are final and forms cannot be accepted after this date.
- Advice should be sought from your teachers/senior tutors when considering a review of marking and particular attention should be paid to the overall grade boundaries to decide whether a remark is advisable.

CERTIFICATES

- A level certificates will be available from December 2025. There may be a presentation morning at Sixth Form in December 2025. An invitation is sent to all students to advise of the exact date; please check your emails regularly for updates.
- Alternatively, you may collect your certificate in person from the sixth form reception. Or, if you would like someone to collect your certificates on your behalf, please email exams@crgs.org.uk granting authorisation. If you cannot collect your certificates in person please email exams@crgs.org.uk to arrange payment for your certificates to be posted out recorded delivery to you.
- We are required to keep certificates for only one year after issue. Please make sure you collect your certificate promptly. Failure to collect your certificates will mean that you will have to apply to the Awarding Bodies directly for replacement ones at a considerable cost of approximately £40 per certificate.

EXAMS OFFICE CONTACT DETAILS

Carolyn Routledge
Claire Smalley

01200 414006
01200 414002

E-mail: exams@crgs.org.uk


On your exam day

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

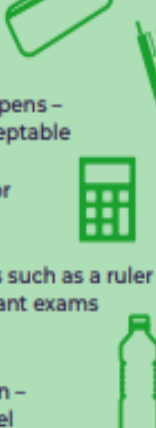
Before sitting your exams, ensure you know:

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

What you cannot take into exams:

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

What you will need:

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

Other important information:

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

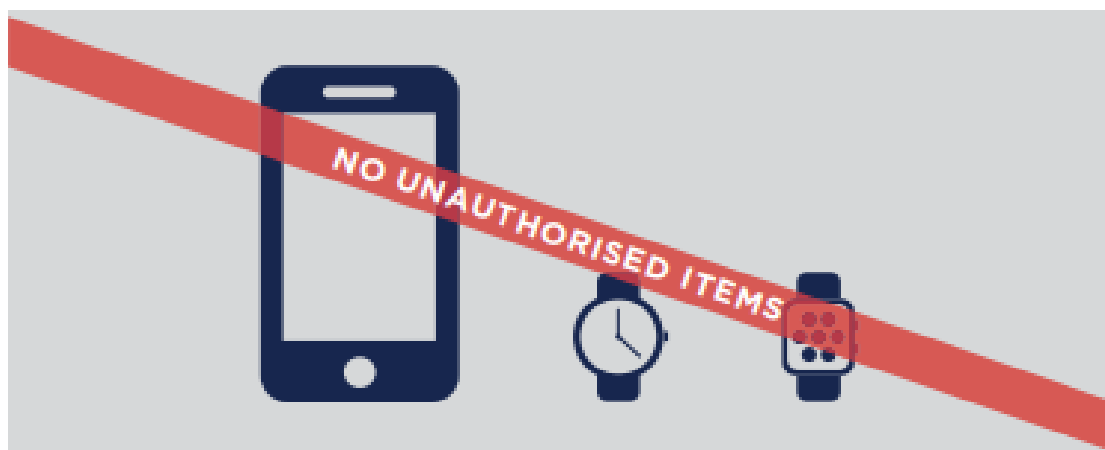
If you have any questions about the format on the day, please ask your teacher or exams officer.



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

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

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

Warning to candidates



 Questions matter AQA	 City & Guilds	 Rewarding Learning CCEA	 Oxford Cambridge and RSA 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.



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



Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

Effective from 1 September 2024

Produced on behalf of:



©JCQ^{CIC} 2024

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

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

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

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

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

The regulations state that:

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

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

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

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

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You must submit a copy of the computer-generated content with your work for reference and authentication purposes.

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

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

Preparing your coursework – good practice

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

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Joint Council for
Qualifications^{CIC}

Information for candidates

Non-examination assessments

Effective from 1 September 2024

Produced on behalf of:



©JCQ^{CIC} 2024

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

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

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

Preparing your work — good practice

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

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

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

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

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

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

Research and using references

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/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.



Joint Council for
Qualifications^{CIC}

Information for candidates

On-screen tests

With effect from 1 September 2024

Produced on behalf of:



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

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

A. Regulations – Make sure you understand the rules

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
- 4 Only take into the exam room the materials and equipment which are allowed.
- 5 You **must not** take into the exam room:
 - (a) notes;
 - (b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.
Unless you are told otherwise, you **must not** have access to:
 - (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
 - (d) pre-prepared templates.
- 6 If you have a watch, the invigilator will ask you to hand it to them.
- 7 **Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the on-screen test.

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

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

C. Calculators, dictionaries and computer spell-checkers

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 tes



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2024

Produced on behalf of:



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

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

A. Regulations – Make sure you understand the rules

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

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

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once you have entered the exam room.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

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

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

C. Calculators, dictionaries and computer spell-checkers

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.

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

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	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ceea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

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

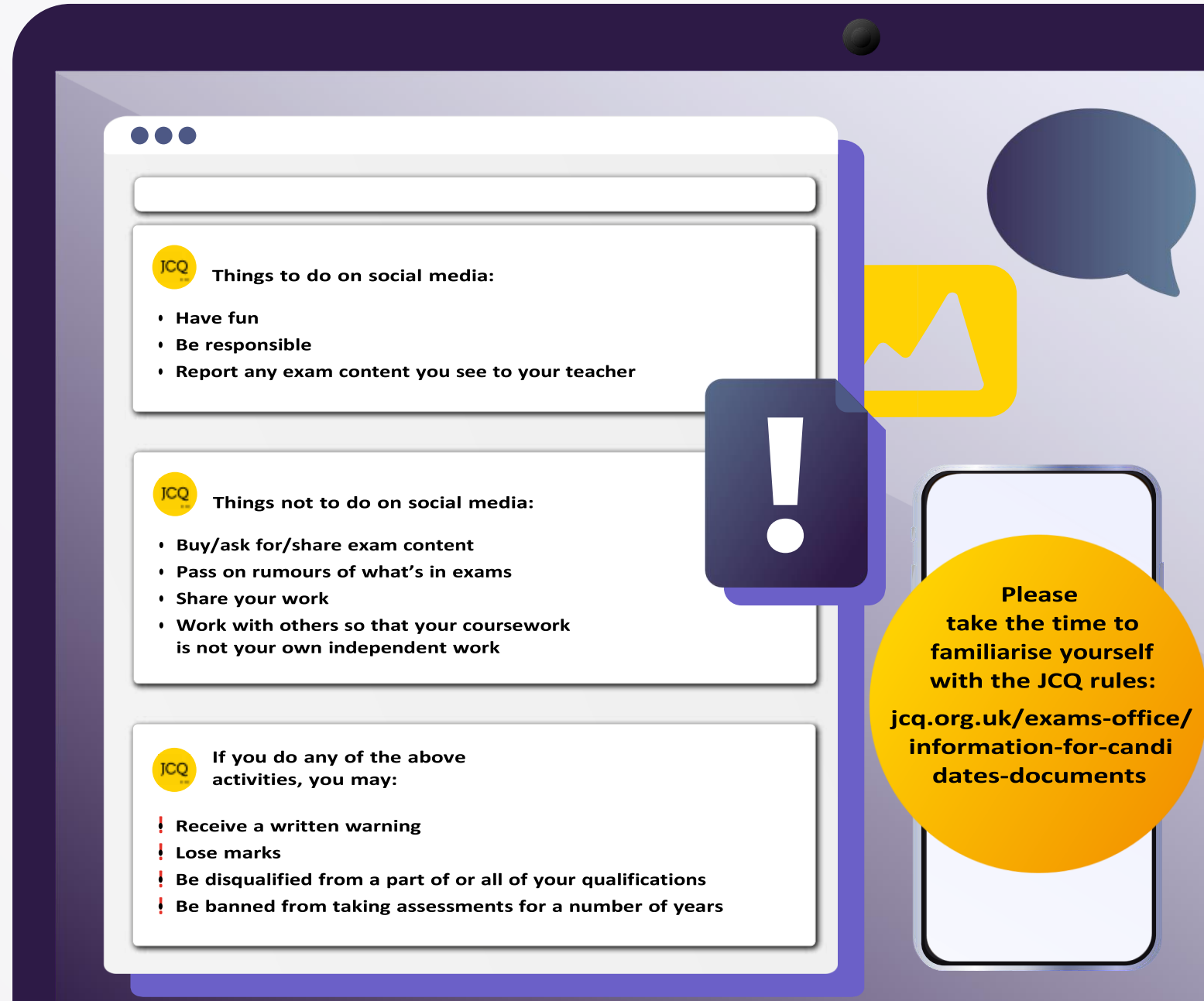
To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links 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). 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). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

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

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



Things to do on social media:

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

Things not to do on social media:

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

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

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

Please take the time to familiarise yourself with the JCQ rules:
[jcq.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)