



THE PRIORY SCHOOL

D O R K I N G

EXAMINATIONS HANDBOOK

2024-25



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INTRODUCTION

This booklet has been written to answer any questions you or your parents/carers may have about your exams at The Priory. There are some notices that are issued by the Joint Council for Qualifications (JCQ) which we as a school are duty bound to share with you. Please ensure you read them. Failure to read them will not be accepted as a valuable reason for non-compliance. You will find these notices at the end of this booklet.

Once you have read this booklet, if there is anything you are unsure of, please go to the Exams Office and speak to the Exams team.

May we take this opportunity to wish you all the very best for the forthcoming exam season.

Mrs Tuck Exams Officer

BEFORE THE EXAMS

Nearer the exam series you will be issued with a detailed Exam Timetable, showing the start time, length, code, room and seat allocation for each of your exams. **It is vital that you check that every paper in every subject that you do is on your timetable.** GCSE Maths, Science and Languages are tiered. You should check that you have been entered for the correct tier - either higher or foundation. If there is anything wrong or you have any questions, please report it to the Exams Office immediately. Your exams can sometimes be at different time to other members of your subject group therefore if you lose your timetable or are unsure of the details of an exam please check with the Exams Office. If it is not on your timetable, then you have not been entered for it, and there won't be a paper for you on the day.

You should also check that your name is spelled correctly. This should be the name that is on your birth certificate and is the name that will appear on your exam certificates. If these don't match, you could have problems with employers in the future.

Please make a note of the date and time of all your exams. If you miss an exam, you cannot sit it at another time.

NON EXAMINATION ASSESSMENT (NEA)

In some subjects certain units are not tested with a written exam paper but with an NEA. This is marked by your teacher and then moderated by the exam board. Your teacher will tell you your mark but if you feel that your mark is not correct, you can ask for a review of the centre mark to be carried out before it is submitted to the exam board for moderation.

The table below gives the key dates for this process.

Drama and Music:

Date	NEA Deadline and Procedure Information
29th April 2025	NEA Deadline date for marks to be returned to students by their subject teacher
2nd May 2025	Deadline for students to request their marked work to be returned to them. Requests to be submitted to Mrs Tuck
5th May 2025	Deadline for receipt of student appeals requesting a review of their mark. Requests to be submitted to Mrs Tuck
9th May 2025	Outcome of the internal review of NEA mark returned to the student by Mrs Tuck
12th May 2025	All NEA marks submitted to the exam board for moderation

Hospitality & Catering / Design Technology:

Date	NEA Deadline and Procedure Information
21st April 2025	NEA Deadline date for marks to be returned to students by their subject teacher
24th April 2025	Deadline for students to request their marked work to be returned to them. Requests to be submitted to Mrs Tuck
28th April 2025	Deadline for receipt of student appeals requesting a review of their mark. Requests to be submitted to Mrs Tuck
1 st May 2025	Outcome of the internal review of NEA mark returned to the student by Mrs Tuck
2nd May 2025	All NEA marks submitted to the exam board for moderation

Art:

Date	NEA Deadline and Procedure Information
13th May 2025	NEA Deadline date for marks to be returned to students by their subject teacher
16th May 2025	Deadline for students to request their marked work to be returned to them. Requests to be submitted to Mrs Tuck
19th May 2025	Deadline for receipt of student appeals requesting a review of their mark. Requests to be submitted to Mrs Tuck
22nd May 2025	Outcome of the internal review of NEA mark returned to the student by Mrs Tuck
26th May 2	All NEA marks submitted to the exam board for moderation

PE: deadlines to be agreed once date for external moderation has been received from the exam board.

EXAM ATTENDANCE

You must attend all your examinations you have been entered for as shown on your timetable. Misreading these will not be accepted as a satisfactory explanation for absence.

If a candidate is absent for any reason, the school must be notified on telephone number 01306 887 337 before the exam is due to start. If an exam is missed due to illness, a letter from a doctor must be provided otherwise a claim for special consideration cannot be made.

Candidates who fail to sit their examination will be charged for the cost of that examination unless a valid reason is provided with supporting evidence if necessary.

EXAM DAY

► Where do I go?

You should arrive at least 15 minutes before the start of your exam. Morning exams start at 9am and afternoon exams at 1.00pm unless otherwise noted on your timetable.

If you sit your exam in the Hall, you will leave your bag in the Sunken Playground before the exam. If you sit your exam in any other room, you will leave your bag in G8. Make sure you take everything out of your bag that you will need in the exam. You also need to take your mobile phone and watch with you which you will hand to an invigilator before the start of the exam. The school accepts no responsibility for items of value that are left in bags. Please do not bring valuables with you when you have exams.

Students sitting their exam in the Hall will line up in the Sunken Playground, in column order based on their seat. Students who sit their exam in any other room will line up outside that room. On your desk there will be an exam ID card with your photo and exam number and the paper you are due to sit. Please only sit at the desk with your ID card on it otherwise you may well be sitting the wrong paper.

► What if I am late?

If you know you are going to be late, ring the school as soon as possible on 01306 887 337. As soon as you arrive, report to the Main Office who will inform the Exams team. Depending on how late you are and how long the exam is, you may or may not be allowed to sit the paper. Remember to hand in your mobile phone at Reception.

► What if I am ill on the day?

Please phone the school as soon as possible if you are unwell. If at all possible, you should try to sit your exam. If you miss one of your papers, you may not be able to get a grade in that subject.

► What do I bring?

Please bring all the equipment you will need for your exam. Please note that we do not provide missing equipment.

You will need

- Two Black Pens (no other colours)
- HB pencils
- Ruler
- Rubber
- Compass
- Protractor
- Pencil Sharpener
- Extra equipment (e.g. coloured pencils) may be required for specific exams. Your teacher will let you know if this is relevant
- Highlighters may be used on question papers but not on answers
- Calculator (see further information overleaf)

You may bring in

- Transparent water bottle (with no label on)
- Transparent pencil case (it has to be completely clear)

You may not use

- tippex



Dictionaries

Dictionaries may not be used unless they are specifically permitted by the subject specification or unless otherwise approved by the awarding bodies.

Calculators

You **MUST** bring your own calculator if you need one - you may not use a mobile phone as a calculator.

Calculators must be:

- of a size suitable for use on the desk
- either battery or solar powered
- free of lids, cases and covers which have printed instructions or formulae

Calculators must **NOT**:

- be designed or adapted to offer any of these facilities:
 - language translators
 - symbolic algebra manipulation
 - symbolic differentiation or integration
 - communication with other machines or the internet
- be borrowed from another candidate during an examination for any reason
- have retrievable information stored in them. This includes:
 - databanks
 - dictionaries
 - mathematical formulae
 - text

The candidate is responsible for the following:

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

PROHIBITED MATERIAL

The following must not be brought into the exam room:

- ▶ Mobile phones or other communication device including reading pens
- ▶ Watches
- ▶ Headphones
- ▶ Smart glasses
- ▶ Tippex or other liquid correcting fluid or tape
- ▶ Books (unless set texts for a specific examinations)
- ▶ Notes, letters, diaries or other printed material
- ▶ Scrap paper
- ▶ Bags
- ▶ Outdoor coats, hats, scarves, gloves, bandanas or sunglasses
- ▶ Food
- ▶ Non see-through pencil cases or water bottles
- ▶ Writing on hands or other parts of the body, even if it is only a shopping list
- ▶ Tissues

If you are found to have any unauthorised item with you in the exam, even if you did not intend to use it, this will be reported to the awarding body. The normal practice in these circumstances is to award zero marks for the examination and you could be disqualified from all your examination subjects.

THE START OF THE EXAM

Your mobile phones will be collected before you enter the exam room. You will be asked to hand over anything else you may have on you that is not allowed such as watches, headphones, notes, etc. You may be asked to empty your pockets. A hand held scanner may be used to ensure mobile phones are not brought into the exam rooms. **Please do not come into an exam room with anything written on your skin or clothes.**

As soon as you enter the exam room you are under exam conditions and you must follow the rules. This means no talking or turning around. You must be silent at all times whilst in the exam room. Communication of any kind with another student or general misbehaviour could result in disqualification.

Check that you have the correct paper and tier of entry. Listen carefully to the invigilators' announcements.

Do not write anything obscene or offensive anywhere on your paper. The exam board will refuse to mark it and you may face further sanctions.

DURING THE EXAM

Should you require assistance, please raise your hand clearly and wait for an invigilator to attend to you.

Common Problems

- ▶ **Need more paper** - the invigilators can give you more paper if needed. You must put your name and candidate number on all the pages you use.
- ▶ **Pen runs out** - invigilators can give you a spare pen if yours stops working
- ▶ **Need the toilet** - please go to the toilet before your exam. If you really have to go during the exam, an invigilator will accompany you to staff facilities but you will not get any extra time. You will be asked to show that your pockets are empty before entering the toilets.
- ▶ **Feel unwell** - put your hand up straight away especially if you think you are going to faint or be sick. An invigilator will speak to you. If you are well enough to come back to the exam, you will be given the full length of time.
- ▶ **Finish early** - please use any spare time to check your answers carefully. You will not be allowed to leave before the end of the exam.

If the fire alarm sounds

If the fire alarm sounds you should remain seated under exam conditions and wait for further instructions. In the unlikely event of having to evacuate an exam room you should leave all your belongings and your exam paper and move out of the room in complete silence. You need to remain in silence until it is safe to re-enter the building otherwise you risk being disqualified from the exam.

Further Information on Malpractice

The school runs examinations under the regulations of the Joint Council for Qualifications (JCQ) who provide rules and regulations concerning examinations. Failure of a candidate to abide by the exam rules and regulations could result in that person being reported to the exam board. A candidate's exam papers may be cancelled in that exam unit, subject or whole series.

- ▶ A breach of the instructions or advice of an invigilator, supervisor or the awarding body in relation to the examination rules and regulations
- ▶ Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations
- ▶ Copying from another candidate
- ▶ Allowing work to be copied, e.g. posting written coursework on social networking sites prior to an examination/assessment
- ▶ Disruptive behaviour in the examination room or assessment session (including use of offensive language)
- ▶ The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework portfolios
- ▶ The unauthorised use of a memory stick where a candidate uses a word processor
- ▶ Behaving in a manner so as to undermine the integrity of the examination

AFTER THE EXAMS

Special Consideration

If you were fully prepared for your exam but something went wrong on the day, such as illness or family problems, you should speak to the Exams Office as soon as you can and we may be able to apply for special consideration. We will let you know if we need any paperwork from you such as a doctor's note.

Results

GCSE Results Day – Thursday 21st August 2025

Your results will be available for you to collect on the above date between 9-10am. If you are unable to collect your results, you may give a family member permission to collect them on your behalf. This must be given in writing by you and either handed in to the Exams Office prior to results day or brought along to results day by the designated person. Emails and text messages will not be accepted as proof of permission. Any uncollected results will be posted out to your home address. If you are not collecting your results in person and you move between leaving school and results day you must inform the school of your new address so we can send it to the correct address.

POST RESULTS

If you are concerned about your results, please contact your subject teacher or the Head of Department. They will look at your marks and see how close you were to the grade boundary. Once provided with this information, if you would like to apply for a review of marking, the Exams Officer can advise you of the process. Further details about this will be provided in your results envelope in August.

The cost of all Post Results Services are the responsibility of the student and fees are displayed outside the Exams Office. All payments must be made prior to the request being submitted to the awarding bodies.

The Senior Leadership Team and the Exams Team are available on results day to discuss the process of Post Results and to action where necessary. Subject teachers are contactable by email upon return to school to request advice on submitting a review of marking.

It is to be noted that this would be a professional opinion and not a guarantee that the outcome will be successful. All students are made aware that the marks can go down as well as up and must take this into consideration when applying for a review of marking.

CERTIFICATES

Certificates are issued by the exam board. You will be advised when they are available to collect.

We are legally required to store your certificates for 12 months, after this time they will be confidentially destroyed. The exam boards charge a substantial fee for replacement certificates.

The school does not post out exam certificates due to the possibility of them being lost or damaged in the post. If you wish any family members to collect your certificates on your behalf, they must bring your written permission with them to school (an authorisation form is available to download from our website).

ACCESS ARRANGEMENTS

Access Arrangements are based on a picture of need and normal way of working (NWW) from year 7 onwards, where a candidate has a learning difficult (as stated under the Equality Act 2010.) The candidate can only be assessed once of picture of need and NWW has been demonstrated in school. A formal medical diagnosis or specialist report is only used as evidence to confirm the need and cannot be used to award a reasonable adjustment without a clear picture of need and NWW. The school is governed by and must adhere to the rules and regulations of JCQ with regards to how access arrangements are awarded.

COMPLAINTS AND APPEALS

A copy of the Complaints and Appeals Procedure for Exams is available, upon request, from the Exams Office.

JCQ NOTICES

Please make sure you have read the following notices, which are issued by JCQ and apply to all external exams but also to non-examination assessments, coursework and controlled assessments.

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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1

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

2

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

3

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

4

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

5

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

6

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

7

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

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

Information for candidates for written examinations – effective from 1 September 2024



This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
4	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> 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. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
5	If you have a watch, the invigilator will ask you to hand it to them.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once you have entered the exam room.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, dictionaries and computer spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulae; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.

D Instructions during the exam	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. Do not open the question paper until you are told that the exam has begun.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> a) you have a problem and are not sure what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations any loose additional sheets should be placed behind your script.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	

Information for candidates for on-screen tests – effective from 1 September 2024

 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
4	Only take into the exam room the materials and equipment which are allowed.
5	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> 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. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> a) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; b) pre-prepared templates. <p>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.</p>
6	If you have a watch, the invigilator will ask you to hand it to them.
7	Do not talk to or try to communicate with or disturb other candidates once you have entered the exam room.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.

C Calculators, dictionaries and computer spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulae; d) do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT issues.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions. Do not open the question paper until you are told that the exam has begun.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if: <ul style="list-style-type: none"> 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.
This information must be made available to all candidates in advance of their on-screen test(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	

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.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

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.



Information for Candidates

Information About You and How We Use It

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

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

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

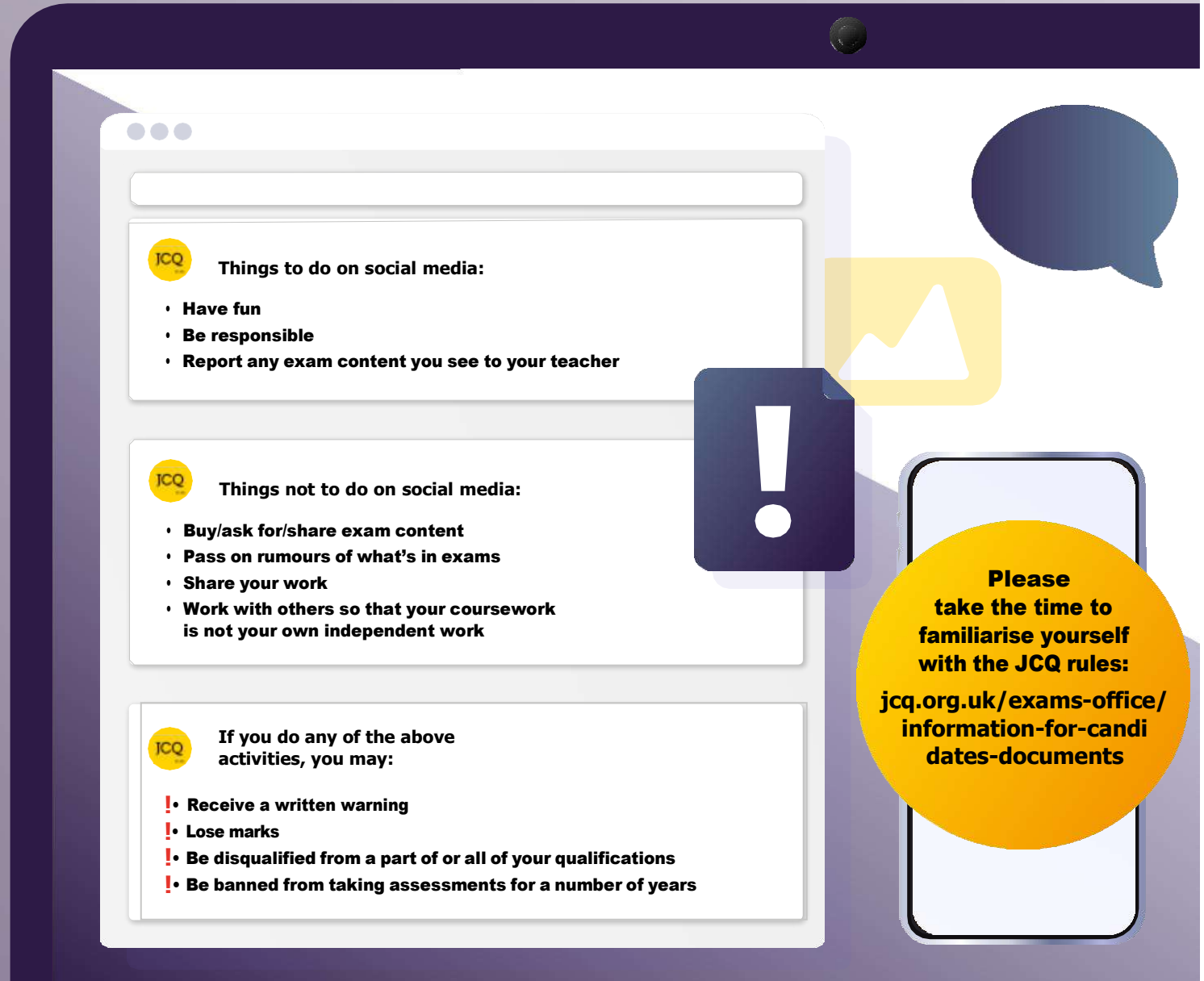
To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links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

Please note

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

While we like to share our experiences online, when it comes to exams, 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

JCQ Things to do on social media:

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

JCQ Things not to do on social media:

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

JCQ 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 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