



CORBY
Technical
School

Examination Booklet for
Students and Parents / Carers
2025

Centre Number 27141

exams@corbytechnicalschool.org

You are required to read this document and the **JCQ regulations** carefully before sitting any examinations and retain it for future reference.

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INTRODUCTION

Dear Student

Public examinations can be a stressful time, so it is important that all those involved are as well informed as possible. The rules and regulations are designed to ensure fairness and minimise disturbance.

The awarding bodies/examination boards set down strict criteria which must be followed for the conduct of examinations, and we are required to follow them precisely. You should therefore, pay particular attention to the JCQ 'Information for Candidates' notices and the 'Warning to Candidates' notices which are in the appendices.

Corby Technical School aims to ensure exams run as smoothly as possible for all our candidates. We hope this booklet will provide you with informative and helpful advice to assist you in all your exams. Organising yourself well for these important exams will make a difference.

Please read the booklet carefully and share it with your parents/carers so you and they are aware of the exam procedures and regulations. The information in this booklet applies to all your exams.

We have tried to answer some of the questions you may have in the 'Frequently Asked Questions' section of this booklet but if you have any more questions or something which you do not understand, please ask. If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations please contact the Examinations Officer at exams@corbytechnicalschool.org

Also, if you are worried or concerned about something you can speak to your form tutor.

Before the summer exam season you will be requested to provide your email address and mobile phone number. Your email and mobile phone number is important so we can contact you during the exam season.

Thank you for your hard work at Corby Technical School since you joined us. I wish you all the best for your forthcoming exams and look forward to seeing you on results day –

A / AS Level results Thursday 14th August 2025
GCSE results Thursday 21st August 2025

Mrs Reynolds
Principal

TERM 5 ARRANGEMENTS

All students are expected to be in school as normal. Students will attend all lessons with the exception of when examinations are being taken. When students are timetabled for a lesson where they have sat an exam they will attend their lesson and use the time to revise for forthcoming examinations.

The decision of when a student's final day in school will be taken by the Principal; it is in a student's best interest to be in school until their final examination.

Students are required to be available for exams until **Wednesday 25th June 2025** – this is called a contingency day which is used if there are any unforeseen disruptions to exams. For the summer 2025 exams there is also an additional contingency afternoon on **Wednesday 11th June 2025**.

BEFORE THE EXAMINATIONS

STATEMENT OF ENTRY

All students will receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, whereas others have Foundation or Higher tiers. You must check everything on your statement of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate. It is important that the name which appears on your exam documentation is the same as the name on your passport as this is the name that will appear on your official certificates, and it may be difficult to change them once certificates are awarded. If you have any queries, please contact the Examinations Officer exams@corbytechnialschool.org

CANDIDATE NAME

Candidates are entered under the name format of first name + middle name + (legal) surname e.g. Daisy Anna Smith. You must use your legal name on all exam documentation, even if you use a different name in school for all other purposes. The reason for this is that exam certificates are legal documents.

CANDIDATE NUMBER

At the top of your statement of entry you will see a four-digit candidate number/exam number. This is the number you will enter on examination papers however you don't need to worry about remembering it as it will be on a card on your exam desk.

MAKE SURE YOU KEEP IT SOMEWHERE SAFE!

A copy of the school's exam timetable is included in this booklet. You will receive two copies of your exam timetable: one for yourself and one for parents/carers showing your own specific examinations with details of date, time and duration for exams in the Summer term. It is your responsibility to look after this timetable. Students and parents will also be able to view individual exam timetables via Edulink.

TIMETABLES & CLASHES

If you have two or more exams which are scheduled at the same time this is called an exam clash. A few candidates may have a clash and we will make special timetable arrangements for these candidates. This will usually require you to sit one of the exams either earlier or later than the scheduled time. If this happens you will be supervised in between exams and you must bring food and drink with you. During this time you will not be allowed access to any digital device including your mobile phone. You will be informed of any clash arrangements well before your exams commence.

EQUIPMENT

It is your responsibility to bring all your own equipment and resources required to your exam. Borrowing from other candidates is **NOT** allowed in the exam. ***You should bring your equipment in a clear pencil case or plastic bag.***

Equipment you are required to bring to every exam:

- 2 black pens
- 2 HB pencils
- Ruler
- Pencil sharpener
- Rubber

Items to be brought to certain exams (check equipment needed with your teacher for each exam—if you are unsure bring to your exam anyway):

- Compass
- Protractor
- Calculator
- Coloured pencils
- 2 colour highlighters

Scrap paper and revision notes **must not** be taken into the exam room. You must do any rough work in your answer booklet. Cross out anything you do not wish to be marked. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. However, you are allowed to highlight parts of the question paper if a separate answer booklet is used. You must write in black ink or ballpoint pen, except for drawings or rough notes.

CALCULATORS

A calculator can be used unless you are told otherwise. Your subject teacher will inform you if you are not allowed a calculator for a particular paper. If you are allowed a calculator in an exam, check the batteries are working properly, clear anything stored in it, remove the case and ensure it is a size suitable for use on the exam desk. If you bring your own calculator, you are responsible for making sure your calculator works properly and meets exam board regulations.

MOBILE PHONES AND OTHER ELECTRONIC DEVICES

Mobile phones, iPods, headphones, wireless earbuds a smartwatch or a wristwatch are **NOT** allowed in the exam hall. Even if it is turned off, it cannot be on your person. Unauthorised items should not be taken into the examination room at all. However, there will be an opportunity for you to hand anything unauthorised to the Invigilators before the exam starts. **PLEASE ENSURE ALL ELECTRONIC DEVICES ARE SWITCHED OFF COMPLETELY BEFORE HANDING THEM IN.**

DURING THE EXAMINATIONS

DATES AND TIMES OF EXAMINATIONS

Examination dates and times are clearly shown on your exam timetable. Morning exams start at 9.00am and afternoon exams start at 1.00pm unless you are informed otherwise. It is your responsibility to check your timetable so that you arrive in school on the correct day and at the correct time for your exams. You should arrive no less than 15 minutes prior to the exams.

UNIFORM/DRESS CODE

Students must wear full uniform to all examinations.

FOOD AND DRINK

Food and drink are not routinely allowed in exam rooms; however, you may bring with you a transparent bottle of water, with no labels and no bigger than 500ml, but please make sure it has a leak proof spout (also known as sports cap). Please be advised that you are not allowed to refill your bottle during the exam and invigilators cannot do this for you.

LATENESS

If you are late for an exam, we will try to give you the full-time allowance as long as an invigilator is available. If you are more than an hour late your exam paper may not be accepted by the Exam Board. If you are late for an exam, please report to the main reception. Please let school know if you think you might be late as a result of problems on your way into school, ie severe traffic problems. Please call school on 01536 213100. Students personal telephone numbers will be collected shortly before the exam period in case a student has not arrived at their exam. These will only be used in an emergency and where parents cannot be contacted. Telephone numbers will be stored securely and will only be accessible to school leaders responsible for exams.

CONDUCT DURING THE EXAM

As soon as you enter the exam venue you are under exam conditions. You must not communicate with any of your fellow students and must not turn around. If there is any communication between students, it will be assumed you are cheating and be treated accordingly this will result in a report being submitted to the exam board. You must ensure you sit at the correct desk to ensure you complete the correct question paper. If you need assistance put up your hand and wait for an invigilator to attend to you. Once you have entered the exam venue, you must be escorted at all times if you need to leave (for example if you need the toilet or feel unwell).

Listen carefully to instructions and notices that are read out by invigilators—there may be amendments to the exam paper that you need to know about. Before you start check that you have the correct question paper and an answer booklet if required. Read through the instructions on the front of the exam paper before starting the exam and make sure you are clear as to how many questions you are required to answer. Please **put your legal name on your exam paper (not your preferred name)**. Invigilators are there to help but they cannot help you with any questions in your exam paper. If you have any queries don't be afraid to put your hand up and ask for assistance.

You will not be allowed to leave an exam early if you have finished as this disturbs other candidates. You must check your exam paper through and sit in silence. If anything inappropriate is written on an exam paper the Exam Board can refuse to mark your script. Any student who is disruptive or behaves in an unacceptable manner will be removed from the exam.

END OF THE EXAM

If you finish before the time allowed for the exam, carefully check all your answers. Make sure your name and candidate number are on every piece of paper used. At the end of the exam all work must be handed in. Rough paper is not allowed in exams so all work you have done will be sent to the Exam Board for marking therefore remember to cross through any rough work you do not want to be marked. Invigilators will collect your exam papers before you leave the exam venue. If there is any communication, it will be assumed you are cheating and will be treated accordingly. Your mark could be jeopardised as you will be reported to the exam board which could result in you losing marks or potentially having the paper disqualified. You will be dismissed from the exam row by row, and you must remain in complete silence until you have left the exam venue.

EMERGENCY EVACUATION

In the event of an emergency for example a fire drill the following must be carried out in complete silence:

- If the fire alarm goes off firstly do not panic. You must stop writing and remain seated and listen to the instructions from an invigilator.
- You will be told by an invigilator when to leave and you should follow the invigilator to where you are to assemble. Do not walk to where you usually go to in the event of a fire drill as you will not be assembling with the rest of the school.
- Leave all your equipment in the exam venue.
- You must leave the room in complete silence and must not speak to fellow students. When you return to your exam room do not start writing until the invigilator informs you to do so.
- The invigilator will make a note of the time of the interruption and how long it lasted.
- You will be allowed the full working time set for the examination.

ABSENCE FROM EXAMINATIONS

If you are unwell it is always best to attend school, even if it is only to sit the examinations. Remember these examinations cannot be sat at any other time and may result in you not gaining a grade in the subject. You may be accommodated in a separate room away from the main exam hall and Special Consideration will be applied for you to the awarding body. If you are too ill to attend an examination, it is vital you phone the school first thing in the morning (01536 213100).

You must also obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examinations Board to ask for special consideration. The Board looks at this in conjunction with other examination marks from the candidate in that particular subject and controlled assessment / coursework marks. This

may enable them to issue a mark and grade accordingly, however this grade will probably be much lower than if you had sat the examination.

If in doubt – TELEPHONE THE SCHOOL

If you do not attend an examination without a valid reason, you will be charged for that examination. You will be charged the full entry fee for each examination missed (approx. £40 - £60 per paper) without a valid reason.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence. Sometimes in the past students have had problems getting to an examination on time. This can be as a result of car breakdown, traffic jams, buses not turning up etc. If you are very late for an examination, we may not be able to get the examination paper accepted by the Examination Board.

Although we encourage all students to arrive in plenty of time for all examinations, so that there is not a last-minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents, or anybody else who might be able to help in an emergency.

We also suggest that you and your parents save the school telephone number on your mobile phones so you or they can call in if you have a serious problem on your journey to school – **01536 213100**.

EXAMS CHECKLIST

- You must arrive at school 30 minutes prior to an examination. It is much better to leave yourself a safety margin on timings in case of problems with the journey.
- Mobile Phones– Students must not have mobiles phones, headphones/wireless earbuds, smart watches/watches, or any electronic devices in their possession in the examination room (either turned on or off). They should be left at home or in your bag which will be stored securely away from the exam room. If a mobile has been accidentally brought into the examination room it must be handed in for safe keeping and collected from the Examinations Officer. The school is not held responsible for the safe keeping of your phone.
- Do not take into the examination any unauthorised electronic devices; stereos, digital equipment, reading pens, electronic communication / storage devices, iPods, MP3/4 players, headphones/wireless earbuds a smartwatch or a wristwatch.
- Only clear pencil cases are allowed on your desk; any others should be left in your bag. Do not use gel pens – this is because many of the examination papers are now scanned and sent electronically for marking – gel pens do not scan well. You must only use a **black pen** to use for your answers.

- **Sshh!** There is absolutely no talking or communication between students once you enter the examination room. If you have any questions, you should raise your hand once seated and an invigilator will come to you.
- Normal School Uniform rules apply.
- No food allowed in the examination room.

EXAM TOP TIPS

Before the Examination:

To be at your best for the examination.....

- Go to the toilet
- Get a good night's sleep **THROUGHOUT THE EXAMINATION PERIOD.**
- Get plenty of exercise **THROUGHOUT THE EXAMINATION PERIOD** – it helps your concentration.
- Get everything ready the night before.
- Eat a good breakfast.
- Don't try to cram at the last minute – it rarely helps.
- Relax in the morning if you have an examination in the afternoon.
- Be determined – willpower counts!
- Don't be put off by what other students say they have done.
- **THINK POSITIVELY** – don't underestimate yourself.

At the start of the Examination:

Make sure you read all the instructions on the **FRONT** of the question paper so that you know which parts of the paper you should answer and whether you need anything with you (e.g. calculators etc. in a Math's paper)

Don't forget to fill in your **LEGAL** name and candidate number/exam number at the top of each exam paper **AND** sign it.

The examination is **NOT** finished **until you have left the examination room.** You must remain silent throughout.

Time

- Make full use of the exam time; don't finish too early.
- Allow enough time for each question.
- Use the clocks in the exam room to avoid a last-minute rush.
- Answer the correct number of questions. Attempt **all** the questions you **are required** to answer.
- Read through and check your answers at the end.

After the examination

Look forward positively to the next examination. What have you learnt from this one that will help you for the next examination? Try to identify those things that you have done well and those that you need to improve the next time.

Do not waste time worrying about the examination you have just done – you cannot do anything about it!

FREQUENTLY ASKED QUESTIONS

Q. Why do I need to check the details on my Statement of Entry?

A: The details on your statement of entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for school / university in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. My name has been misspelt on my Statement of Entry. What can I do?

A: We can rectify this problem very quickly. Please see the Exams Officer with a copy of your birth certificate and we will amend our records. This will ensure that your certificate is correct.

Q. What do I do if there's a clash on my timetable?

A: We will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one subject paper followed by the second paper. If it is necessary to timetable an examination from the morning session to the afternoon of the same day you will need to be supervised by an invigilator and not permitted contact with any other students or access to the internet. You will be issued with an Examinations Clash Timetable. If in doubt contact the Examinations Officer.

Q. What do I do if I think I have the wrong paper?

A: Invigilators will ask you to check you have the correct paper before the examination starts. If you think something is wrong put your hand up and inform the invigilator immediately.

Q. What do I do if I forget my Candidate Number/Exam Number?

A: Candidate Numbers/Exam numbers are on the identification cards on your desk. Invigilators will be able to help you find your number.

Q. What do I do if I forget the school Centre Number?

A: The Centre Number is 27141. It will be clearly displayed on the board in the examination room. It is also on the identification card on your desk.

Q. What do I do if I have an accident or I am ill before the examination?

A: Inform school at the earliest possible point so we can help or advise you. In the case of an accident that may mean you are unable to write it may be possible to provide you with a laptop or scribe to write your answers, but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish us to make an appeal for Special Consideration on your behalf.

Q. What do I do if I feel ill during the examination?

A: Put up your hand and an invigilator will assist you. You should inform the Examinations Officer /Invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. What is an application for Special Consideration?

A: This is for exceptional circumstances. Special Consideration is an adjustment to the marks of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but mark allowance not appropriate) up to a **maximum 5%** (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of controlled assessment / coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis specifically affecting the time period of each exam. The Examinations Officer must be informed immediately so that the necessary paperwork can be completed (within 7 days of the last examination session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. If I'm late can I still sit the examination?

A: Provided you are not more than one hour late it is still possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. The Examinations Officer or a member of the Leadership Team will escort you to the examination room. You must not enter an examination room without being escorted in. You should also be aware that if you start the examination more than 60 minutes after the published starting time the school is obliged to inform the Examination Board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

A: **No.** Timetables are published by the Examination Boards, and you must attend on the given date and time.

Q. Do I have to wear school uniform?

A: **Yes.** Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What items are not allowed into the examination room?

A: Only authorised material is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate Examination Board. In such circumstances, a student would normally be disqualified from the paper, or the subject concerned. This may also include other subjects / examinations taken with the same Exam Board. Bags and coats and any other items not permitted under examination regulations and must be left in the allocated secure area away from the exam room. Do not bring any valuables into school when you attend for an examination. No food is allowed in the examination room.

Q. Why can't I bring my mobile telephone into the examination room?

A: Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, MP3/4 Players, a smartwatch or a wristwatch which has a data storage device or

headphones) is regarded as cheating, even if you do not intend to use it, and is subject to severe penalties from the awarding bodies.

Q. How do I know how long the examination is?

A: The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. The start and finish times will be displayed on the board at the front of the sports hall or written on the whiteboard in other examination rooms. There will be a clock in the room and all timings are set by this clock.

Q. Can I leave the examination early?

A: It is a requirement of the Examination Boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the examination if it is less than one hour). It is not school policy to allow candidates to leave the examination room early, as the security of the examination paper could be compromised. A candidate may not leave the examination room without the permission or the accompaniment of a member of the examinations staff.

Q. What do I do if the fire alarm goes?

A: The invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the examination?

A: You need to go to the toilet before the exam as it is very disruptive to other students if you need to leave. However, if it is absolutely necessary for you to go you will be escorted by an invigilator, who will nominate a toilet block and cubicle for you to use and you will not be allowed any extra time.

Q. What do I do if I don't get the grades I need?

A: If you feel strongly that it is necessary to make an enquiry about your result you should first consult with the subject teacher to obtain their advice as to the advisability of requesting a review of marks. You should be aware that your mark could go down as well as up or even stay the same. Review of mark requests must be submitted to the Examinations Officer. You must complete a Candidate Consent Form.

AFTER THE EXAMINATIONS

Exam Results

Results days, as below, more information will follow

A / AS Level results **Thursday 14th August 2025**

GCSE results **Thursday 21th August 2025**

Enquiries about Results

Review of marks

If you would like to query a mark/grade upon receipt of your exam results you should contact the senior leader in charge of exams (via exams@corbytechnicalschool.org). The deadline will be specified in the examination pack given to you on Exam Results day. You should consult your subject teacher to review your marks/grades, the breakdown of marks and grade boundaries before requesting the review of marks. **Please be aware that grades can be either raised, remain the same or lowered.** The school will review all marks in all subjects to determine where reviews of marks are appropriate. Students will be contacted for their consent before any review is requested. Where a review is unlikely to be successful in increasing a grade, the school would advise strongly against this. If you still wish to go ahead, payment must be received before the request can be processed. In all cases the consent form must be signed by the student requesting the review before the application can be processed.

Access to scripts

Following the release of results, you can request a copy of the exam script to determine if a review of making is appropriate. You can also request a return of the original exam script however please be aware when the Exam Board has returned the original script you can no longer request a remark of this exam paper.

Exam Certificates

Certificates can be collected from the Exams Office as soon as they are received, we will write to you with instructions regarding the collection of certificates. They can also be sent to you, but you will need to pay a small fee to cover the postage. We prefer not to post certificates because of the risk of them being lost en-route. If you would like your certificates posted home, please bring a self-addressed hard back stamped envelope to the Exams Officer.

PLEASE NOTE: WE ARE ONLY OBLIGED TO KEEP CERTIFICATES FOR 12 MONTHS. PLEASE ENSURE THAT YOU COLLECT YOUR CERTIFICATES.

A copy of the Examinations Appeals Policy can be made available upon request.

APPENDICES – IMPORTANT JCQ DOCUMENTS

Appendix I
Information for Candidates—For written examinations

Appendix II
Information for Candidates – non examination assessment 2024-2025

Appendix III
Information for Candidates—Privacy Notice

Appendix IV
Information for Candidates—Social Media

Appendix V
AI Misuse in assessments

Appendix VI
No Mobile Phones Poster

Appendix VII
Warning to Candidates



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

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

D. Instructions during the exam

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

E. Advice and assistance

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

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



Joint Council for
Qualifications^{CIC}

Information for candidates

Non-examination assessments

Effective from 1 September 2024

Produced on behalf of:



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

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

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

Preparing your work – good practice

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

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

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

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

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

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

Research and using references

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

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

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

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

The regulations state that:

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

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

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

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

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

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



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://ccea.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.



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:
jqc.org.uk/exams-office/information-for-candidates-documents



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

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



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.

3

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

4

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

5

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

6

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

7

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

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