



# CANDIDATE EXAM HANDBOOK

## 2024/25

This handbook is reviewed and updated annually

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## Introduction

Monkton Wood Academy is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

## Purpose of this handbook

- To support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

## Malpractice

- To maintain the integrity of qualifications, strict Regulations are in place
- Malpractice means any act or practice which is in breach of the Regulations
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information regarding what constitutes malpractice:
  - Introduction of unauthorised material into the examination room
  - Breaches of examination conditions
  - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
  - Offences relating to the content of candidates' work
  - Undermining the integrity of examinations/assessments
- Disruptive behaviour may also be considered as malpractice.

### 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 assessments is not your own independent work

### Research and using references

- 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 should retain a copy of the computer-generated content for reference and authentication purposes.
- You **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.

**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.

**Malpractice is always reported to the awarding body (AQA, OCR, Pearson) and the awarding body may decide to apply a penalty, which could include disqualification.**

## Personal data

- The awarding bodies collect information about exam candidates
- To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice which is linked in the Appendix.

## Copyright

- The copyright of any form of work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate
- By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence)
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre, and it is at the discretion of the awarding body whether or not to terminate such rights

## Written timetabled exams

- Your final, individualised exam timetable will be issued. This will include dates, times, rooms and seat numbers. **Make sure you check your timetable carefully every evening during the exam period: if you read the timetable incorrectly and turn up for a morning exam in the afternoon you will NOT be able to take this exam.**
- The JCQ information for candidate's documents, including written examination and social media information are appendices in this handbook.
- Invigilators in the exam room must follow strict rules and regulations when conducting exams, directed by JCQ (Joint Council for Qualifications) and the awarding bodies.
- Candidates must adhere to the posters displayed outside each exam room and on the exam board:  
**Warning to Candidates and Unauthorised Items. Appendix 6**

## Contingency sessions - Summer 2025

The following contingency sessions have been scheduled by all awarding bodies, in the unlikely event of local or national disruption:

Wednesday 11th June – pm session

Wednesday 25th June all day

## On-screen tests

Any candidate taking on-screen tests must read the JCQ document Information for Candidates: On-Screen Tests (See Appendix 3).

## What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)

If you have an exam timetable clash, you must speak to the examinations Officer, who will reschedule the exam – the exam will usually be taken on the same day. The Examinations Officer will also explain the procedure for sitting exams when there is a timetable clash. You will receive a letter, attached to your timetable, showing the change of time and reminding you of the regulations and centre supervision, which means you will be supervised by staff between the exams. When

candidates are entered for multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers is more than five and a half hours for GCSE examinations, including approved extra time allowances and/or supervised rest breaks; (extra time/supervised rest breaks would have been agreed prior to any exams under access arrangements) candidates may, at the centre's discretion, be allowed to take an examination the following morning, including Saturdays. However, this year we do not have any clashes that would warrant an exam being moved to the following day and requiring overnight supervision.

### **Where you will take your exams**

Most exams will take place in the Sports Hall. There will also be examinations in some smaller rooms.

### **What time your exams will start and finish**

Morning sessions start at 9am.

Afternoon sessions start at 1.30pm.

These are the actual exam start times – you will need to be outside the room at least ten minutes before the exam begins, so that you have time to make sure you have the correct equipment, take your seat and follow the invigilators' instructions before the exam start time.

### **Supervision during your exams**

Candidates are supervised by a team of trained invigilators, who must adhere to the rules and regulations of the JCQ and the awarding bodies.

### **Exam room conditions**

- You must be outside the exam room at least 10 minutes before the start time of your exam and wait quietly in your tutor group lines in register order until you are called in by either a senior member of staff, the exams officer or a member of the invigilation team.
- You are under formal exam conditions from the moment you enter the exam room until after you are given permission to leave by the invigilator, so you must not talk or communicate with any other candidate in any way, from the moment you enter the exam room until you are given permission to leave by the invigilator. If you do, this must be reported to the relevant awarding body.
- You must listen to and follow the instructions given by the invigilator at all times in the exam room.
- Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body.
- Centre number, subject title, paper number, the date and the actual starting and finishing times of each exam will be displayed at the front of the room either by a projected slide on the wall or a white board.
- The front of the answer books (first name and last name that matches your entry information, candidate number etc.) must only be completed when instructed to do so by the invigilator.
- Any relevant information regarding the use of additional answer sheets/answer books etc., will be given by the invigilator.
- Candidates must not open the paper until instructed to by the invigilator. If they do, this must be reported to the relevant awarding body.
- If you must leave the room to go to the toilet, an invigilator will escort you and no extra time will be allowed, and this is logged in case of any malpractice issues. No toilet breaks will be allowed in the first 45 minutes of an exam or the last 15 minutes of exam, or at the same time as lesson change over or at break times, unless medical evidence is provided. This is to avoid disruption to candidates.

- If you finish the exam early, you will need to stay in the hall until the actual finish time of the exam.

### Where you will sit in the exam room

Please see your individual examination timetable for your room and seat number.

### How your identity is confirmed in the exam room

Candidate photographs are placed on each desk to support identification. School leaders may also be outside or in the exam room before the exam starts, to identify candidates. Any private candidates must bring photo ID to each exam.

### What equipment you need to bring to your exams

You should bring a BLACK PEN to ALL exams, plus spares in case your pen runs out of ink. All relevant items for each exam e.g. equipment such as a ruler, protractor or a calculator – if you are not sure which equipment you can bring for each exam, check with your teacher before.

Calculators may be used unless you are told otherwise (see section below)

All equipment must be in a clear (not coloured) pencil case.

### Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams.

#### 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 formulas.

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

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

#### 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 formulas;
  - text.

### What you must not bring into the exam room

iPods

Mobile phones

MP3/4 players or a similar electronic device

Watches

Written Notes

Correction fluid

BRINGING ANY UNAUTHORISED MATERIAL COULD BE CONSIDERED AS MALPRACTICE AND REPORTED TO THE JCQ.

## Food and drink in exam rooms

**No** food is allowed in the exam, unless agreed beforehand e.g. for medical reasons, with the Examinations Officer. Only water is allowed but must be in clear bottles (not coloured) and without writing on. These must be placed on the floor by your desk, with any labels removed

## What you should wear for your exams

Your school uniform must be worn for exams.

## Where your personal belongings will be stored during your exam

Bags and coats will be at the side of each examination room.

Mobile phones are banned from going into exam rooms and they will be collected before the start of each examination.

## What to do if you arrive late for your exam

- Candidates need to be on time – and outside the exam room 10 minutes before the scheduled start time. However, if you arrive after the start of the examination and you have a genuine reason for being late you will be allowed to enter the examination room and sit the exam and will be allowed the full time. If you are late, you must report to the school office on arrival – if a parent or carer has brought you to school, they will need to wait with you in reception until a member of the examination team is able to take you to the exam room **(You MUST contact school reception in advance of your exam start time and leave a message giving the reason for late arrival).**
- A candidate will be considered very late if they arrive:
  - a) more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e after 10.00am for a morning examination or after 2.30pm for an afternoon examination.
  - b) after the awarding body's published finishing time for an examination that lasts less than one hour. The examinations officer will then notify the awarding body who will make a decision whether or not to accept the completed exam script, based on the evidence

## What to do if you are unwell on the day of your exam

- If you are unwell on the day of an exam and are unable to attend, a parent/carers must telephone school reception at least half an hour prior to the start of the exam (medical evidence should then be provided, if possible, to enable a special consideration application to be made)
- If you are unwell on the day of an exam but manage to attend, the Examinations Officer must be informed prior to the start of the exam; if applicable, special consideration may be applied for
- If you are unwell during an exam, you must inform the invigilator immediately by raising your hand: you will be escorted from the exam room and will be supervised at all times. If you feel able to complete your exam you will be allowed to return to the exam room and given the full time. Special consideration may be applied for.

## What happens if you have an unauthorised absence from your exam

If you have an unauthorised absence from an examination the uncompleted script will be sent to the awarding body, you will be marked as absent and you will be charged for the exam entry fee.



## **What happens in the event of an emergency in the exam room**

No fire alarm practice or lockdown drill will be scheduled during the external examination period. Should an alarm be sounded, the invigilator will tell you to stop writing, put down your pen and close your exam paper. The stop time will be recorded. The emergency will be assessed and if necessary candidates will be escorted from the exam room to the designated area outside school. You will not be allowed to communicate with anyone at any time - doing so could be malpractice and you may be disqualified from the exam. When the situation has been resolved and there is no risk, you will be escorted back to the examination room and the exam will continue. You will be given the full allocated time. Special consideration will be applied for.

## **Candidates with access arrangements/reasonable adjustments**

Access arrangements for candidates will be discussed with the candidate, parents/carers and the school SENCo, prior to any applications being made.

## **Results**

Senior members of staff, the Examinations Officer and other subject teachers will be available for students who have any questions or queries immediately after the receipt of results.

If you are unable to collect your examination results in person, you must complete and return the authorisation for alternative collection form by the 1<sup>st</sup> July.

This will allow you to either nominate a representative who can collect your results on your behalf or provide an email address where you would like your results sent.

Please note exam results will only be emailed out on the afternoon of results day at the earliest.

## **Post-results services**

Candidates are informed about the deadlines, fees and charges for these services informed consent/permission is collected, etc. This information will be given out on results day.

## **Certificates**

The collection date will be emailed and shared online. Information will be given on which date certificates are available.

Schools are only obliged to keep certificates for one year and we recommend that you collect them as soon as possible after they have been received by the school. If you are not able to collect in person, you can arrange for a specific person to collect them on your behalf – you would need to email the Exams Officer to give your permission; the person collecting would need to bring photo ID. It is important that you collect your certificates – you may need them for future job applications and the awarding bodies charge a fee if you later request evidence of your results. Any unclaimed certificates will be held in school for one year, following which they will be securely destroyed.

## **Complaints policy**

### **Raising a concern/complaint**

If a candidate (or his/her parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification he/she is following, Monkton Wood Academy encourages him/her to try to resolve this informally in the first instance. A concern or complaint should be made in person, by telephone or in writing to the head of centre.

If a complaint fails to be resolved informally, the candidate (or his/her parent/carer) is then at liberty to make a formal complaint.

**How to make a formal complaint**

- Please follow the Academy's complaints policy found on the website.

**JCQ Information for candidates - coursework**

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.



## **Information for candidates**

### **Coursework assessments**

Effective from 1 September 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/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 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**

**JCQ Information for candidates – non-examination assessments**

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.



## **Information for candidates**

### **Non-examination assessments**

Effective from 1 September 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 anything that you do not understand, you **must** ask your teacher.

## Preparing your work — good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. 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](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.**

**JCQ Information for candidates – on-screen tests**

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).



## Information for candidates

### On-screen tests

With effect from 1 September 2024

**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.

**Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**

- 6** If you have a watch, the invigilator will ask you to hand it to them.
- 7 Do not** talk to or try to communicate with or disturb other candidates once 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

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

## D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you have been entered for the wrong on-screen test;
  - (b) the on-screen test is in another candidate's name;
  - (c) you experience system delays or any other IT 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

- 1 If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the on-screen test if:
  - (a) you have a problem with your computer and are 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

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

**JCQ Information for candidates – written exams**

You **must** read this information before you take any externally assessed timetabled written exams.



## **Information for candidates**

### **Written examinations**

With effect from 1 September 2024



**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.

## JCQ Information for candidates – social media


You **must** read this information to help you stay within examination/assessment regulations when using social media.

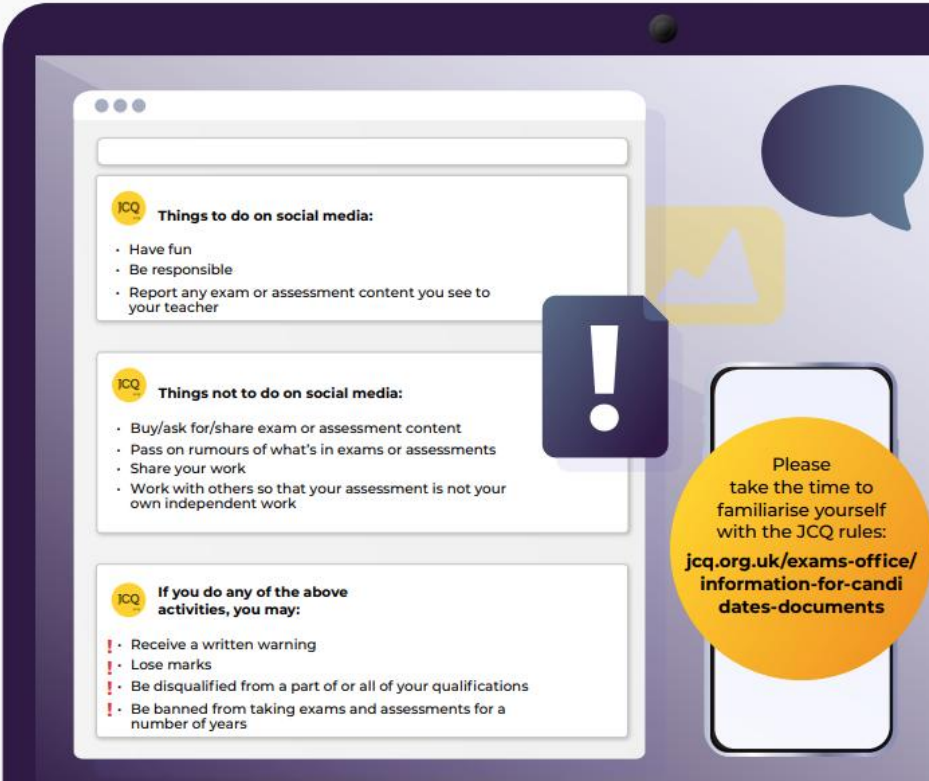


### Information for candidates Using social media and examinations/assessments

**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](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

## APPENDIX 6

## JCQ *Unauthorised items* poster

This poster will be displayed outside each exam room. You **must** note that *"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."*



AQA

City & Guilds

CCEA

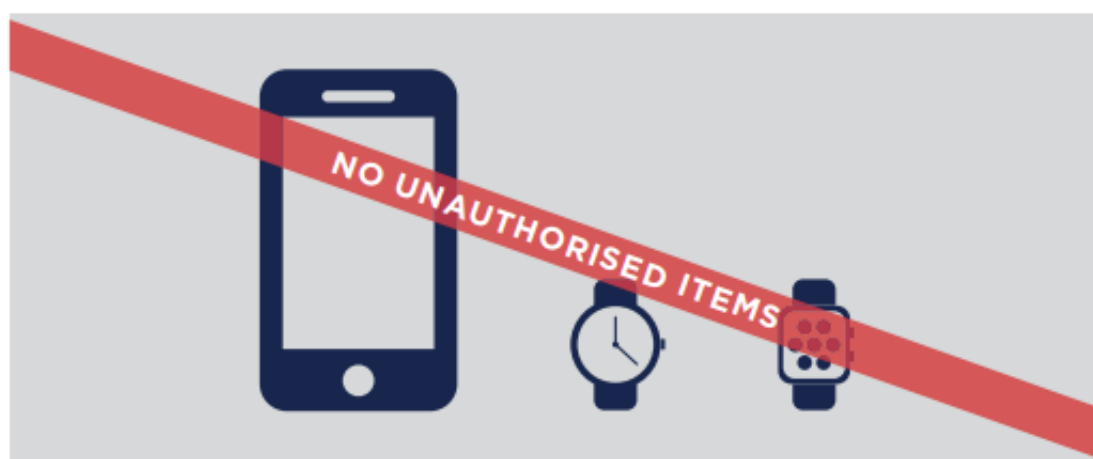
OCR

Pearson

WJEC

# 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.

## APPENDIX 7

## JCQ *Warning to candidates* poster

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

### Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------



**1**

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

**2**

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



## JCQ AI poster for students

This poster is a quick guide to help you to better understand the rules for use of AI in assessments.



# AI and Assessments

## A quick guide for students

### What is AI?

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

### How can AI be misused in assessments?

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

## THIS IS CHEATING!



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

- 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
- 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
- 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

## CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to Laura Moore by 4<sup>th</sup> April 2025.

If there is anything you do not understand, you should ask Laura Moore or Louise Husband for clarification.



## CANDIDATE EXAM HANDBOOK

**NAME:** Overwrite your name here

Date I received the handbook: DD / MM / YYYY

### I have read the contents

**I understand** (Tick all of the boxes that apply)

- ☐ What constitutes malpractice (and what AI misuse is) in examinations/assessments and the consequences of committing malpractice
- ☐ What my personal data is used for by awarding bodies
- ☐ Copyright

**I have read and understand the current JCQ information for candidates documents** as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- ☐ Coursework
- ☐ Non-examination assessments
- ☐ On-screen tests
- ☐ Privacy Notice
- ☐ Social media
- ☐ Written exams

By signing here, I am confirming all of the above

**Candidate Signature:** Overwrite your signature here

Date of signature: DD / MM / YYYY