

# IVANHOE SCHOOL

A journey to excellence

## CANDIDATE EXAM HANDBOOK 2024/25

This handbook is reviewed and updated annually

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## Introduction

Ivanhoe School 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

This handbook provides information regarding examination procedures. It provides answers to some of the most common questions that students and parents may have about the examination process. Our mock examinations run with the same set of rules to give students familiarity with the systems and regulations that we must follow.

## Malpractice

To maintain the integrity of examinations at Ivanhoe we have strict regulations in place regarding malpractice. 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 bodies.

Any of the following incidents are considered as malpractice:

- **Bringing unauthorised material into the examination room**  
*e.g. Notes or Unauthorised Devices*
- **Breaches of examination conditions**  
*e.g. Communicating with another student in any way*
- **Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)**  
*e.g. Providing answers or information about the exam to a student*
- **Offences relating to the content of candidates' work**  
*e.g. Copying or Plagiarism*
- **Undermining the integrity of examinations/assessments**  
*e.g. Removing exam papers from the exam room*

A documenting covering possible malpractice sanctions can be found on the JCQ website at <https://www.jcq.org.uk/exams-office/malpractice> in the document 'JCQ Suspected Malpractice'. If you require a printed copy or would like more clarification on anything please contact the exams office at [exams@ivanhoe.co.uk](mailto:exams@ivanhoe.co.uk).

**Malpractice can also occur outside of the exam room.** Below are some details about how candidates could be caught out outside of the exams:

### Social Media:

- **Never** buy/ask for/share exam content
- **Do not** pass on rumours of what's in exams
- **Do not** share your work (even artwork)
- **Do not** work with others on coursework – it must be your own independent work

Please refer to:

- APPENDIX 5 – JCQ Information to Candidates – Social Media on Page 19

### Non-examination assessments and coursework:

#### Research and using references

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For

example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

### 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 including legal name, address and date of birth for the purpose of examining and awarding qualifications. This information is provided by the centre. More information can be found at the following link <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/> in the document titled 'Information for Candidates – Privacy Notice'. If you require a printed copy or more clarification please contact [exams@ivanhoe.co.uk](mailto:exams@ivanhoe.co.uk).

*NOTE: Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies.*

## **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.

## **Coursework assessments/non-examination assessments**

Non-exam assessments (NEA) and Coursework assignments are set and marked by the school and moderated by the relevant exam board. This moderation is completed either during a visit from the exam board or via an online submission completed by the school.

For any coursework or non-exam assessments students MUST NOT:

- Submit work which is not their own
- Lend work to other students
- Allow other students access to, or use of, their own independently sources material
- Include work copied directly from books, the internet or other sources without proper acknowledgement and referencing
- Submit work that is typed by a third person without declaring this
- Include inappropriate, offensive or obscene material

Please refer to:

- APPENDIX 1 – JCQ Information to Candidates – Coursework on Pages 12-13
- APPENDIX 2 – JCQ Information to Candidates – Non-examination Assessments on Pages 14-15
- APPENDIX 8 – JCQ AI Poster for Students on Page 22

## Written timetabled exams

Each candidate will receive a statement of entry for their exams once entries have been made. It is very important to check these entries, your name and date of birth to make sure there are no errors. If there are any problems please contact the exams office on [exams@ivanhoe.co.uk](mailto:exams@ivanhoe.co.uk) straight away. Once students receive their individual exam timetable they should contact the exams office if any clarification is required.

Please refer to:

- APPENDIX 4 – JCQ Information to Candidates – Written Exams on Pages 17-18
- APPENDIX 6 – JCQ *Unauthorised Items* Poster on Page 20
- APPENDIX 7 – JCQ *Warning to Candidates* Poster on Page 21
- APPENDIX 9 – JCQ Exam Day Checklist Poster on Page 23

## Contingency sessions - Summer 2025

The awarding bodies have designated Wednesday 25 June 2025 as the 'contingency day' for examinations. The afternoon of Wednesday 11 June has been designated as the 'contingency afternoon' for examinations. This is consistent with the qualification regulators' document 'Exam System Contingency Plan: England, Wales and Northern Ireland'. This document can be found at <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>

The designation of 'contingency days' within the common examination timetable is in the event of national or significant local disruption to examinations in the United Kingdom. It is part of the awarding bodies' standard contingency planning for examinations.

We must therefore remind candidates that they must remain available until Wednesday 25 June 2025 should an awarding body need to make use of these contingency sessions. Students, parents and carers should factor this into their plans for potential holidays.

## On-screen tests

Please refer to:

- APPENDIX 3 – JCQ Information to Candidates – On-screen Tests on Page 16

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

If a student is timetabled to sit two or more exams at the same time, this is known as a 'clash'.

If these are for the same subject e.g. French Reading and Listening, this is intentional on the part of the exam board and the exams will run one after another without a break.

If the clash is for two different subjects, then this will be picked up by the Exams Officer, who can grant permission for one of the papers to be taken at a different time on the same day. The student will have to remain under supervision between the two papers without communication with any other person except the invigilator.

In very rare cases it may be necessary for a paper to be done the next day and it is a requirement that the student is supervised overnight. This is essential to avoid compromising the integrity of the examination. In the event of a 'clash' or 'overnight supervision' the Exams Officer will be in touch with students and parents and this is nothing to worry about.

If an exam is delayed from a morning to an afternoon session the student will be supervised over lunchtime. They should bring some revision/reading material, their lunch and a drink. Attempting to communicate with any other student will invariably result in the loss of all of those qualifications for

all of the students involved. Students are not allowed access to any electronic devices during supervised breaks, so revision notes must be in a book/paper format. Students will not be allowed to buy food from the school canteen during this break.

### Where you will take your exams

Exams will take place in several venues across the school, but mainly in the **Gym** where students also complete mock exams. Details of the room and seat allocated to you will be on your individual exam timetable.

### What time your exams will start and finish

At Ivanhoe School morning exams will start at **9am** and afternoon exams will start at **1pm**.

**Students should arrive a minimum of 15 minutes before these times.** This is to give ample time to register students, store their belongings and give candidates instructions for the exam. Candidates must remain in the exam room until the exam finish time (this is written at the front of the room for all to see), and **must remain silent throughout the exam and while papers are collected.** They will then be dismissed formally by an invigilator.

### Supervision during your exams

Exams will be supervised by a team of trained invigilators. They follow strict rules and regulations as directed by JCQ. Invigilators oversee the examination and candidates must follow their instructions carefully to prevent malpractice. Invigilators cannot answer any questions relating to the exam paper.

### Exam room conditions

Candidates are escorted to drop their belongings off and into the exam room by an invigilator.

Candidates are under **formal exam conditions (no communication, complete silence)** from the moment that they enter the exam room until an invigilator has allowed them to leave and they are no longer in the exam room. Candidates must not communicate at all with other candidates or disturb them whilst they are in the exam room.

Candidates must **listen carefully to and follow the instructions** of the invigilator at all times in the exam room.

The following information will be on display in the exam room: centre number, subject title, paper number, date and start and finish times.

Invigilators will give students time just before the exam starts to check the front cover of their paper. It is essential that students **check they have been given the correct paper and tier.**

Students will then be asked to fill in the front cover with their personal information (name, candidate number, centre number etc. matching their entry information). This should only be done when instructed by the invigilator and not beforehand. **Candidates should not open the question paper until the exam begins.**

Candidates are responsible for producing legible handwriting in black ink for their exams. Any additional answer sheets/booklets must be requested by raising your hand and asking an invigilator. Your name and candidate number must be written on these additional materials and then tucked inside your normal exam paper.

### Where you will sit in the exam room

Candidates are seated according to the exam seating plan. They will know their seat for each exam from their individual exam timetable.

If a candidate arrives to an exam and doesn't know their seat they can check this on the seating plan displayed in the room, or ask an invigilator who will be happy to help them find their seat.

**Candidates must sit in their designated seat for the exam.**

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

Each desk in an exam room assigned to a candidate will have an ID card with the school picture of the candidate along with their name, date of birth, form group, candidate number and seat number.

**Candidates must sit in their designated seat for the exam.**

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

You should bring in a **clear plastic pencil case**:

- Black Ink Pens x 2
- Pencil and Eraser
- Ruler
- Protractor and Compass (For Maths Exams)
- Calculator (**If Permitted**)

Note: Non-transparent pencil cases will not be allowed in the exam room. Pens must be **black ink**; erasable pens are not permitted.

Subject teachers should let candidates know in advance of any equipment they need to complete that subject exam including whether or not they will need a calculator. We recommend students have a scientific calculator as this will be sufficient for any exam in which they need a calculator. Calculators are prohibited in exams where they aren't needed. It is the candidate's responsibility to make sure the calculator is in working order. Spare calculators for students who do not have one may not be a suitable replacement for all exams.

Ultimately, it is candidates that are responsible for bringing all the equipment they need to an exam

### **Using calculators**

Some subject papers, such as Maths and Computing, explicitly prohibit the use of calculators. In such cases, students must not have one in their possession and ensure they leave this in their bag, as this would be classed as unauthorised material.

In examinations where calculators are allowed, the following facilities are prohibited: data banks, symbolic algebraic manipulation, symbolic differentiation or integration, communication with other devices or the internet, access to pre-stored information or text, dictionaries, language translators and mathematical formulae.

Calculators with graphic displays and programmable functions are permitted if information and/or programs stored in the calculator's memory are cleared before the examination. Retrieval of information and/or programs during the examination is an infringement of the regulations. Students are responsible for clearing any information and/or programs before the examination. Calculators may be used that have an "exam mode" activated.

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

Some items are strictly prohibited from exam rooms and should not be brought into the examination room under any circumstances. The exam boards treat **mere possession of these items as an infringement of the regulations**, even if the student did not intend to use them. These items should be left in bags or handed to an invigilator before the start of an exam. **Always check your pockets in case you have an unauthorised item by accident.**

The following items are prohibited:

- Mobile Phones
- Any Smart Device that can connect to the internet
- Wristwatches (of any kind)
- Headphones

- Items to fidget with unless approved by the SENCo
- Food/Chewing Gum
- Tipp-Ex/Correction Pens

### Food and drink in exam rooms

You may bring a bottle of water into the exam; however, it must be in a **clear plastic bottle with all labels and packaging removed**.

### What you should wear for your exams

Candidates are expected to wear full school uniform for their examinations. **No clothing can be placed on the back of their chair**, so candidates must be confident they will be comfortable for the duration of the exam when choosing whether to leave their blazer with their belongings or not.

We discourage candidates from wearing bracelets/rings as they can make noise on the desks throughout the exam, potentially disturbing others around them.

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

Candidate's belongings that are stored before the exam will be secured for the duration of the exam. If a candidate hands over any belongings once already inside the exam room but before the exam begins, it will be stored in the exam room and the candidate will need to collect it at the end when all other candidates have left the room.

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

If you are going to be late for the exam please let the **exams team (01530 412756 Ext 291)** know as soon as possible. If parents are aware that their child has got the timing of the examination wrong and has missed the starting time, they should telephone the exam office immediately and get a message to the exams team (01530 412756 Ext 291). Depending on how long the exam has been in progress, it may be possible for the student to be admitted. However, we are bound by examination board regulations on this matter.

Normally students will be granted access to the room to complete the written paper. Students who arrive more than 30 minutes after the official start time, or once the exam has finished, will still be admitted, but the Awarding Body need to be notified. They may decide to give a mark of 0 for the paper. This decision is beyond the centre's control.

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

If you are unwell on the day of an exam, the examinations officer must be informed as soon as possible. Either by email [exams@ivanhoe.co.uk](mailto:exams@ivanhoe.co.uk) or by phone (01530 412756 Ext 291).

Make an appointment at the GP and bring the medical note in for the examinations officer to make an application for special consideration.

If a candidate is unwell but manages to attend the exam, inform the examinations officer and provisions will be made to accommodate the candidate suitably and allow rest breaks etc. If there is a need to apply for access arrangements this can be done as an emergency. The exams officer will apply for special consideration once evidence from a doctor is brought into school to support the special consideration application.

Exams can only be sat on the designated date, despite any personal circumstances or illnesses. This is prescribed by JCQ.

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

If a student is absent from any examination without presenting a doctor's note or a satisfactory reason for a request for 'Special Consideration' they will receive a grade based only on those

elements of the examinations which have been marked. It is not possible to reschedule exams, so absence should be a last resort.

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

In the event of an emergency the invigilators will follow the school policy. Students are expected to follow any instructions carefully and respectfully.

If you are evacuated, you are **still under examination conditions** and you must not separate from the exam group or discuss the exam. If you are evacuated, you will line up separate from the rest of the school.

Once the exam can resume you will receive the full allocated time to complete the exam

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

The SENCo makes the arrangements for students to have assessments and collects evidence for any students that require access arrangement well in advance of examination dates.

The SENCo will make candidates aware of any arrangements that are in place.

The Examinations Officer will follow the SENCo's outline and ensure the arrangements are in place for each exam.

### **Results**

#### **GCSE Results Day 2025 – Thursday 21st August 2025**

Candidates will need to come into school to collect their results on results day. Any results that aren't collected on the day will be posted first-class to the candidate's home address, unless we have been contacted by you to ask otherwise. Please ensure the school has your most up to date address if you change address around this time.

Senior members of staff will be available on results days to discuss results and help candidates decide on any submission of enquiries.

### **Post-results services**

Requests for post-results services from internal candidates must be made through the centre examinations officer.

Candidates are informed about the deadlines, fees, and charges for these services with the results pack received on results day.

Consent/permission from the candidate is required for any post results service. Application forms with pricing details will be in the results day information pack.

Candidates are advised to speak with their subject teachers to help with decisions regarding post results services.

Candidates asking for reviews of marking must realise their marks can go up or down and are likely to stay the same. A very small percentage of reviews result in a change of grade.

Requests for review of marking must be requested by the candidate and a signature must be obtained before this service is processed.

### **Certificates**

Certificates are received at the Centre early November (after the August results).

Candidates can collect certificates from early November by visiting the school reception during normal school opening hours.

Candidates can write a letter (signed and dated) asking for a representative to collect their certificates. The representative must bring Photo ID to collect a candidate's certificates.

Once certificates are collected, they are the candidate's responsibility to **keep safe**. Any loss or damage to certificates will have to be dealt with by contacting the exam boards directly and paying for replacements. It will not be a service the school offers.

Note: Qualification Certificates are almost always required during job applications so must be collected and kept safe for future use.

### **Internal appeals procedure**

The centre has a comprehensive internal appeals procedure. Full details and copies can be obtained from the Exams Officer.

### **Complaints policy**

The centre has a comprehensive complaints and appeals procedure. Full details and copies can be obtained from the Exams Officer.

## JCQ Information for Candidates - Coursework

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

### Link to Document:

[https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Coursework\\_Assessments\\_2024\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Coursework_Assessments_2024_FINAL.pdf)

When you submit your work for marking, you will be asked to sign an authentication statement confirming that you have read and followed the regulations set out in the above document.

### Important Information to Note:

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'.**

### Referencing:

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.

### How to Reference:

**Book or Journal:** Name of the author, the year of publication and the page number.  
*e.g. (Morrison, 2000, p29)*

**Internet Material:** The date when the material was downloaded and the precise web page, not the search engine used to locate it. This can be copied from the address line.  
*e.g. [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2025*

**Computer-generated content (such as an AI Chatbot):** Name of the AI bot used and the date the content was generated. You must also submit a copy of the computer-generated content with your work for reference and authentication purposes.  
*e.g. ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025*

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 is plagiarism and will be considered as cheating.**

**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.**

**Keeping your work your own:**

- Inform your teacher if you receive help and guidance from someone else as this must be recorded.
- Your parent/carer may discuss your coursework with you but 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 using your own words and draw your own conclusions.
- 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.

You must not write inappropriate, offensive or obscene material.

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.

**Penalties for Breaking 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 – Non-examination Assessments

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

### **Link to Document:**

[https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-NE\\_Assessments\\_2024\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-NE_Assessments_2024_FINAL.pdf)

When you submit your work for marking, you will be asked to sign an authentication statement confirming that you have read and followed the regulations set out in the above document.

### **Important Information to Note:**

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'.**

### **Referencing:**

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.

### **How to Reference:**

**Book or Journal:** Name of the author, the year of publication and the page number.  
*e.g. (Morrison, 2000, p29)*

**Internet Material:** The date when the material was downloaded and the precise web page, not the search engine used to locate it. This can be copied from the address line.  
*e.g. [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2025*

**Computer-generated content (such as an AI Chatbot):** Name of the AI bot used and the date the content was generated. You must also submit a copy of the computer-generated content with your work for reference and authentication purposes.  
*e.g. ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025*

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 is plagiarism and will be considered as cheating.**

**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.**

### **Keeping your work your own:**

- Inform your teacher if you receive help and guidance from someone else as this must be recorded.
- If you worked as part of a group on an assignment, you must each write up your own account of the assignment using your own words and draw your own conclusions.
- 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.

You must not write inappropriate, offensive or obscene material.

### **Penalties for Breaking 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 to Document:**

[https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-On-Screen\\_Examinations\\_2024\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-On-Screen_Examinations_2024_FINAL.pdf)

### **A: Regulations:**

1. Be on time. Arrive at least 15 minutes before the scheduled start time.
2. If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
3. Only take into the exam room the materials and equipment which are allowed.
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.

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.**

5. Do not try to communicate with or disturb other candidates once you have entered the exam room.
6. If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
7. Do not borrow anything from another candidate during the on-screen test.

### **B: 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. Read the screen/question paper carefully and follow the instructions. Do not open the test/question paper until you are told that the exam has begun.

### **C: At the end of the On-Screen Test:**

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

## JCQ Information for Candidates – Written Exams

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

### Link to Document:

[https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Written\\_Examinations\\_2024\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Written_Examinations_2024_FINAL.pdf)

### **A: Regulations:**

1. Be on time. Arrive at least 15 minutes before the scheduled start time.
2. If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
3. Only take into the exam room the materials and equipment which are allowed.
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 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. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6. Do not try to communicate with or disturb other candidates once you have entered the exam room.
7. You must not write inappropriate, obscene or offensive material.
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: 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.
5. Do not open the question paper until you are told that the exam has begun.
6. Remember to write your answers within the designated sections of the answer booklet.
7. Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
8. Put your hand up if you have a problem or need more paper.
9. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

**C: 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.
2. Do not leave the exam room until told to do so by the invigilator.
3. Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

## JCQ Information for Candidates – Social Media

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

### Link to Document:


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

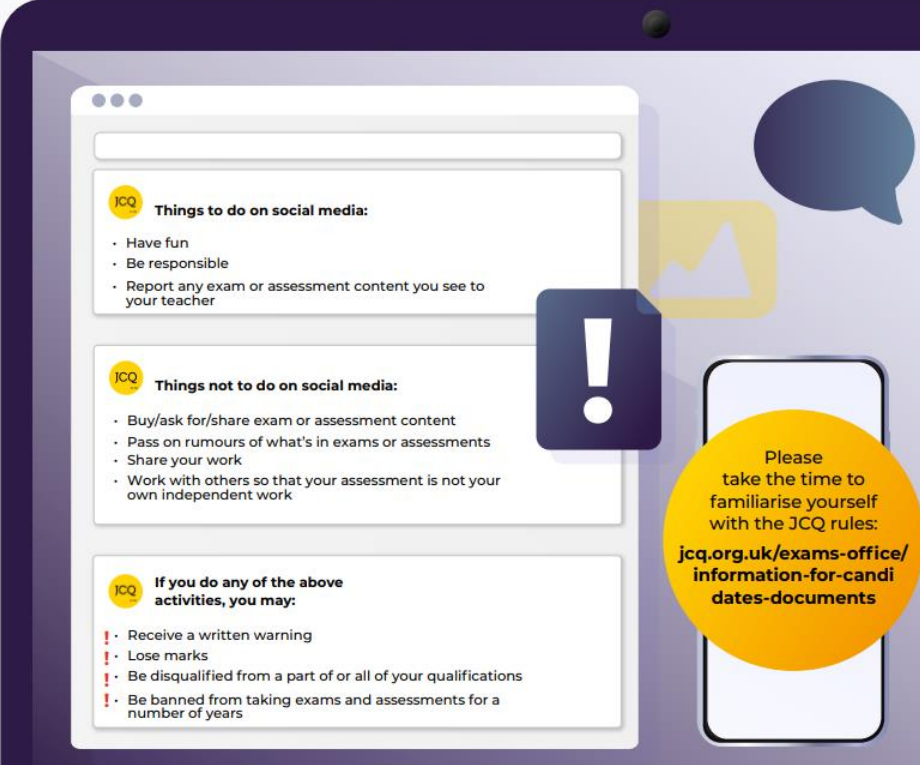


Information for candidates  
**Using social media and examinations/assessments**

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

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





**Things to do on social media:**

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

**Things not to do on social media:**

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

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

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

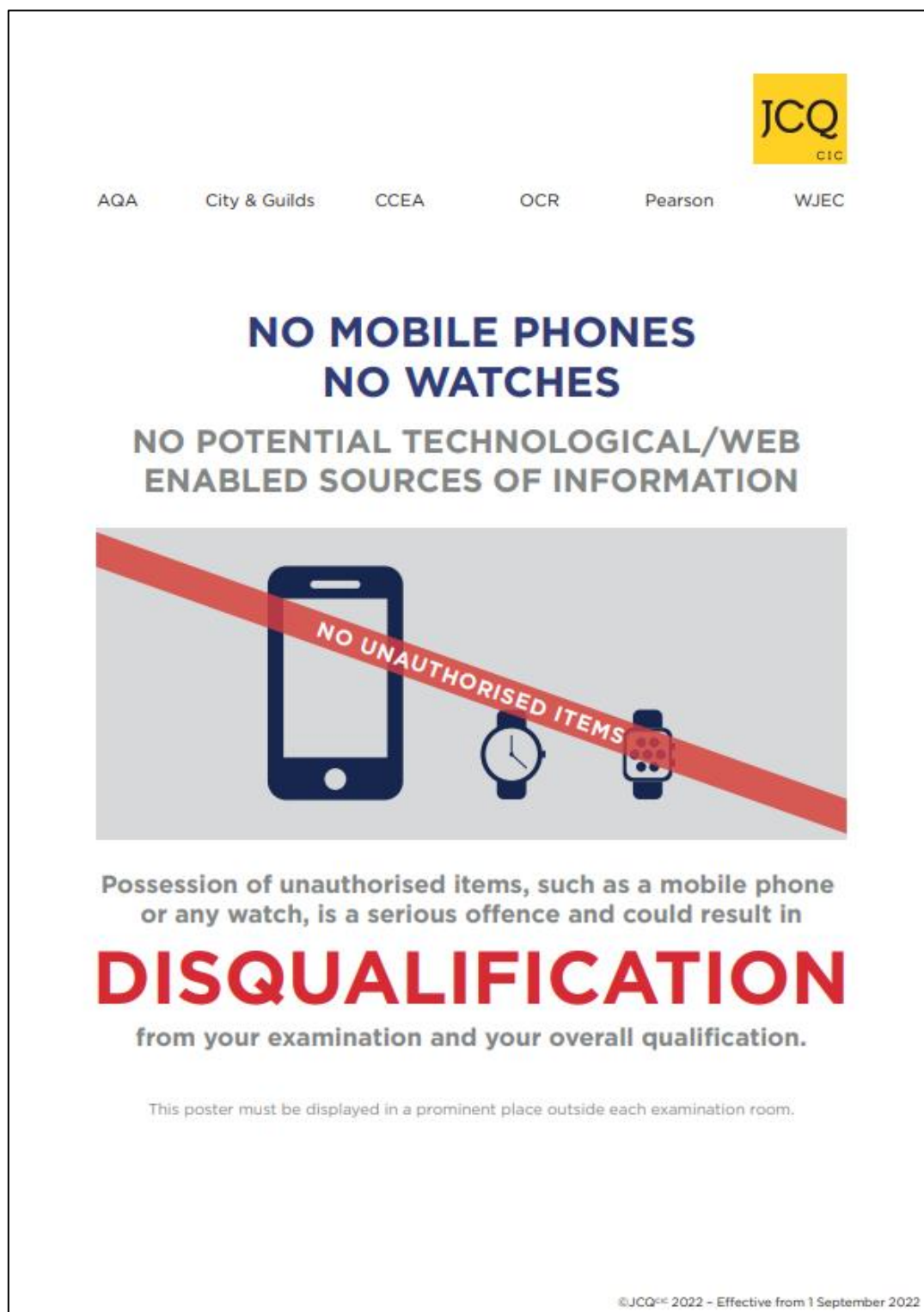
Please take the time to familiarise yourself with the JCQ rules:  
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

**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 to Document:**

[https://www.jcq.org.uk/wp-content/uploads/2022/08/2022-Unauthorised-Items-poster-live-text\\_September22.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/08/2022-Unauthorised-Items-poster-live-text_September22.pdf)




## JCQ *Warning to candidates* Poster


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


### Link to Document:


[https://www.jcq.org.uk/wp-content/uploads/2024/08/Warning-to-candidates-poster\\_2024\\_5.pdf](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.

### Link to Document:

<https://www.jcq.org.uk/wp-content/uploads/2024/02/JCQ-AI-poster-for-students-2.pdf>

**JCQ**  
CIC

# AI and Assessments

## A quick guide for students

### What is AI?

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

### How can AI be misused in assessments?

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

## THIS IS CHEATING!

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

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

If you're allowed to use AI tools, you must reference them clearly

  - Name the AI tool you used
  - Add the date you generated the content
  - Explain how you used it
  - Save a screenshot of the questions you asked and the answers you got
- Declare it's all your own work** – When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

### What happens if I misuse AI?

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

## DON'T RISK IT!

## REMEMBER


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

## JCQ Exam Day Checklist Poster

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

### Link to Document:

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

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You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

EFFECTIVE FROM 1 SEPTEMBER 2024