



YEAR 11

**EXAM
NEWSLETTER**

EXAM REGULATIONS

GCSE Examinations 2024 2025

Exams can be a stressful time so it is important that everyone who is involved in them are kept as well informed as possible. The aim of this newsletter is to explain the main exam procedures which will be in place for all mocks and real examinations this year. Please read carefully so you are aware of exam procedures and regulations. If you are unsure of anything, please contact the Kelvin Hall Exams team who will be happy to help on exams@kelvinhall.net.

At Kelvin Hall School, we expect the highest standards of behaviour during all exams from every student. The Awarding Bodies/Exam Boards have strict rules and regulations that we, as a school, are required to adhere to. It is important that you are aware of these regulations. All regulations are available on the JCQ website <https://www.jcq.org.uk>.

We have included the JCQ 'Information for Candidates' and the 'Warning to Candidates' notices at the back of this newsletter for your information. These will also be displayed outside each examination room to remind students. **Failure to follow the rules and regulations can result in disruption to exams for some students and in the most serious cases can lead to disqualification from the exam, the entire qualification or the exams board.**

Some subjects have non-examined assessments (NEA) as part of the course. Before submitting any of these assessments for marking, all students will be asked to sign a document saying that they have read and followed the official regulations. It is essential that any work submitted is their own; they must not copy work from anyone else (students, parents, carers, teachers, authors of textbook or information from the internet). Any work that is not the students own must be properly referenced. Anyone caught breaking these regulations could be disqualified from that subject. Once marked, students will be informed of the mark awarded for their work before submission to the exams board. All students are entitled to appeal an NEA mark, but the appeal must be based on the marking criteria for that subject. Please speak to the subject teacher if you have any questions.

EXAM DATES

Mock Exams:

Your child has already completed one set of mock exam, between the 14th October until 25th October. This was a shorter mock season and not all subjects held exams. Further mock exams will take place in the Spring term, between the 27th January and the 14th February. This will be a full season and students will complete papers in all of their subjects. Timetables for this mock season will be available closer to the time.

Jan/Feb Vocational Examinations:

Between the 7th January 2025 and 15th January 2025, there will be a vocational exam season. A timetable is included at the end of this newsletter indicating which subjects will be taking part in this series. These exams are real, not mocks.

Summer GCSE and Vocational Exam Series:

This series has now been confirmed and will run from the 1st May 2025 until 18th June 2025. The MFL speaking exam window will be between the 9th April and 14th May. There is also a contingency afternoon on the 11th June, and one full contingency day on the 25th June. All students must be available to sit exams up to and including this date. In the event of any updates to the timetable, it will be shared again with parents/carers and students.



EXAM PREP

Before the Exams

Before the exam season starts, students will be given an individual timetable showing their exam entries. They will receive a paper copy of their timetable, and a digital copy will also be sent to their school email address. Parents will also receive a copy to their email address that we hold on file (It is essential that personal emails and mobile numbers are up to date to ensure everyone receives vital information). For mock exams, timetables are issued at least one week before exams and will include their allocated seat numbers.

Timetables

The exam timetable doubles as a statement of entry and will include all the exams students have been entered for and will be sitting during the summer term. For some subjects, exams are tiered and therefore students will be entered for either the higher or the foundation tier. It is important that students check everything on their statement of entry very carefully.

Entries: Check that the timetable contains all expected subject entries. If anything is incorrect, the Exams Officer must be informed as soon as possible. If staff are not alerted, it could result in a student not receiving an exam result. As an example, if a student is entered for the wrong exam, they may be sent the wrong paper and a replacement paper may not arrive in time.

Personal details: Check that the date of birth and the spelling of name is accurate, as this is how it will appear on the official certificates.

Exam Clashes

An exam clash is when a student has two or more exams scheduled at the same time. In this instance, it will usually mean the student will sit one of the exams either earlier or later than the scheduled time. Students will receive a letter along with their individual timetable stating the arrangements that have been made for this clash. If a student is involved in a clash, they will not be allowed to access their mobile phone or to be in contact with anyone who may have already sat the exam.

NAME

Candidate name: It is a requirement of the exam boards and JCQ that all exam papers have the LEGAL FORENAME and LEGAL SURNAME of the candidate written on the front. It is important students use their legal name on all exam papers even if they have a preferred name that they use in school. Legal name is the one as shown on a passport or birth certificate. If a candidate's name has recently been legally changed (e.g.: by Deed Poll), evidence must be brought into school so we can update our records. This will then ensure that the certificates received will have the correct name entered. Any queries regarding this, please contact the exams office.

CANDIDATE

Candidate Number: The candidate number is a 4-digit number that is shown at the top of a student's statement of entry. This number will be required to be written on all exam papers.

CENTRE

Centre Number: The school centre number must also be written on each exam paper. For Kelvin Hall School, this is 44169. This number will be displayed in each exam room.

Equipment

All equipment is provided by the school. If you choose to bring in your own equipment, please make sure you only use a black pen. Any pencil cases must be see-through. Scrap paper and revision notes must not be taken into the exam room. You are not allowed to use correcting pens, fluid or tape, erasable pens or gel pens. You are allowed to highlight parts of the question but not your answers. Answers will not be marked by the exams board if they are highlighted.

Calculators

You may use your own calculator in an exam, unless this is prohibited by the awarding body. The instructions on the front of the question paper will specify whether calculators are not allowed or if they are expected to be used in the exam. There are certain regulations regarding calculators that are used and it is your responsibility to be aware of these.

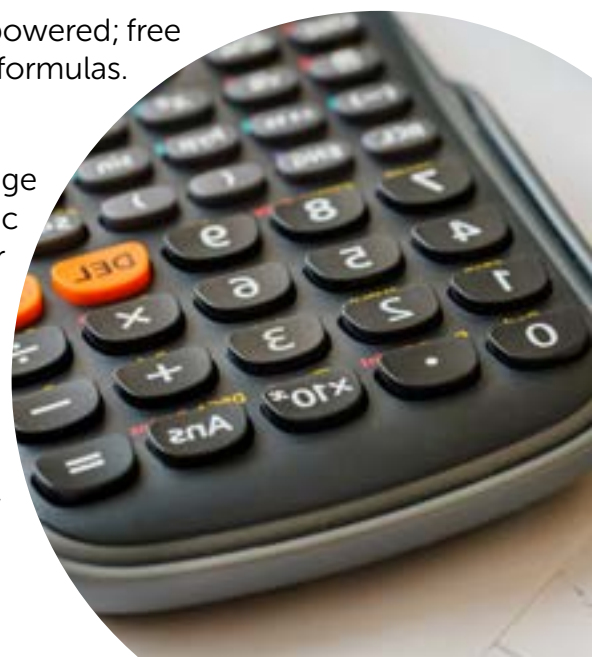
Calculators must be:

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.

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 exam for any reason; have retrievable information stored in them, which includes: databanks; dictionaries; mathematical formulas; text.

If a student wants to bring their own calculator to an exam, it must be checked by the Maths department first.



Mobile Phones, Watches, Smart Glasses, or other Electronic Devices

You are not allowed to bring a mobile phone, watch, smart glasses, or any other potential technological or web enabled source of information into an exam room. All earphones are also to be removed. (See warning poster at the end of this handbook). If a mobile, smart glasses, or any watch has been accidentally brought into the examination room, you must hand it in when the invigilator asks. It will be locked away during the exam. Please note that the school cannot be held responsible for the safekeeping of your phone. It is best to leave it either at home or ensure it is switched off in your bag and leave it in your school locker. Anyone found in the possession of a mobile phone, watch, smart glasses, or similar device that connects to the internet during the examination will be reported to the Examination Board and is likely to be disqualified from that examination and any subsequent exams.

Food & Drink

No food or sweets are allowed in the examinations halls. Water bottles are allowed in the halls but must be free of all labels or writing. **The container MUST be see-through, and only water, not juice, is allowed.**

Dress Code

The School Uniform Policy is to be maintained at all times – full school uniform must be worn. **NO jackets or bags will be allowed into the Examination Hall. They must be placed in a locker before the start of the exam.**

Social Media

At the end of this document, there is an 'Information for Candidates: Using social media and examinations/assessments' information sheet and 'JCQ AI Poster for Students'. It is easy to share ideas and experiences around exams using social media or AI (Artificial Intelligence) but care needs to be taken when sharing and copying information, as this could be breaking the rules. Students cannot copy others' work, or allow them to copy theirs. AI sites must be referenced if work is copied from them. Students cannot allow others to help produce their work or vice versa. Students cannot ask others about what is contained in the exam papers. Students cannot share details about what is contained in the exam paper before the exam (whether these details are real or fake). Students also must report to the school whether any information about the exam is being shared on social media.



Entering the Exam Room

Students should not enter the exam room until they are called in. As soon as they enter an exam room, they are under exam conditions and must not communicate with any other student in any way. Any communication will be deemed as potential malpractice and will be reported to the Exam Boards. Students must sit at the correct desk as stated on their timetable. Students should check this before they enter the exam room if they have forgotten their seat. There will be an Exam ID card on all desks – students should ensure they are sitting at the correct desk with their ID.

During the Exams

Students must listen carefully to instructions and notices that are read out by the invigilators as there may be amendments to the exam paper that they need to know about. They must check that they have been given the correct question paper and an answer booklet if required. If they think they have the wrong paper, they must raise their hand and ask an invigilator. They **MUST** not leave it until after the exam as it is then too late for anything to be done about it. Students must read through the instructions on the front of the exam paper before starting the exam and make sure they are clear as to how many questions they are required to answer. **They MUST not start writing anything until the invigilator instructs them to fill in all their details required on the front of the question paper and/or the answer booklet before they start the exam. This would be classed as malpractice if they started writing before given the instruction.**

Invigilators

Invigilators are the staff in the exam room who ensure the school adheres to Exam Board regulations. They cannot help students with any of the questions on their exam paper, but they can help them with any other queries they may have. For example, if they think something is missing from their paper, if they do not have the correct equipment or if they think they have the wrong paper, students must put their hand up and wait for an invigilator to come to them. Invigilators are members of school staff and should be treated with the same respect as any other staff member at Kelvin Hall.

Lateness

Official exams are scheduled to start in school at 09:30 and afternoon exams at 13:30 (these are subject to change). Please allow extra time for journeys. Students must arrive outside the exam room at least 10 minutes before the exams. This is to ensure sufficient time for seating students, distribution of materials, going over instructions, etc. Once an exam has finished we expect students to go to their normal lesson. If a student will be late for an examination, the School Office must be contacted immediately to advise the examinations staff. A decision will be made on arrival as to whether they can still sit the examination.

Absence from Exams

If a student feels ill on the day of their exam, it is always best to try and attend school to sit the exam. **Remember these exams cannot be taken at another time and missing an exam may result in them not gaining a grade in that subject.** If a student is too ill to take their exam, the school reception must be called by 08:30 to say that they are not attending. A valid note will be needed from a parent or carer, a member of staff, or a medical professional. **If a student does not attend an exam without a valid reason they may be charged for that exam. Misreading the timetable will not be accepted as a valid explanation of absence.**

Access Arrangements

Students with Access Arrangements will have been assessed by the SEND department prior to the start of the exams. Access Arrangements reflect students' normal way of working in the classroom and are facilitated by the staff invigilating the exam. For those that qualified for any of these arrangements, an A5 slip with their arrangements will be visible on their desk. Only the SEND department can issue arrangements after a suitable assessment. Letters from Doctors/Medical professionals/etc alone are not enough to necessitate an arrangement.

“Missing an exam may result in you not gaining a grade in the subject.”



At the end of the Exam

Students are not allowed to leave an exam early, even if they have finished. If they finish before the time allowed for the exam, they should carefully check all their answers, check that their name and candidate number are on every piece of paper used, and sit in silence. At the end of the exam, all work must be handed in. **If anything inappropriate is written on an exam paper, or if the paper has been defaced in any way, the Exam Board can refuse to mark the script and it will be classed as malpractice.** Invigilators will collect all exam papers and any equipment before students leave the exam venue. Students are still under exam conditions until they have left the room. Any student who is disruptive or behaves in an unacceptable manner will be removed from the exam room and will be reported to the Exam Board.

RESULTS

Arrangements for the Receipt of Results

For Year 11s, results will be available to collect from school on 21st August 2025. Please see the exams section on the school website nearer to the time for further details. If a student is not able to come in to school on that date to collect their results, they will be posted home at the end of the day. The Exams Office will also email a form to be completed and returned specifying whether they would like their results emailing, or collected by another named family member or friend if they cannot attend on the day. The named person must bring photo ID on results day to prove their identity. **Results will not, under any circumstances, be given out over the telephone.**

Students should try not to worry if they do not receive the results they were expecting. Staff will be available on results days to help and support them in their next steps.



Enquiries about Results

All information about post-results queries will be made available on the school website before Results Day. Each exam board will also have information about enquiries about results. For each post-results service, the Exam Boards set deadlines by which any enquiry has to be received. Any enquiry made after these times will not be able to be processed, so it is important to make yourself aware of the deadlines.

Review of Result

If a student would like to query a mark or grade upon receipt of their exam results, they should contact the relevant Head of Department or subject teacher as soon as possible. Teachers will review all marks a student received and look at the breakdown of marks and grade boundaries before requesting a review to the Exam Boards. Please be aware that grades can either be increased, remain the same, or lowered. If a student wishes to go ahead with a review, a consent form must be signed by the student before the application can be processed. We cannot process requests from parents. If this request is supported by the school, the school will pay the fees.

Access to scripts

Students or the school may receive the script back, which will help to support a review of result. Consent is required.

Exam Certificates

Certificates should be available to collect by the end of November 2025. If a student is unable to collect their certificates in person, they can send a representative but they must show ID and have a letter from the student stating that they give permission for them to collect the certificates.

We would like to wish all students the ***best of luck*** in their examinations.



If you still have any queries, please contact the Exams team on exams@kelvinhall.net

January 2025 CONFIRMED Examination Timetable

Day	Date	Time	Duration	Examination code	Subject	Title	Board	Qual
Tuesday	07/01/2025	AM	1h 30m	ANM10 1A/1B	Number and Measure	Edexcel Level 1 Award in Number and Measure	Pearson	Edexcel Award
Thursday	09/01/2025	AM	1h 15m	R180/01	Sport Science	Reducing the risk of sports injuries and dealing with common medical conditions	OCR	CNAT
Thursday	09/01/2025	PM	2h	BHS03	Health and Social Care	Health and Wellbeing	Pearson	BTEC Tech Award
Friday	10/01/2025	AM	1h 15m	R067/01	Enterprise & Marketing	Enterprise and Marketing Concepts	OCR	CNAT
Tuesday	14/01/2025	PM	2h	BTT03	Travel and Tourism	Influences on Global Travel and Tourism	Pearson	BTEC Tech Award
Wednesday	15/01/2025	PM	2h	BCD03	Child Development	Supporting Children to Play, Learn and Develop	Pearson	BTEC Tech Award



SPRING MOCKS

W E E K 1 AT A GLANCE

	MON 27/1	TUE 28/1	WED 29/1	THURS 30/1	FRI 31/1
08:00					
09:00	Biology Paper 1 <i>Combined & Separate</i>	Maths Paper 1	Chemistry Paper 1 <i>Combined & Separate</i>	History & Geography Paper 1	
10:00					
11:00					
12:00					
13:00	English Literature Paper 1		Choice 3 Options <i>Digital Information Technology Sociology, Drama</i>	Choice 2 Options <i>Computer Science Religious Studies, Drama</i>	MFL Writing
14:00					
15:00					

Please note, a number of mock exams will take place in your child's classroom. These are not shown on this timetable.



SPRING MOCKS

W E E K 2 AT A GLANCE

	MON 3/2	TUE 4/2	WED 5/2	THURS 6/2	FRI 7/3
08:00					
09:00	English Literature Paper 2	Maths Paper 2	History & Geography Paper 2	Biology Paper 2 <i>Combined & Separate</i>	Statistics
10:00					
11:00					
12:00					
13:00	Physics Paper 1 <i>Combined & Separate</i>				English Language Paper 1
14:00					
15:00					

Please note, a number of mock exams will take place in your child's classroom. These are not shown on this timetable.



SPRING MOCKS

W E E K 3 AT A GLANCE

	MON 10/2	TUE 11/2	WED 12/2	THURS 13/2	FRI 14/3
08:00					
09:00	French Reading & Listening	English Language Paper 2	Chemistry Paper 2 <i>Combined & Separate</i>	History & Geography Paper 3	Maths Paper 3
10:00					
11:00					
12:00					
13:00		Spanish Reading & Listening			Physics Paper 2 <i>Combined & Separate</i>
14:00					
15:00					

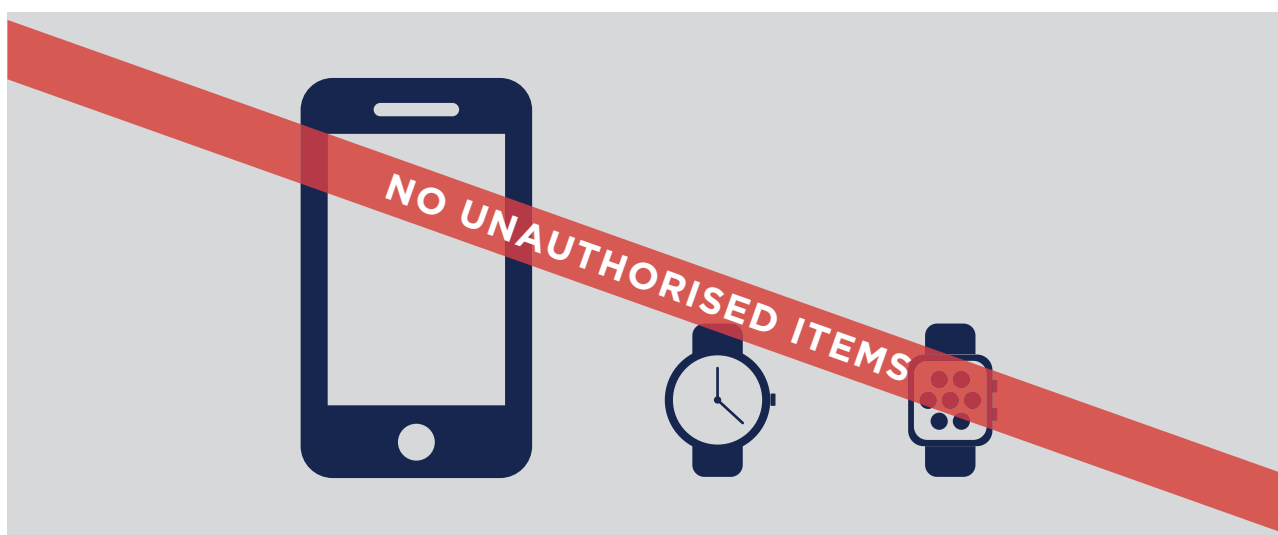
Please note, a number of mock exams will take place in your child's classroom. These are not shown on this timetable.

Summer 2025 CONFIRMED Examination Timetable

Day	Date	Time	Duration	Examination code	Subject	Title	Board	Qual
Monday	13/01/2025				Performing Arts (Dance) - Responding to a Brief, window opens Music Practice - Responding to a Music Brief, window opens		Pearson	BTEC Tech Awd
WEEK 1								
Thursday	01/05/2025	PM	1h 30m	BIT03	Digital Information Technology	Effective Digital Working Practices	Pearson	BTEC Tech Awd
Friday	02/05/2025	PM	2h	BTT03	Travel & Tourism	Influences on Global Travel and Tourism	Pearson	BTEC Tech Awd
WEEK 2								
Tuesday	06/05/2025	AM	2h	BHS03	Health & Social Care	Health and Wellbeing	Pearson	BTEC Tech Awd
Tuesday	06/05/2025	AM	1h 30m	ANM10	Number and Measure		Pearson	Edexcel Awd
Thursday	08/05/2025	AM	1h 45m	8261/W	Drama		AQA	GCSE
Thursday	08/05/2025	AM	45m/1h 5m	1TU0/1H & 3H	Turkish	Paper 1 Listening and understanding Paper 3 Reading and understanding	Pearson	GCSE
Friday	09/05/2025	AM	1h 45m	8192/1	Sociology	Paper 1	AQA	GCSE
Friday	09/05/2025	PM	2h	BCD03	Child Development	Supporting Children to Play, Learn and Develop	Pearson	BTEC Tech Awd
WEEK 3								
Monday	12/05/2025	AM	1h 45m	8702/1	English Literature	Paper 1	AQA	GCSE
Monday	12/05/2025	PM	1h 30m	J277/01	Computer Science	Paper 1 Computer systems	OCR	GCSE
Monday	12/05/2025	PM	45m/1h 5m	1CN0/1H & 3H	Chinese	Paper 1 Listening and understanding Paper 3 Reading and understanding	Pearson	GCSE
Tuesday	13/05/2025	AM	1h 45m	8062/11-17	Religious Studies A	Paper 2	AQA	GCSE
Tuesday	13/05/2025	PM	1h 45m	1B10 1H	Biology	Paper 1	Pearson	GCSE
Tuesday	13/05/2025	PM	1h 10m	1SC0 1BF/1BH	Combined Science	Biology Paper 1	Pearson	GCSE
Wednesday	14/05/2025	AM	1h 30m	8035/1	Geography	Paper 1	AQA	GCSE
Wednesday	14/05/2025	PM	1h 15m	R184/01	Sport Studies	Contemporary issues in Sport	OCR	Camb Nats
Thursday	15/05/2025	AM	1h 30m	J560 01/04	Mathematics	Paper 1 & Paper 4	OCR	GCSE
Friday	16/05/2025	AM	1h 15m	1H10 10-13	History Paper 1	Thematic study and historic environment	Pearson	GCSE
WEEK 4								
Monday	19/05/2025	AM	1h 45m	1CH0 1H	Chemistry	Paper 1	Pearson	GCSE
Monday	19/05/2025	AM	1h 10m	1SC0 1CF/1CH	Combined Science	Paper 2	Pearson	GCSE
Monday	19/05/2025	PM	1h 25m	1CN0 4H	Chinese	Paper 4: Writing in Chinese	Pearson	GCSE
Tuesday	20/05/2025	AM	2h 15m	8702/2	English Literature	Paper 2	AQA	GCSE
Tuesday	20/05/2025	PM	1h 45m	8192/2	Sociology Paper 2	Paper 2	AQA	GCSE
Tuesday	20/05/2025	PM	1h 30m	J277/02	Computer Science	Paper 2 Computational thinking, algorithms and programming	OCR	GCSE
Wednesday	21/05/2025	AM	L 35/45m R 45m/1h	1FR0 1F/H 3F/H	French	Paper 1 Listening and understanding Paper 3 Reading and understanding	Pearson	GCSE
Wednesday	21/05/2025	PM	1h 45m	8062/2A and 2B	Religious Studies A	Paper 2	AQA	GCSE
Wednesday	21/05/2025	PM	1h 15m	R067/01	Enterprise and Marketing	Enterprise and Marketing Concepts	OCR	Camb Nats
Thursday	22/05/2025	AM	1h 45m	1PH0 1H	Physics	Paper 1	Pearson	GCSE
Thursday	22/05/2025	AM	1h 10m	1SC0 1PF/PH	Combined Science	Paper 3	Pearson	GCSE
Thursday	22/05/2025	PM	1h 25m	1TU0 4H	Turkish	Writing in Turkish	Pearson	GCSE
Thursday	22/05/2025	PM	1h 15m	R180/01	Sport Science	Reducing the risk of sport injuries and dealing with common medical conditions	OCR	Camb Nats
Friday	23/05/2025	AM	1h 45m	C700U10-1	English Language	Component 1	WJEC	GCSE
HALF TERM								
WEEK 5								
Monday	02/06/2025	AM	1h 30m	1ST0 1F & 1H	Statistics	Paper 1	Pearson	GCSE
Tuesday	03/06/2025	AM	50m/1h 5m	1RU0 1H & 3H	Russian	Paper 1 Listening and understanding Paper 3 Reading and understanding	Pearson	GCSE
Tuesday	03/06/2025	PM	45m/1h 5m	1PNO 1H & 3H	Perisan	Paper 1 Listening and understanding Paper 3 Reading and understanding	Pearson	GCSE
Tuesday	03/06/2025	PM	45m/1h	8688/LH & RH	Polish	Paper 1 Listening and understanding Paper 3 Reading and understanding	AQA	GCSE
Wednesday	04/06/2025	AM	1h 30m	J560 02/05	Mathematics	Paper 2 & Paper 5	OCR	GCSE
Thursday	05/06/2025	AM	1h 45m	1H10 2A-2W	History	Paper 2 British depth study and period study	Pearson	GCSE
Thursday	05/06/2025	PM	F 1h 15m H 1h 20m	1FR0 4F/4H	French	Paper 4 Writing in French	Pearson	GCSE
Friday	06/06/2025	AM	2h	C700U20-1	English Language	Component 2	WJEC	GCSE
Friday	06/06/2025	PM	1h 30m	8035/2	Geography	Paper 2	AQA	GCSE
WEEK 6								
Monday	09/06/2025	AM	1h 45m	1B10 2H	Biology	Paper 2	Pearson	GCSE
Monday	09/06/2025	AM	1h 10m	1SC0 2BF/BH	Combined Science	Paper 4	Pearson	GCSE
Monday	09/06/2025	PM	1h 30m	R093/01	Creative iMedia	Creative iMedia in the Media Industry	OCR	Camb Nats
Tuesday	10/06/2025	AM	F 35/45m H 45m/1h	1SP0 1F/H & 3F/H	Spanish	Paper 1 Listening and understanding Paper 3 Reading and understanding	Pearson	GCSE
Tuesday	10/06/2025	PM	1h 20m	1H10 30-33	History	Paper 3 Modern Depth Study	Pearson	GCSE
Wednesday	11/06/2025	AM	1h 30m	J560 03/06	Mathematics	Paper 3 & Paper 6	OCR	GCSE
CONTINGENCY AFTERNOON								
Thursday	12/06/2025	AM	1h 30m	8035/3	Geography	Paper 3	AQA	GCSE
Thursday	12/06/2025	AM	2h 30m	4TA1 01	Tamil	Paper 1: Reading, Writing and Translation	AQA	GCSE
Thursday	12/06/2025	PM	1h 25m	1RU0 4H	Russian	Writing in Russian	Pearson	GCSE
Thursday	12/06/2025	PM	1h 45m	8365/1	Further Maths	Paper 1	AQA	Level 2 Cert
Friday	13/06/2025	AM	1h 45m	1CH0 2H	Chemistry	Paper 2	Pearson	GCSE
Friday	13/06/2025	AM	1h 10m	1SC0 2CF/2CH	Combined Science	Paper 5	Pearson	GCSE
Friday	13/06/2025	PM	1h 30m	1ST0 2F/2H	Statistics	Paper 2	Pearson	GCSE
Friday	13/06/2025	PM	1h 15m	8688/WH	Polish	Paper 4	AQA	GCSE
Friday	13/06/2025	PM	1h 20m	1PNO 4H	Persian	Writing in Persian	Pearson	GCSE
WEEK 7								
Monday	16/06/2025	AM	1h 45m	1PH0 2H	Physics	Paper 2	Pearson	GCSE
Monday	16/06/2025	AM	1h 10m	1SC0 2PF & 2PH	Combined Science	Paper 6	Pearson	GCSE
Monday	16/06/2025	PM	1h 15m	C660U30-1	Music	Component 3	WJEC	GCSE
Tuesday	17/06/2025	AM	1h 15m/1h 20m	1SP0 4H/4F	Spanish	Writing	Pearson	GCSE
Tuesday	17/06/2025	PM	1h 45m	8585/W	Food preparation and nutrition		AQA	GCSE
Wednesday	18/06/2025	AM	2h	8552/W	Design & Technology		AQA	GCSE
Wednesday	18/06/2025	PM	1h 45m	8365/2	Further Maths	Paper 2	AQA	Level 2 Cert
CONTINGENCY DAY								
Thursday	21/08/2025	GCSE / VOCATIONAL RESULTS DAY						

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.



What is AI?

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



How can AI be misused in assessments?

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

THIS IS CHEATING!



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



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

- When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

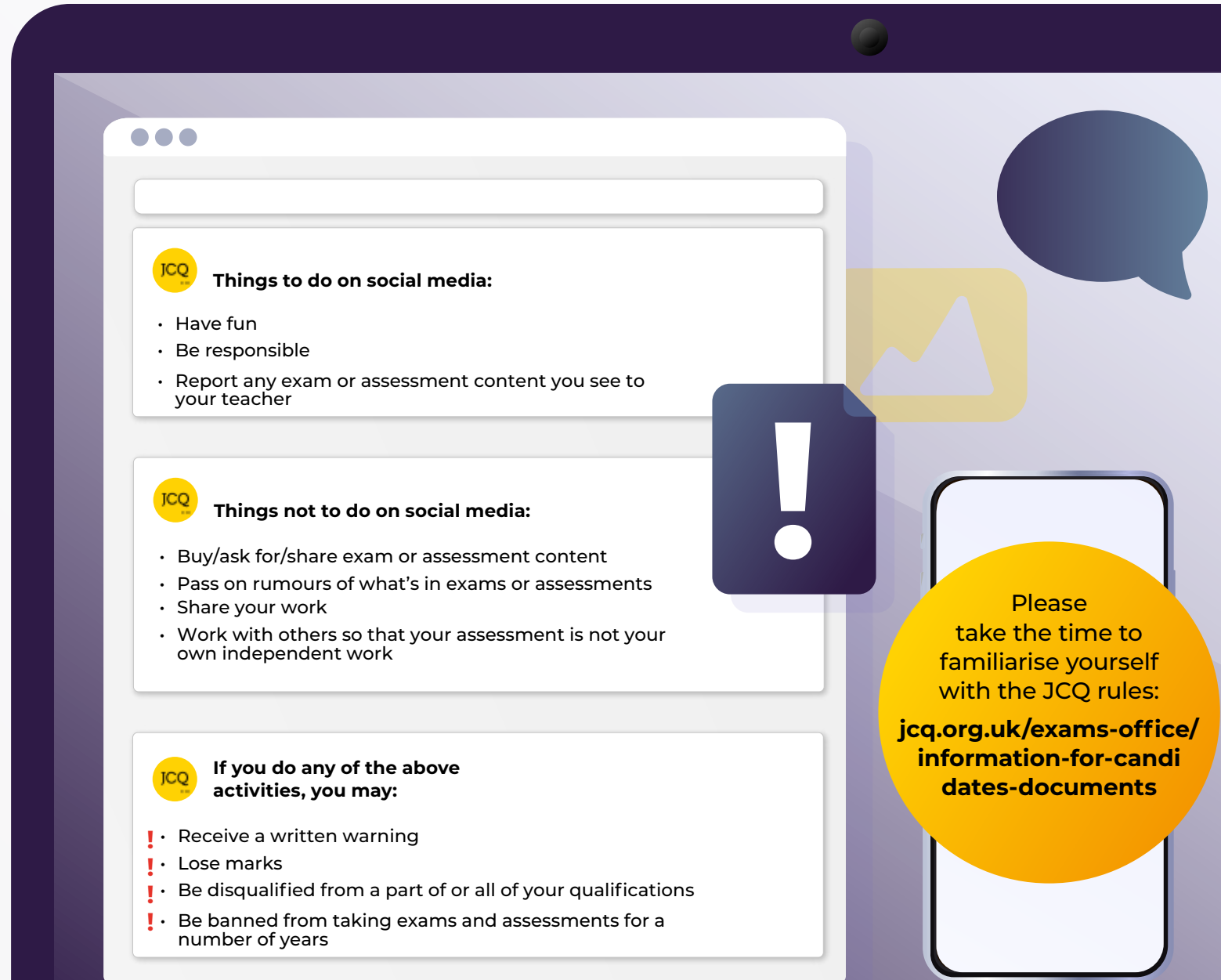
DON'T RISK IT!



REMEMBER
Misusing AI is cheating!
Know the rules
Talk to your teachers
Reference clearly

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

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



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)

Warning to candidates



 Questions matter AQA	 City & Guilds	 Rewarding Learning CCEA	 Oxford Cambridge and RSA OCR	 Pearson	 WJEC
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1

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

2

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

3

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

4

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

5

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

6

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

7

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

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

Guidance on referencing

- a) Useful guidance on referencing can be found in the following JCQ documents:
- JCQ *Instructions for conducting coursework* (<https://www.jcq.org.uk/exams-office/coursework/>)
 - JCQ *Instructions for conducting non-examination assessments* (<https://www.jcq.org.uk/exams-office/non-examination-assessments/>)
 - JCQ *AI Use in Assessments guidance* (<https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/>)
- b) A reference in the text, or as a footnote, should show at least the name of the author, the year of publication and the page number: For example: (De La Bedoyere, 2021, p. 89.)
- c) Candidates must also include a bibliography at the end of their work, which lists details of publications that have been used to research their project. For example:

De La Bedoyere, G. (2021) *Gladius*, London: Weidenfeld & Nicolson.

- d) For material taken from web pages, the reference must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<https://www.bbc.co.uk/bitesize/topics/zwmpfg8/articles/z2sm6sg>).
- e) For individual works found on the internet, the reference should show the details as in (b), above, plus the URL and the date accessed. For example: Regulski, I (2023). Page turners: literature in ancient.

Available: <https://www.britishmuseum.org/blog/page-turners-literature-ancient-egypt> [26 April 2023].



Joint Council for
Qualifications^{CIC}

Information for candidates

On-screen tests

With effect from 1 September 2024

Produced on behalf of:



**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.



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.



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

Coursework 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 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, 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