



**ENERGY COAST  
UTC**

**EMPOWERING FUTURE GENERATIONS**

# **CANDIDATE EXAM HANDBOOK**

## **2024/25**

This handbook is reviewed and updated annually

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## Introduction

Energy Coast UTC 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. All rules explained below are taken from JCQ publication "Instructions for conducting examinations" (Referred to as ICE in this document).

## Purpose of this handbook

The purpose of this booklet is to provide information and support for you and your parents/carers. Please read it carefully with your family, so they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring. A copy of this booklet and all the appendices are available on the school website

The Awarding Bodies set down strict criteria for the conduct of examinations which must be adhered to and Energy Coast UTC is required to follow them precisely. You should therefore pay particular attention to the 'Information for Candidates' sheets which are included as appendices to this handbook.

If there is anything you do not understand, or you are worried about any aspect of the examinations not addressed in this booklet, please contact the Examinations Officer, Mr D Wilson, your Form Tutor, your subject teacher or your Head of House.

In addition to this handbook, the rules and expectations around examinations will be explained to you in assemblies and during mock exams. In summary this booklet seeks to address the following.

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

## Malpractice

According to ICE and the *Indicative sanctions against candidates* (Appendix 6, [Suspected Malpractice: Policies and Procedures](#)) malpractice means any act or practice which is in breach of the Regulations. Any alleged, suspected or actual incidents of malpractice must be investigated and reported to the relevant awarding body/bodies

To maintain the integrity of qualifications, strict Regulations are in place

JCQ provides information regarding what constitutes malpractice:

- *Introduction of unauthorised material into the examination room*
- *Breaches of examination conditions*
- *Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)*
- *Offences relating to the content of candidates' work*
- *Undermining the integrity of examinations/assessments*

## **Exam conditions**

For timetabled exam sessions there are a number of rules which must be followed in the exam room.

- Candidates must be on time for each exam – if students arrive late for an exam the exam board may refuse to accept the script. Students should be outside the exam room prepared for exams 15 minutes before the published start time.
- Candidates must not take into the exam hall any mobile phones, headphones, watches or other sources of technology
- Candidates must not take into the exam hall any printed materials – this includes notes, food labels and packaging, calculator instructions etc. In addition, any pencil cases must be clear (a sandwich bag is an acceptable alternative)
- Equipment must be placed on desks at the beginning of an exam
- Once in the exam room candidates must not communicate with other candidates in any way. This includes talking, making faces, passing anything between desks. **These rules remain in force until the candidate has left the exam hall.**
- Candidates must not leave the exam room unaccompanied before the end of the exam.
- Candidates should write in black ink and must not use correcting fluids, gel pens or highlighters in their answers.
- Candidates are responsible for their handwriting and where answers are illegible credit will not be awarded
- Candidates must not use obscene or offensive language
- Candidates must not remove any printed materials from the exam room – this includes answer booklets, rough work or text inserts.

If you need any assistance during an examination please raise your hand and an invigilator will attend to you. You must not shout out or disturb other candidates in any way.

## **Social media**

There are restrictions in place around the use of social media concerning examinations. These restrictions are summarised below but full details are given in Appendix 5

You must not

- 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

## **Non-Examination Assessments**

There is also additional guidance related to Non-Examination Assessments (NEA) – also referred to as coursework – which must be followed – this is summarised below but full details are given in Appendix 2.

### Research and using references

When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can

be copied from the address line. For example:  
[http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm),  
downloaded 5 February 2025.

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

***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***

### Sanctions for malpractice

The following sanctions are possibilities for breaches of these rules

- Formal warning
- Zero marks for a paper / unit
- Disqualification from a subject
- Disqualification from all subjects
- Disqualification from all subjects and barred from sitting qualifications for a set time

Possession of a mobile phone, disruption of an exam, communication during an exam, leaving the exam hall, plagiarism (including allowing other candidates to copy your work), offensive scripts will all be sanctioned by at least zero marks for the paper / unit.

## **Personal data**

The Awarding bodies collect information about exam candidates.

To understand what information is collected and how it is used, you should read the JCQ Information for candidates – Privacy Notice (Appendix 9) or found on the JCQ website.

If your preferred name is different to your legal name, please be aware that, whilst school will make every effort to reflect this (e.g. your candidate card will be in your preferred name), your examination certificates will be in your legal name unless you change it by Deed Poll. Please check your Statement of Entry – this will show you how your name will appear on your certificates. If you change your name legally and want your certificates to reflect this, please contact Mr D Wilson with the details (including a copy of the Deed Poll certificate).

- *The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications. This is supplied to the awarding bodies within the terms of the General Data Protection Regulation, the Data Protection Act 2018 and the Freedom of Information Act 2000.*
- *Awarding bodies may be required to provide your personal data to educational agencies such as the Department for Education and Learning Records Service. Additionally, your personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes. The purpose is to provide an audit trail of the results certificated and to maintain an accurate record of your achievements.*
- *Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to*

*the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.*

- *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 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

Candidates may access their Student Materials through the access to scripts arrangements.

## Coursework assessments/non-examination assessments

Coursework here relates to BTEC, Cambridge Technicals. Non-examination assessment relates to T-Levels

Assessments will take place throughout the course and you will be notified by your subject teacher when your assessments will take place

Please ensure that you meet any deadlines set by your teacher

The assessment will either be marked by your teacher and then moderated by the awarding body (centre assessed marks) or will be sent directly to the awarding body for marking

Your subject teacher will advise you of your centre assessed marks before the marks are submitted to the awarding body. If you wish to appeal against your mark, please see your subject teacher immediately. More information is contained in the Internal Appeals Procedure that is located on the school website.

Refer to [Instructions for conducting coursework](#), [Instructions for conducting non-examination assessments](#) and [Information for candidates documents](#)

Refer to [JCQ AI Use in Assessments: Protecting the Integrity of Qualifications](#)

Malpractice in coursework / non-exam assessments is discussed above and available in Appendix 1 and Appendix 2.

## Written timetabled exams

You will receive a candidate exam timetable, please check it carefully to ensure you know the date and time of all your exams and assessments. If you think any exams are missing from your timetable, please see your subject teacher immediately

Any issues with your personal information on the top of your timetable, please see your form tutor or head of house.

Seat numbers and exam rooms will be displayed on the walls around school and on the exam room door. Please ensure you check where you are taking your exams and make a note of your seat number – your form tutor will provide this information for you

Please read the following JCQ Documents at the back of this handbook:

*JCQ Information for candidates – written exams (Appendix 4)*

*JCQ Information for candidates – social media (Appendix 6)*

Candidates must always comply with the following JCQ Documents at the back of this handbook  
*JCQ Unauthorised Items poster (Appendix 7)*  
*JCQ Warning to Candidates poster (Appendix 8)*

## Contingency sessions - Summer 2025

The awarding bodies have designated **Wednesday 11 June (PM) and Wednesday 25 June 2024 (AM and PM)** as a 'contingency sessions' for examinations.

You must be available to sit examinations up to and including 25 June, in case an awarding body needs to invoke its contingency plan, regardless of when your timetabled examinations are/were.

We therefore request that no holidays are booked until 26 June at the earliest.

## On-screen tests

On-screen tests follow the same regulations as written examinations. You will be notified by your subject teacher when your assessments will take place

It is crucial that when you log in to an onscreen test you check carefully that the candidate details are accurate to ensure your performance is attributed to you.

If you have any issues with technology during the test please raise your hand and an invigilator or member of IT staff will assist you.

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

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

If you have two exams timetabled at the same time, you will sit them one after the other unless the total of the two exams is more than 3 hours long

If the total time exceeds 3 hours, the exams will be split between morning and afternoon sessions

You will be supervised in a separate room from the end of your first exam to the start of your second exam

You can bring books for revision but cannot access the internet or your mobile phone during your time in exam isolation. Revision materials must be given the exams officer prior to the morning session.

You will not be able to leave the school at lunch time, so you need to either bring a packed lunch or purchase food from the school canteen (supervised and prior to the scheduled school lunch break)

## Where you will take your exams

Most exams will be sat in the hall. Occasionally an exam for a small number of candidates may be accommodated in an alternative room.

Year 11 students will be allocated a seat for the duration of the exam period (this is subject to change for very small exams) which you should be aware of. You will line up in the same place outside the exam room for each session.

Your seat is likely to be similar to that used during mocks but there may be changes between exam series so please make sure to learn your seat before each exam series begins.

Year 13 students will be allocated a seat for each individual exam – this will usually be in row L or M in the hall. Year 13 students should wait in the common room until the year 11 candidates have entered the hall then form an orderly queue in seating plan order at the hall door until admitted.



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

Exams will start at 8.50 am for morning exams

Exams will start at 1.15 pm for afternoon exams

Please ensure you store your bag, coats and unauthorised materials (phones, headphones etc) in your locker or other safe place

Please be lined up in silence in your space outside the exam room with appropriate exam equipment 15 minutes prior to the exam.

Candidates will remain seated in the exam room until they are dismissed by the invigilator

## **Supervision during your exams**

Exams are supervised by a team of external invigilators

Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies, etc.

Any problems in the exam room, candidates should put their hand up and speak quietly to the invigilator. Please note that invigilators cannot discuss the exam paper with candidates

## **Exam room conditions**

Students are advised to arrive to the exam venue at least 15 minutes before the scheduled start of their exam.

Students must leave bags, coats and unauthorised materials in lockers or find an alternative place to store them – they cannot be brought into the exam room.

A seating plan will be displayed outside of the venue

Candidates should queue in their designated place in silence

Candidates will be invited into the venue once the Invigilator team are ready, students are reminded that they are under exam conditions once they enter the room and until you have left the exam hall.

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

Candidates must not communicate with or disturb other candidates

In the exam room the following will be displayed - centre number, date, subject title, paper number; and the actual starting and finishing times, of each exam

Relevant information relating to the completion of the front of their answer books (first name and surname that matches their entry information, candidate number etc.) will be provided on student desk cards that this must not be completed until instructed to do so by the invigilator

Candidates are responsible for checking they have the correct subject, and where relevant tier, paper that they have studied for. Every effort will be made to ensure candidates have the correct paper but they must query this with an invigilator if they have any doubt

Candidates are responsible for checking they have the appropriate inserts and formula sheets for each paper

Candidates must not open the question paper until the examination begins

Candidates must not leave their seat without the permission of an invigilator

Candidates must not leave the exam hall unsupervised

Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they leave the room.

Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body.

Candidates must not open the question paper until the examination begins. If they do, this must be reported to the relevant awarding body.

Refer to [ICE 23](#)

## Use of laptops

If you have requested and been allocated a laptop you must follow the guidelines below:

- *The front of the exam paper must be completed with candidate name, centre number and candidate number (regardless of whether anything is written in the answer booklet)*
- *A header must be added to the document which includes candidate name, centre number and candidate number, subject title, paper number and paper code)*
- *Page numbering must be added to the document (in the form **1 of x**)*
- *The candidate should save the document to the desktop with a name which allows identification of the candidate and the subject*
- *The candidate should save their work at regular intervals*
- ***The candidate is responsible for saving their work*** and the centre bears no responsibility in the event of technical issues.
- *The candidate should be available after the exam to check the print out of their work and confirm it's accuracy.*

## How your identity is confirmed in the exam room

Students must bring their Student ID card to the exam to verify their identity. Students' photos will also be displayed on each exam desk. Invigilators will check the identity of any candidates they suspect do not match the photo.

You must sit in the seat assigned to you, as per the seating plan. A seating slip will be on your desk with your name and examination details. It is malpractice to take an examination in another person's name.

## What equipment you need to bring to your exams

It is the candidate's responsibility to bring the correct equipment to their examination.

We cannot guarantee spare equipment will be available.

*You will need:*

- Black pens (at least 2)
- Pencils (at least 2), pencil sharpener, eraser
- Highlighters
- Ruler
- Protractor, Compass (where relevant)
- Calculator (no lid) and memory cleared (where relevant – allowed for any exam unless stated otherwise)
- If using a pencil case, it must be a clear

If you are unsure as to whether something is allowed in the examination, check with the Examinations Officer

## What you must not bring into the exam room

- Mobile phones or any digital device
- Headphones
- Watches
- Personal belongings i.e. bag, coat
- Tippex
- Packets of Tissues (tissues are available from the invigilator)
- Notes
- Glasses case
- Writing on body parts i.e. hands/arms

Check your pockets before entering the examination room, and hand anything unauthorised to the invigilator. Any mobile phones discovered will be handed to a member of SLT and the awarding body informed.

## Food and drink in exam rooms

Candidates are encouraged to bring a bottle of water to their exams. **Only water is permitted and it must be in a clear bottle with all labels removed**

Food is not allowed in exam rooms in any form

If there are exceptional circumstances and only as part of a medical condition this should be discussed with the Exams Officer (Mr D Wilson) before the start of the exams season

## What you should wear for your exams

Full school uniform must be worn for all examinations.

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

Personal belongings should be stored in your locker during exams. If you do not have a locker please see your form tutor to discuss.

Where possible unauthorised items (watches, headphones, mobile phones, notes) should be left at home on the day of exams.

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

Where candidates think they will be late they should call the attendance officer to inform them.

Should you be late for an examination, you must sign in at reception, before being escorted to your examination venue by a member of exam staff.

You must ensure that you do not bring any personal belongings including watches, digital devices into the examination venue.

Candidates will be briefed outside the exam room and must then enter in silence without disturbing candidates who have already started the exam.

The security of the examination is a priority and you must adhere to the examination regulations.

Under the JCQ regulations a candidate will be considered very late if he/she arrives:

a) more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination.

b) after the awarding body's published finishing time for an examination that lasts less than one hour.

Very late candidates will be reported to the awarding body, who may or may not accept the completed examination script.

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

We require the candidate or parent/carer to telephone the school if you are unwell and unable to attend an examination

If you are unwell but manage to attend the examination, please ensure the lead invigilator is aware. A doctor's note should be sought and handed to the Examinations Officer before the end of the examination season.

If you feel unwell during the examination you should put up your hand and let the invigilator know

In regards to an application for special consideration, the Examinations Officer will require a doctor's note or relevant evidence to be provided to support a request for special consideration.

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

Should you be absent from the examination, the centre will inform the examination board, parents/guardians may be invoiced the examination entry fees as per the centre's examinations policy.

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

If the fire alarm sounds during an examination, the examination invigilators will tell you what to do.

If you have to evacuate the room you will be asked to leave everything on your desk, close your answer booklet and vacate the room in silence and in the order in which you are sitting. Examination conditions will still apply.

You will be escorted to a designated assembly point. You must not attempt to communicate with anyone else during the evacuation.

When you return to the exam room, do not start writing until the invigilator tells you to do so.

If an evacuation is necessary, you will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

### Candidates with access arrangements/reasonable adjustments

Candidates requiring Access Arrangements are assessed by SENCo.

Candidates are informed of the approved arrangements that are in place for them and any instances when these arrangements may not apply

If candidates are unsure whether they have approved access arrangements (extra time, reader pen, laptop etc.) they should check with Miss Jackson or Mr Wilson

Examination venues vary depending on requirements and these are organised by the Exams Officer

### Results

Summer 2025 Results days are;

Level 3 results - Thursday 14th August 2023

GCSE results - Thursday 21st August 2023.

Timings for collection will be published nearer the time,

Results belong to the candidate and **will only be released to the candidate** without prior arrangement

To make arrangements for emailing of results or collection of results by a nominated third party you must provide a request in writing to Mr D Wilson or an email from your school email address to [exams@energycoastuttc.co.uk](mailto:exams@energycoastuttc.co.uk) detailing your wishes

If you are unable to collect your results in person, please ensure the person collecting your results has photographic identification (e.g. photocard driving licence or passport) with them

Results may be emailed out on results day but only with prior arrangement in writing  
Please be aware that email results will only be sent after results have been issued in person.

## Post-results services

Services available are Reviews of Results and Access to Scripts

Access to Scripts allows a candidate to obtain a copy of their marked script for review

Review of results is a review of the marking of a paper. If UTC believes it worthwhile we will contact you to discuss the process. If you wish to arrange your own review you can discuss this but there is a charge of ~£50 (exact figure dependant on exam board) per paper – this is refunded in the event of a grade increase. You must be aware that a review of results can result in an increase or decrease to marks.

Requests for post-results services must be made through the centre. The deadline for requests is 25 September 2025. Requests and payment must be received **before** this date.

If you are considering a review which impacts a UCAS application you should discuss this with Mr Wilson or Mr Davidson on results day or as soon as possible afterwards.

Written consent must be provided to the Examinations Officer for a post result application. Forms to complete are provided on results days

## Certificates

Certificates arrive in school during November. Notification will be sent out once these are available to collect from school reception.

Certificates belong to the candidate and **will only be released to the candidate** without prior arrangement

To make arrangements for collection of certificates by a nominated third party you must provide a request in writing to Mr D Wilson or an email from your school email address to [exams@energycoastutc.co.uk](mailto:exams@energycoastutc.co.uk) detailing your wishes.

If you are unable to collect your certificates in person, please ensure the person collecting them has photographic identification (e.g. photocard driving licence or passport) with them

Once collected certificates are candidates responsibility and lost certificates can only be replaced directly by the exam boards.

Please be aware that the school is only legally obliged to keep any unclaimed certificates for one year from the date of receipt so please ensure you claim your certificates as soon as you can. After this time your certificates may be destroyed and it will be your responsibility to replace them directly from the exam board at your own cost.

For students continuing into sixth form certificates will be retained until one year after the student leaves sixth form.

The cost of replacement certificates is currently around £50 per exam board and take around a month to replace. These are often required for job and training applications and the delay in obtaining these can cause problems.

## Internal appeals procedure

Details of the school's internal appeals procedure (relating to internal assessment) can be found on the school's website.

This includes how you can appeal, the forms required for completion and the timescales involved

**Complaints policy**

Details of the school's complaints and appeals procedure (relating to the delivery or administration of a qualification) can be found on the school's website.

This includes the forms required for completion and the timescales involved

**JCQ Information for candidates - coursework**

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

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**Information for candidates**

## Coursework assessments

Effective from 1 September 2024

Produced on behalf of:

©JCQ<sup>CIC</sup> 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](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**

## JCQ Information for candidates – non-examination assessments

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



### Information for candidates

Non-examination assessments

Effective from 1 September 2024

Produced on behalf of:



©JCQ CIC 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/onthistday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](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.

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You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

**If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

## Plagiarism

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

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

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK.**

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

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

**Information for candidates****On-screen tests**

With effect from 1 September 2024

Produced on behalf of:



©JCQ<sup>®</sup> 2024

**This document has been written to help you.  
Read it carefully and follow the instructions.**

If there is anything you do not understand ask your teacher.

### **A. Regulations – Make sure you understand the rules**

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
- 4 Only take into the exam room the materials and equipment which are allowed.
- 5 You **must not** take into the exam room:
  - (a) notes;
  - (b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.

Unless you are told otherwise, you **must not** have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

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

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

### **B. Information – Make sure you attend your on-screen test and bring what you need**

- 1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.
- 3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4 Your centre will inform you of any equipment which you may need for the on-screen test.



## C. Calculators, dictionaries and computer spell-checkers

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

## D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you have been entered for the wrong on-screen test;
  - (b) the on-screen test is in another candidate's name;
  - (c) you experience system delays or any other IT issues.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are told that the exam has begun.

## E. Advice and assistance

- 1 If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the on-screen test if:
  - (a) you have a problem with your computer and are not sure what you should do;
  - (b) you do not feel well.
- 3 You **must not** ask for, and will not be given, any explanation of the questions.

## F. At the end of the on-screen test

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

**JCQ Information for candidates – written exams**

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



Joint Council for  
Qualifications<sup>CIC</sup>

## Information for candidates

Written examinations

With effect from 1 September 2024

Produced on behalf of:



©JCQ<sup>CIC</sup> 2024

**This document has been written to help you.  
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

### **A. Regulations – Make sure you understand the rules**

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
  - 2 **Do not** become involved in any unfair or dishonest practice during the exam.
  - 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
  - 4 You **must not** take into the exam room:
    - (a) notes;
    - (b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.
- Any pencil cases taken into the exam room **must** be see-through.
- Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**
- 5 If you have a watch, the invigilator will ask you to hand it to them.
  - 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
  - 7 **Do not** talk to or try to communicate with, or disturb other candidates once you have entered the exam room.
  - 8 You **must not** write inappropriate, obscene or offensive material.
  - 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
  - 10 **Do not** borrow anything from another candidate during the exam.

### **B. Information – Make sure you attend your exams and bring what you need**

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

## C. Calculators, dictionaries and computer spell-checkers

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

## D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.  
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

## E. Advice and assistance


- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
  - (a) you have a problem and are not sure about what you should do;
  - (b) you do not feel well;
  - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

## F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.  
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

## JCQ Information for candidates – social media


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

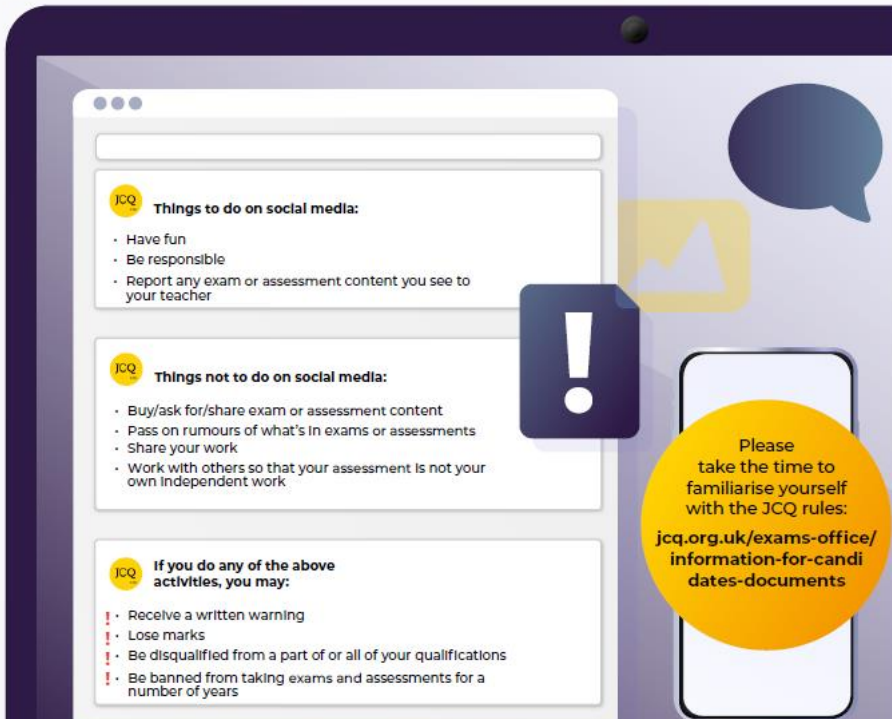


### Information for candidates Using social media and examinations/assessments

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

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





**Things to do on social media:**

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

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

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

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

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

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



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



**JCQ *Warning to candidates* poster**

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

**Warning to candidates**

 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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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.**

## JCQ AI poster for students

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



# AI and Assessments

## A quick guide for students

What is AI?



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

How can AI be misused in assessments?

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

THIS IS CHEATING!

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



**1 Know the rules**

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



**2 Reference reference reference!**

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

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got



**3 Declare it's all your own work**

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

What happens if I misuse AI?

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

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules  
Talk to your teachers  
Reference clearly

## JCQ Information for candidates – Privacy Notice

This policy explains how the Joint Council for Qualifications uses personal information in performing its functions. It also describes how long we keep that information for and the limited circumstances in which we might disclose it to third parties.

### Personal details we hold

JCQ holds two types of personal information:

**Customer provided information:** any personal information sent in to JCQ through correspondence such as contact details, age, gender, details about personal circumstances relevant to the examination process.

**Customer contact records:** records of calls, emails and postal interactions with our website and office and the JCQ Centre Inspection Service, Access Arrangements Online and the National Centre Number Register are maintained for audit, training and service improvement purposes. Further information on these services is held on our website.

### Length of time information will be held

In order to comply with the General Data Protection Regulation, your details will only be kept for the shortest time required. This will vary according to the type of data being held.

### How to access your personal data

If you wish to see full details of the information JCQ holds in connection with you, you will need to make a subject access request under the General Data Protection Regulation. To initiate a subject access request, email [info@jcq.org.uk](mailto:info@jcq.org.uk).

### Keeping your details secure

JCQ has a contract with a third party (Cloud Direct) to back up personal information securely, protected by the latest encryption and firewall technology. These systems are regularly audited and tested to ensure your data is safe.

Your data will not be sent overseas.

### Sharing personal information

Occasionally, personal information held by JCQ may be requested by and disclosed to:

- Ofqual, Qualifications Wales and CCEA Accreditation
- Department for Education
- Awarding Organisations which are JCQ members

Personal data may be shared with these organisations when a valid reason to obtain the data under the General Data Protection Regulation and other data protection legislation is provided. Such requests are dealt with on a strictly case-by-case basis.

### Privacy Notice

JCQ has fully committed to adherence of the General Data Protection Regulation (GDPR) which came into force on 25 May 2018. In relation to our collection and processing of personal data, please see the below information.

### Collection and Processing of Data

You can contact JCQ at: [info@jcq.org.uk](mailto:info@jcq.org.uk)

Any collected data will be stored within secure electronic records management systems, with the system being dependent on the nature of information.

Personal data will be stored for the shortest time necessary.

Under the GDPR you have the following rights to request information from us:

- Right of access to the data (Subject Access Request)
- Right for the rectification of errors
- Right to erasure of personal data (please note, this is not an absolute right)
- Right to restrict of processing or to object to processing
- The right to portability.

You have the right to withdraw your consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

You have the right to lodge a complaint with a supervisory authority (in the UK that is the Information Commissioner's Office).

If we are to process the personal data we hold for a purpose other than that for which it was originally collected, then we will provide you with information on what that other purpose is prior to that further processing taking place. The extra information will include any relevant further information as referred to above including the right to object to that further processing.

## CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to Mr D Wilson by 1 March 2025.

If there is anything you do not understand, you should ask Mr D Wilson for clarification.



### CANDIDATE EXAM HANDBOOK

**NAME:** Overwrite your name here

Date I received the handbook: DD / MM / YYYY

#### I have read the contents

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

- ☐ What my personal data and copyright is used for by awarding bodies
- ☐ What the rules of examinations are and the possible sanctions for failing to follow these rules
- ☐ What constitutes malpractice (and what AI misuse is) in examinations/assessments and the consequences of committing malpractice
- ☐ What arrangements I need to make regarding issuing of results
- ☐ What arrangements I need to make regarding collection of certificates
- ☐ I understand the need to be available throughout the exam period including on the contingency dates stipulated by JCQ

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

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

By signing here, I am confirming all of the above

**Candidate Signature:** Overwrite your signature here

Date of signature: DD / MM / YYYY