



Belong, Believe and Achieve

Bluecoat Beechdale Academy

CANDIDATE EXAM HANDBOOK 2024/25

This handbook is reviewed and updated annually

Produced/reviewed by	
BBA Exams Officer	
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Introduction

Bluecoat Beechdale 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

What is 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

Refer to **ICE 25** and the Indicative sanctions against candidates (Appendix 6, **Suspected Malpractice - Policies and Procedures**)

Information for candidates – social media

The following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

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.

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 (insert where this is located...)

Refer to [GR 6](#) and [Information for candidates – Privacy Notice](#)

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

Refer to [GR 6](#)

Coursework assessments/non-examination assessments

Refer to Appendix 1 & 2.

Written timetabled exams

- Candidates will be provided a **statement of entry**, to check that personal details and exam entries are correct.
- It is important to check these details and report directly to the Exams Officer if there is a change required.
- You will receive a personal **Candidate exam timetable** ahead of examinations. Keep this safe. These are provided to ensure candidates know the date and time of all their exams/assessments, seating arrangements and exam room location. If you lose your timetable, you must speak with your Head of year, or exam office who will email a copy to your school email account only or print.
- The JCQ information for candidates documents – written examinations, social media will be display on the Exams Board and appendices 4 & 6
- Exam room posters – Warning to candidates, Unauthorised items – location Appendices 7 & 8

Refer to [GR 5.8](#)

Contingency sessions - Summer 2025

There are contingency days scheduled during Summer 2025, in the event there is significant or local disruption to examinations in the United Kingdom. It is important that you are available up until the final date 25th June 2025 in the event an exam date is moved to accommodate any disruption.

- Wednesday 11th June – PM
- Wednesday 25th June 2024 – ALL DAY

Refer to [ICE 15](#)

On-screen tests

- Exams login will be provided by an invigilator for each student: do not use school logins.
- Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- Do not become involved in any unfair or dishonest practice during the on-screen test.
- If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects. 4
- Only take into the exam room the materials and equipment which are allowed.
- You must not take into the exam room: notes, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, Air Pods or earphones/earbuds. Unless you are told otherwise, you must not have access to: the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks, 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.
- If you have a watch, the invigilator will ask you to hand it to them.
- Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
- Do not borrow anything from another candidate during the on-screen test

Refer to [Information for candidates – on-screen tests](#)

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

If candidates are **taking two or more** examinations in a session and the total time is **three hours** or less, the centre may decide the order within the timetabled session in which to conduct the examinations.

Candidates may also be given a supervised break of no more than **20 minutes** between papers within a single session. This is conducted within the examination room, under formal examination conditions at all times.

If candidates are taking **two or more** examinations timetabled for the same session and the total time is **more than three hours including approved extra time allowances and/or supervised rest breaks**, the centre may conduct one examination in a later or earlier session within the same day.

The centre may determine the examination which is to be conducted in a later or earlier session within the same day. The candidate will be required to attend their first exam. Once finished they will be escorted to a supervision room where they will wait until their next exam starts. During this time they are permitted to revise using notes only and will not have access to a computer or mobile phone. They will not be permitted to speak to anyone that may have sat the exam. Once the afternoon session is to start, they will be escorted back to the exam room where they will sit their outstanding exam. Once the exam has finished they will no longer be under centre supervision and are free to leave as normal.

Refer to [ICE 7](#)

Where you will take your exams

The main exams rooms are the Main Hall, Stage or Sports Hall. If you are seated elsewhere this will be clear on your timetable and on the exam register lists. Example: Stage, ILR or Meeting Room 3.

What time your exams will start and finish

Morning exams start at 9:00am

Afternoon exams start at 1:00pm

Candidates must arrive in plenty of time for their exams. All exams must start promptly.

Supervision during your exams

Exams are supervised by a team of school invigilation staff.

Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc. If students have any queries or issues in the exam room, it is expected they tell the invigilator for this to be resolved. Any queries cannot be resolved after the exam has finished.

Exam room conditions

- Candidates are invited into the exam room by members of staff.
- Candidates are under formal exam conditions from the moment they enter the exam room until they are given instruction to leave by the invigilator
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room. Candidates must not open the question paper until the examination begins.
- Candidates must not communicate with or disturb other candidates whilst in the exam room.
- There will be important Information displayed in the exam room for every exam:

Centre number, Subject title, paper number; and the actual starting and finishing times, and date, of each exam.

- When completing the front of the answer books all candidates must write their first name and surname (legal name only) that matches their entry information, and candidate number. This information is available on the exam desk card. It is important this is not completed until instructed to do so by the invigilator.
- All additional answer sheets/answer books must be fully completed also.

Refer to [ICE 19](#)

Refer to [ICE 23](#)

Where you will sit in the exam room

Candidates are provided specific seating locations within an exam room, this is shown on their individual desks as indicated by their name cards which also contains details such as candidate number and any Exam Access Arrangements.

Exam seating lists are provided on the Exams Notice Board for students to check this as well.

What equipment you need to bring to your exams

JCQ authorised equipment list that should be brought by the candidate:

- Black Pen
- Pencil
- Rubber
- Ruler
- Protractor
- Compass
- Calculator

All equipment should be brought in a **Clear Pencil case** only. **Bluecoat Beechdale Academy** will provide a pencil case with all the equipment for each student.

Using calculators

Candidates may use a calculator in an examination unless this is prohibited by the awarding body's specification. The instructions on the question paper will say whether calculators are allowed or not.

If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations. Calculator covers must not be brought into the exam room.

Refer to [ICE 10](#)

What you should not bring into the exam room

- Mobile Phones
- Wrist Watches - Apple/Fit Watches/Smartwatches
- Air Pods
- iPod/EarPhones/earbuds
- MP3/MP4 or similar devices
- Electronic devices

Food and drink in exam rooms

No food is permitted in the exam room unless with a medical certification. This will be kept on the invigilator desk at the top of the row.

- Food brought into the examination room by the candidate must be **free of packaging** and in a **transparent** container.
- Candidates can bring in a water in a **clear bottle with the label removed**. Drink bottles must be **transparent** with all labels removed which would include transparent, reusable plastic bottles.

Refer to [ICE 18](#)

What you should wear for your exams

Full Uniform to all exams.

Academy Uniform

- A BBA blazer
- A BBA clip-on tie
- A black V neck jumper is optional underneath blazer – no cardigans
- A white school shirt with top button fastened
- Black tailored trousers (non-stretchy, not skinny) or black knee-length skirt (non-stretchy)
- Black or white ankle socks or tights (no knee length socks)
- Flat leather-look black shoes – no boots or sandals.
- No jewellery must be worn

Where your personal belongings will be stored during your exam

Personal belongings are stored at the back of the exam room. No bags are permitted to be kept at your exam desk.

What to do if you arrive late for your exam

If you believe you are going to be late for your exam you must contact school as soon as is possible.

You must tell reception your full name and what exam you are expecting to sit, this will mean there is a staff member available to assist you when you arrive. We will ensure you are ready then escort you to your exam.

If you arrive more than 1 hour after the official exam start time, this will be reported to the Awarding body and there is a high risk your exam will not be counted.

Refer to [ICE 21](#)

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

- If you are unwell on the day of your exam please contact school and let us know through the standard reporting processes.
- You must state your full name and the exam you are expected to sit.
- We encourage students to attend all their exams and we will support any student that is unwell if they decide to attend. We ask that you contact school to let us know prior to exam, and as early as possible so we can put into place necessary support ahead of time.
- If you feel unwell during an exam, you must tell an invigilator **immediately** and you will be briefly removed from the exam to get support. If you decide to return, all remaining time will be provided.

What is Special Consideration?

- If a student is fully prepared for the exam but is disadvantaged due to illness or unavoidable circumstances beyond their control at the time of the exam or when they complete their coursework/controlled assessment.
- If a student is absent from an exam for a valid reason.

After a case of illness, we will ask student to attend the doctors to request a doctor's note on that day. This is a signed letter stating the nature of the illness which will need to be presented to school within 3 days of the exam taking place. An appointment card will not be accepted.

The exams office will process the Special Consideration Application with the relevant awarding body directly once suitable evidence has been provided. Students must also have completed a minimum of 35% of the qualification (including coursework) to be eligible for this in any event.

What happens if you have an unauthorised absence from your exam

An unauthorised absence is where a candidate has not made school aware of the reason for their absence/ not provided suitable medical evidence to make a Special Consideration Application.

The Academy may require a payment of the **full Awarding body entry fee** for that exam should a candidate fail to attend an examination without good reason and without informing the Academy.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

Refer to [ICE 22](#)

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

Actions to be taken (as detailed in the current JCQ [Instructions for conducting examinations section 25, Emergencies](#))

- 1. Stop the candidates from writing

- 2. Collect the attendance register (in order to ensure all candidates are present)
- 3. Evacuate the examination room in line with the instructions given by the appropriate authority
- 4. Advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet
- 5. If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination
- 5. Ensure Candidates leave the room in silence
- 6. Ensure that the candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination
- 7. Make a note of the time of the interruption and how long it lasted.
- 8. Allow candidates the remainder of the working time set for the examination once it resumes
- 9. Make a full report of the incident and of the action taken, and send to the relevant awarding body

Candidates with access arrangements/reasonable adjustments

- Students with Access Arrangements will have their Arrangements printed on their student desk card.
- Those that have approved adjustments must attend the exam rooms allocated on Exams Display Board. All candidates will be notified prior to any exams what they are entitled to and must be prepared in what to expect.

Results

GCSE Results day – Thursday 21st August 2025.

- Student results will be available for collection from school in the morning.
- Further instructions will be distributed to students directly and put on the website regarding arrival closer to results day.
- Results can be collected on a candidate's behalf if unable to attend the centre on results day. Students must complete the required information collection form on this.
- To follow current GDPR guidance, we cannot release exam results to anyone else unless given written approval by the student. To avoid any unnecessary delays in receiving your results please make sure all approval has been given prior to results day
- The Certificate will be available to collect around January 2026. Check the website for the update.

Refer to [GR 5.12](#) and [Post-Results Services](#) information

Post-results services

- All post results provisions do incur a fee for each service.
- All requests for post-results services are made through the centre exams office, candidates are unable to request these directly from the awarding body themselves.
- All services are requested on results day to those students that are meet the awarding body criteria. Deadline to process these through school is 30th August 2024.

Review of marking This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly (this is not a remark of the paper)

Access To scripts – An electronic copy of the paper is provided from the Awarding body.

Refer to [GR 5.13](#) and [Post-Results Services](#) information

Certificates

Candidates will need to check our website when certificates will be available for collection from school – this is usually in either December 2025 or January 2026.

Certificates can be collected on a candidate's behalf if unable to attend the centre. Permission outlining must be received by school to release the certificates.

All unclaimed certificates are kept secure for a period of 12 months only. They are then returned to Awarding bodies in line with JCQ processes. We do not keep copies.

If you lose your certificates after collection and need a replacement, this can be requested from the awarding bodies directly. The school cannot action this on your behalf.

AQA

<https://www.aqa.org.uk/contact-us/certificate-services/past-results-and-lost-certificates>

OCR

<https://www.ocr.org.uk/students/replacement-certificates/>

Pearson

<https://qualifications.pearson.com/en/support/Services/certificate-services/replacement-documents.html>

WJEC

<https://www.wjec.co.uk/home/student-support/replacement-exam-certificates/>

VTCT

<https://www.vtct.org.uk/students/replacement-certificates/>

Refer to [GR 5.14](#)

JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment. Link: <https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Coursework Assessments 2024 FINAL.pdf>



Joint Council for
Qualifications CIC

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/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2025.

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

You may be required to 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.

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

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.

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment. Link: https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-NE_Assessments_2024_FINAL.pdf

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 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.

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). Link: https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-On-Screen_Examinations_2024_FINAL.pdf

Information for candidates

On-screen tests

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.

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.

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.

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 - (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.

JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed timetabled written exams. *Link:*
https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-On-Screen_Examinations_2024_FINAL.pdf

Information for candidates

On-screen tests

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.
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- 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 – Privacy Notice

You **must** read this notice as it contains “Information About You and How We Use It” Link:

<https://www.jcq.org.uk/wp-content/uploads/2020/01/Information-for-candidates-Privacy-Notice-10.doc.pdf>



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

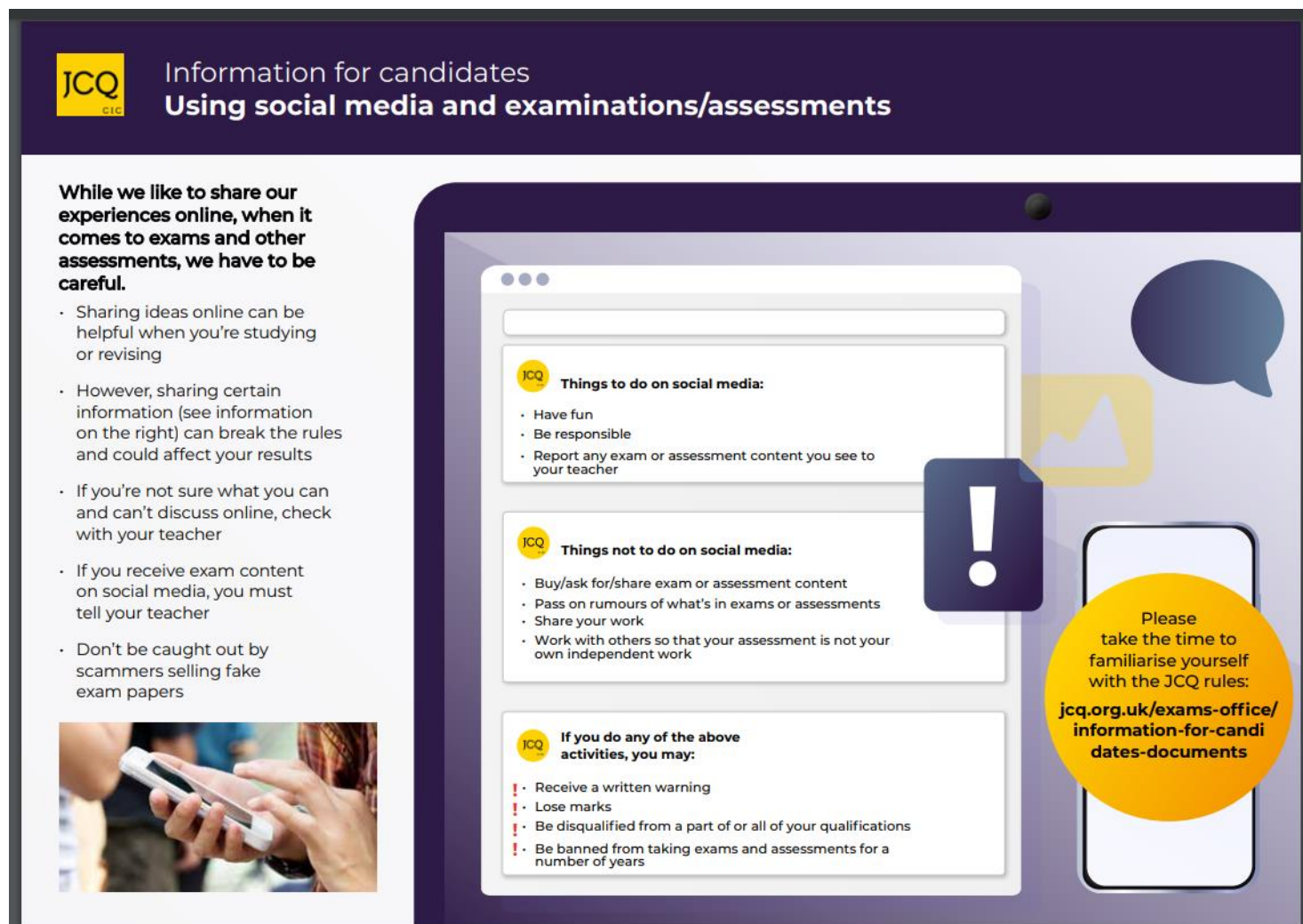
Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

JCQ Information for candidates – social media

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

Link: <https://www.jcq.org.uk/wp-content/uploads/2024/05/JCQ-Social-Media-Infographic-v6.pdf>



The infographic is titled "Information for candidates Using social media and examinations/assessments". It features a dark purple header with the JCQ logo. The main content is divided into three sections: "Things to do on social media:", "Things not to do on social media:", and "If you do any of the above activities, you may:". A large exclamation mark icon is placed between the second and third sections. A yellow speech bubble on the right contains the text "Please take the time to familiarise yourself with the JCQ rules: jcq.org.uk/exams-office/information-for-candidates-documents". A small image of a person using a smartphone is in the bottom left corner.

Information for candidates
Using social media and examinations/assessments

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

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

Things to do on social media:

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

Things not to do on social media:

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

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

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

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

JCQ Unauthorised items poster

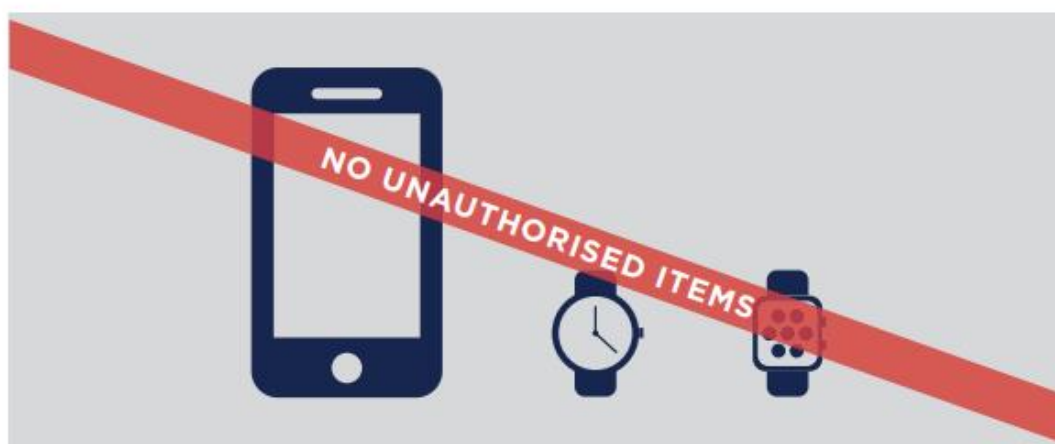
This poster will be displayed outside each exam room. You **must** note that “Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.”

Link: https://www.jcq.org.uk/wp-content/uploads/2022/08/2022-Unauthorised-Items-poster-live-text_September22.pdf



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.

JCQ Warning to candidate's poster

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

Link: https://www.jcq.org.uk/wp-content/uploads/2024/08/Warning-to-candidates-poster_2024_5.pdf

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?

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

JCQ Preparing to sit your exams

Link: https://www.jcq.org.uk/wp-content/uploads/2024/08/Preparing-to-sit-your-exams-2024_25.pdf




On your exam day

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

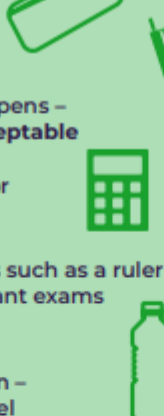
Before sitting your exams, ensure you know:

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

What you cannot take into exams:

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

What you will need:

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

Other important information:

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

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2025 exam timetable – the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. Make sure you are available on all three dates even if you do not have an exam.

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



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

EFFECTIVE FROM 1 SEPTEMBER 2024

Calculators Poster

Recommended calculators in exam.

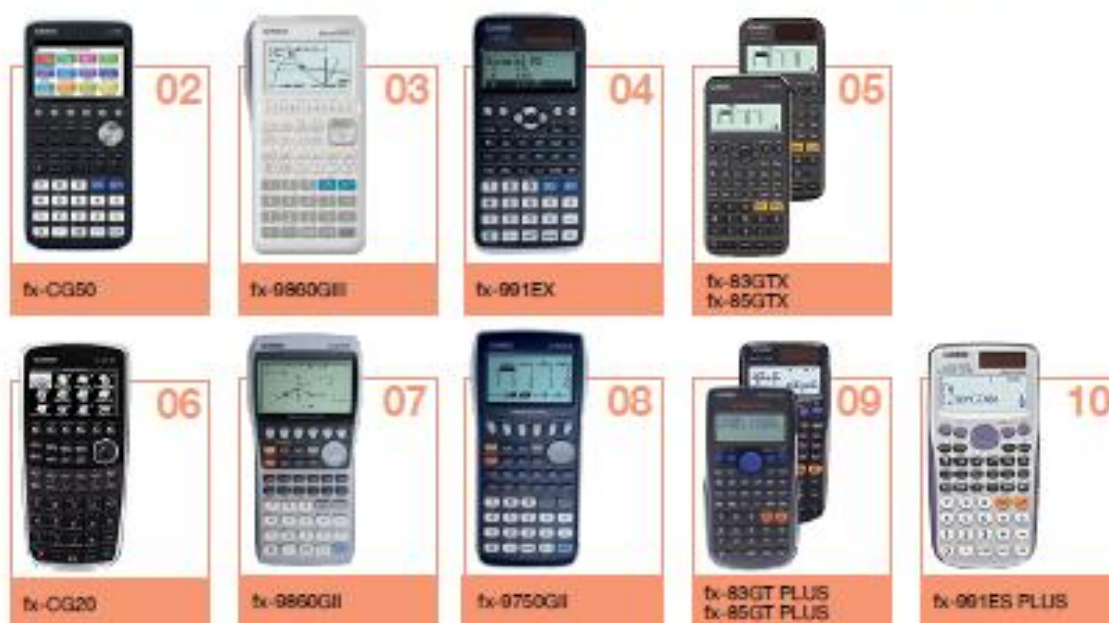
CALCULATORS IN EXAMINATIONS

We want you to be confident that your Casio calculator is allowed in examinations.

All calculator models sold by Casio UK are permitted in UK school exams.
Some models are permitted in Irish and IB exams.

We recognise that you want to ensure that the calculator is correctly set up.
Please check the details for your model.

For non-school examinations, please refer to your exam board's regulations.



CASIO.

