

Exam Handbook

2024/25

Centre Number: 51330

Candidate Name:.....

Candidate Number:.....

This handbook is reviewed and updated annually

| | |
|---------------------------|-----------|
| Produced/reviewed by | |
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INTRODUCTION

UTC Reading is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body instructions and information for candidates.

This booklet contains all the information you need to know regarding the examination regulations and procedures that students are required to follow for the school year 1st September 2024 – 31st August 2025. You will also find some useful dates and frequently asked questions. Please read this booklet carefully and show it to your parents/carers so that they are also aware of the examination regulations and procedures. I can be contacted during the school day in the Exams Office via email/main reception, if you have any queries.

KEY DATES

04 – 14 November 2024 - PPEs for Year 11 & 13

8 - 21 January 2025 - BTEC and Cambridge National qualification examinations

09 January 2025 - English and Maths GCSE resit Results issued to centres

24 February 2025– 10 March 2025 - PPEs for Year 11 & 13

09 March 2025 - OCR Cambridge National January Results issued to centres

26 April 2025 - Date of first BTEC Assessments

08 May 2025 - Date of first examination on common timetable (GCSE & A Level)

23 June 2025 - Date of final examination on common timetable (GCSE & A Level)

16 June 2025 - NCFE Business exam 1st Assessment

11 June 2025 Contingency afternoon and 25 June 2025 – Contingency Day

14 August 2025 – A Level & BTEC Results issued to candidates

21 August 2025 – GCSE/L2 & BTEC, NCFE Results issued to candidates

Malpractice

To maintain the integrity of qualifications, strict Regulations are in place. Malpractice means any act or practice which is in breach of the Regulations. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies

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*

Refer to [ICE 24](#) and the *Indicative sanctions against candidates* (Appendix 6, [Suspected Malpractice: Policies and Procedures](#))

Refer to relevant [Information for candidates documents](#), such as social media, as example:

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 and/or non-examination assessments and coursework, as example:

Research and using references

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. 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** as per UTC Reading **Malpractice Policy** (Exams)

Personal data

- 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...
- The centre will provide relevant personal data including name, date of birth, and gender to the awarding bodies for the purpose of examining and awarding qualifications.
- 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.

All Students Must:

- Understand Malpractice and guidelines about personal data and copyright.
- Read and fully understand the JCQ Notices to Candidates included in this booklet.
- Check all the details on your Individual Candidate Timetable (issued prior to written Exams) and report any errors to the Exams Office.
- Inform the school, via the Exams Officer, of any event for which special consideration might be sought from the Awarding Bodies (e.g., illness before or during an exam, bereavement or other trauma, disadvantage, or disturbance during an exam).
- Read the instructions of each exam paper very carefully.

YOUR EXAMS: WHAT YOU NEED TO KNOW

This year, GCSE, BTEC, and A-Level exams will be taking place between **April 2025** and **25 June 2025**. Morning exams begin at **9.00am** and afternoon exams begin at **2.00pm**. You are advised to arrive at least **30 minutes** before the start of each exam.

Contingency days - Summer 2025

“The awarding bodies have designated **11th June (afternoon) and 25th June** as a ‘contingency days’ for examinations. The designation of a ‘contingency day’ within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies’ standard contingency planning for examinations.” [ICE 15]

**Therefore, ALL STUDENTS must be available until after the last date which is:
Wednesday 25 June 2025**

When you come to school for an exam, you should go to the **bag appointed room (149)** listed below 20 minutes before start time.

Some exams might be scheduled to take place on the same day and the same time. This is called an **exam clash** and special arrangements will be made to allow you to sit all the exams you are entered for. There is more information about exam clashes on page 6.

WHAT YOU NEED TO DO

- Read your exam timetable. If you have an exam clash or think you have been entered for the wrong paper or tier, see the Exams Officer immediately.
- Learn the dates and times of your exams. You might find it useful to make a note of all your exams in your diary, planner, or home calendar.
- Keep all your exam information organised and in a safe place.

ENTRIES

You will automatically be entered for all your exams. If you wish to take an exam for a subject not taught at UTC Reading such as native language, you can do so subject to approval. Please speak to the Exams Officer to discuss specifications and costs. Payment for exams, (outside your taught subjects), must be made by **10th February 2025**.

RE-SITS

All resits will be decided by your subject teacher. If you wish to re-sit a unit/qualification to improve your grade you may have to cover the cost yourself, please speak to the Exams Officer to discuss. All requests and payments must be made by **10th February 2025**.

EXAM RULES AND REGULATIONS

BANNED ITEMS

You **MUST NOT** take the following items into the exam room:

- × Notes
- × iPod
- × Mobile phone
- × Smart Glasses
- × MP3 or MP4 player
- × Fitbit, any watch of any description, smart or otherwise*
- × Any other web-enabled source of information

Remember! Possession of any unauthorised material or banned items is breaking the rules, even if you do not intend to use them. This will be deemed potential malpractice.

You will be reported to the awarding body and could be subject to **penalty and possible disqualification**.

*It may seem strange to put a blanket ban on watches, but smart watches now are harder to identify given that some look like traditional watches. JCQ have updated their rules and now all watches are to be removed for the avoidance of any doubt. Clocks will always be provided in the examination rooms to ensure students are aware of the timing of the examinations. If you have difficulty seeing the clock, please speak to the Exams Officer.

CALCULATORS

You may use a calculator in an exam, unless the exam paper explicitly says you cannot – for example, the non-calculator Maths GCSE and GCSE Computer Science. Below is a quick guide to the regulations when bringing a calculator into an exam.

| | |
|---|---|
| <p>Calculators must be:</p> <ul style="list-style-type: none"> ○ of a size suitable for use on the desk; ○ either battery or solar powered; ○ free of lids, cases and covers which have printed instructions or formulas. | <p>Calculators must not:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ databanks; ○ dictionaries; ○ mathematical formulas; ○ text. |
| <p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> ○ the calculator's power supply; ○ the calculator's working condition; ○ clearing anything stored in the calculator. | |

If you use a calculator in an exam, make sure the case has been removed before you enter the exam room. Do not bring the instruction leaflet with you. You cannot borrow a calculator from another candidate. Your calculator must not have facilities for language translation or communication with other machines or the internet. No retrievable information, such as dictionaries, mathematical formulas, or text files, can be stored on your calculator.

EQUIPMENT

You are responsible for bringing your own equipment for each exam. Some spares pens will be provided for those who have forgotten. Do not rely on equipment being there for you, if it runs out you cannot borrow from other students.

You must write clearly and in **BLACK INK**

For subjects that require you to draw or annotate diagrams, an HB pencil is required. 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.

Pencil cases brought into the examination room must be **TRANSPARENT**

- × You cannot borrow any equipment from another candidate during the exam.
- × You cannot use correcting pens, fluid, or tape.
- × You cannot use erasable pens, gel pens, or highlighters in your answers.

DICTIONARIES & COMPUTER SPELL-CHECKERS

Neither dictionaries nor computer spell-checkers are allowed in any exam (except for when these are allowed as part of an **Access Arrangement**). If you have English as a second language and have recently arrived in the UK, you may be eligible for a paper dictionary in some examinations, and your teachers will discuss this with you.

EXAM CLASHES

If two or more of your exams are scheduled to take place at the same time on the same date, special arrangements will be made. You will be able to take all your exams, but you will sit them one after another, with a small rest period in between, and you may have to sit the second exam in a different seat to the first. You will be unable to contact any other candidates and will have to be accompanied by an invigilator until all your exams for that session have ended. If the total time of the exams clashing is 3 hours or less, you are not allowed to revise during your supervised break. If the total time is more than 3 hours, you will be provided with a longer break in which you will be allowed to revise for the next subject.

DRESS CODE AND LANYARDS

All students are required to wear business-like attire to their exams as they would during a normal school day. You will **not be allowed** a coat/jacket or hoodie into the exam room so you must make sure you wear enough layers in cold weather.

A Lanyard should always be worn. Once seated in the exam room, you will be asked to place your lanyard on the desk. If an invigilator cannot identify you with your college ID, you may be asked to leave until a member of staff can identify you.

FOOD & DRINK

Only water or light liquids (squash) are allowed. This should be in a clear bottle with all labels removed. No food is allowed, sweets are allowed if they are not in wrappers and are in a clear container/bag. Chewing gum is not permitted.

ILLNESS

If you are unwell and unable to attend any exam, telephone the school at the earliest possible opportunity to inform us that you will not be attending the exam. You will need to present a medical certificate from your doctor for any illness that has resulted in you having to miss an exam. This certificate needs to be given to the Exams Officer immediately, along with a letter detailing which exams were missed. This will allow the school to apply for special consideration for your result. Failure to provide a medical certificate will result in you being charged for the exam missed. If you feel unwell during an exam, please tell let the invigilator know so they can help.

LATENESS

If you arrive late for an exam, report to the Exams Officer or the invigilator running the exam. The exam board will be informed, and you might not be given all the time allowed to complete your paper. **If you arrive later than 30 minutes** after the exam start time you will not be allowed to enter the exam room and will be marked as absent. For exams under **1 hour**, if you arrive late, even just 5 minutes the exam board may not accept your exam.

DO's and DON'Ts

BEFORE THE EXAM

- Go toilet, put belongings in locker.
- Check you have all the correct equipment for the exam.
- Check the seating plans so you know where you will be sitting.
- Turn your mobile phone off and place it in your bag or be ready to hand it in.

DURING THE EXAM

- You are under exam conditions as soon as you enter the room, you must come in silently and take your seat quickly.
- Always listen to the invigilator and **always follow their instructions**. You must not write anything until you **are instructed** to do so.
- **Raise your hand** if you are unsure about what you must do; you do not feel well; or need more answer sheets. An invigilator will help you.
- **Tell the invigilator immediately** if you think you have been given the incorrect exam paper, or your paper is incomplete or poorly printed.
- Any rough work must be done on the exam paper and **crossed out**. Spare paper will not be provided for rough work.
- You are only permitted one toilet break per exam; to be exempt from this you must provide a medical certificate/ letter.
- Must stay for the full duration of the exam.
- × Do not talk to, try to communicate with, or disturb other candidates.
- × If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- ! **If you try to cheat, or break the rules in any way, you will be reported to the awarding body and will be disqualified.**

AFTER THE EXAM

- Stop writing/typing as soon as the invigilator announces the end of the exam.
- Check your name and candidate number is on your paper.
- Hand back any loaned equipment
- Leave in silence as there may be other exams taking place
- × Do not walk out before you have been dismissed.
- × Do not talk as soon as you get out the room, wait until you leave the corridor.

EMERGENCY EVACUATION PROCEDURE DURING AN EXAMINATION


Instructions for Invigilators

- Whilst the safety of candidates is paramount, we are duty bound to maintain the integrity of the examination. With these aims in mind:
- Establish the location of the nearest fire exits to the examination room, the access route to it/them and the location of assembly points.
- Establish whether any emergency alarm testing is anticipated during the examination and if so, warn the candidates
- Ensure that you instruct candidates about the evacuation procedure and rules before you allow candidates to start the examination.
- Ensure that you note the time and duration of any evacuation.
- Ensure that the attendance register is taken at the assembly point, that the candidates remain segregated from other evacuees and silent throughout, and that the attendance register is checked again on return to the exam room
- Ensure that on their return to the examination room candidates indicate on their exam scripts the point at which the exam was interrupted by the emergency evacuation by underlining across the full page and writing the word EVACUATION
- Ensure that the time lost during the evacuation is added to the scheduled finish time for the examination if possible.
- Ensure that a report of the evacuation is completed and returned to the Exams Office

Instructions to candidates if evacuation is necessary

- Stop writing immediately.
- Keep calm; leave scripts on desks & belongings in exam room
- Evacuate the room with the invigilator, remain under supervision throughout the evacuation and return with the invigilator to exam room once evacuation over.
- Keep yourselves separate from other students evacuating the premises and speak to no one other than the invigilator or safety officer during the evacuation as you remain under examination conditions.
- On return to exam room, annotate **exam script to indicate where you restart the exam following evacuation**

MEETING POINT: Lawn in front of Reception

REMEMBER! An emergency procedure occurring during your exam season is very Unlikely, so there is no need to worry. 

ACCESS ARRANGEMENTS (AA)

Access arrangements allow candidates with specific needs, such as special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment.

To be eligible for AA, it must reflect your normal way of working and must be backed up by a significant amount of evidence collated over a several academic terms (minimum). Evidence can include:

- Form 8 & JCQ approval from previous school
- EHCP Special Educational Needs (SEN) or an Education, Health and Care Plan
- Assessment Report
- Lucid Exact Report
- Evidence from subject teachers confirming it is your normal way or working.

If you have been granted AA and do not use it, then it is not your normal way of working and the SENDCo may consider withdrawing the arrangement.

SPECIAL CONSIDERATION

Special Consideration can be given to candidates who have been disadvantaged during an exam or a series of exams. This means that a mark or grade can be adjusted to better reflect a candidate's ability when circumstances, outside of their control, have negatively affected their performance at the time of their exams.

Candidates are eligible for Special Consideration if, at the time of their exams, they have:

- suffered a temporary illness or injury, bereavement, domestic crisis, or serious disturbance during an exam;
- not received the correct exam paper or necessary equipment (for example, a CD for a language listening paper) at the start of their exam, or the correct access arrangements that have been previously approved.

If you believe you are eligible to make a Special Consideration request, you must notify the Exams Officer immediately following the end of your exam. Appeals for Special Consideration cannot be made after **04 July 2025**.

RESULTS

You will be able to collect your results from the school on the following days:

- **A-Levels/L3 BTECs** - Thursday 14 August 2025 between 9.00AM and 12.30PM
- **GCSE & L2 Vocational, NCFE Quals** - Thursday 21 August 2025 between 9.00AM and 12.30PM

If you are unavailable on these dates and would like a relative to collect your results on your behalf, written confirmation is required. Speak to the Exams Officer for how to arrange this.

POST RESULTS

Exam Boards provide various services after the results have been handed out.

| Service | Type | What happens? |
|---------|----------------------------------|---|
| 1 | Clerical check | The adding up of marks is checked. |
| 2 | Review of marking | The exam paper is checked to make sure it was marked correctly according to the mark scheme. Marks are changed if the new examiner feels there has been a clear marking error. |
| 3 | Access to script (original) | You get your original exam paper back. |
| 4 | Priority Review of marking | The exam paper is checked very quickly to make sure it was marked correctly according to the mark scheme. Marks are changed if the new examiner feels there has been a clear marking error. |
| 5 | Priority Access to script (copy) | You get a copy of your exam paper back quickly so you can decide whether to apply for a review of marking. |

The deadline to make requests for the May and June exam season is between the 21 August (for Priority) and 25 September– although you are advised to make applications at least a week earlier than this date.

CERTIFICATES

Certificates are issued from the exam boards and will usually be handed out at the Year 11 and 13 Graduation Ceremony in Winter, however if due to unforeseen circumstances the ceremony does not take place, they may just be collected from reception from December until April. If you are unable to collect your certificates in person, a parent/guardian may collect on your behalf, but they must have a written letter of authorisation from you.

Due to the valuable nature of the certificate, we do not post them, as they are difficult to replace if lost. You can provide a self-addressed A4 envelope if you wish to take the risk of having them posted but centre is not responsible for loss of certificate if any once it is posted. If you lose your certificate, a Statement of Result can be obtained from the Exam board only, but this will incur a cost per board. The detail of cost is available on each exam board website. If they are accidentally destroyed (e.g., fire or theft), an application for replacements can also be made via the Examining Bodies website, supported by a statement from a relevant source.

STUDY TIPS

Starting to think about exams sooner rather than later can make all the difference when it comes to revision and can have a positive effect on performance and grades. Not only will you have more time to study but you'll be able to adopt a more balanced approach to revision, set clear goals and plan out study sessions in advance.

Here's 7 handy revision tips to help prepare for your exams over the next few months.

1. Set goals

Setting goals is a great place to start, as this will set the tone for the next few months. Start by writing down the exam subjects you're studying for and the grades you want to achieve. Underneath each subject, write out the list of topics you'll need to understand as well as question formats, techniques and the marking criteria the examiner will be using in the grade band you're aiming for. Doing this will mean you can plan out your study sessions effectively and keep track of the progress you're making.

2. Create a realistic revision timetable

Building a revision timetable will add structure to your studying and allows you to organise your time in the way that best suits you and your schedule. As you will be mapping out study slots for each topic, if you identify a subject that you want to spend more time on, you can add these extra sessions in. It's also important to create a realistic schedule and know there are limits to how much work can effectively be completed in a day. Balancing leisure and revision equally mean you'll be much more productive and motivated in the long run and be able to revise more effectively. Just plan your study time out depending on what works best for you - so if this is 5 out of 7 days a week, or 7 days a week but an hour per day, that's okay- everyone will be slightly different!

3. Understand your learning style

There isn't a one size fits all way to study as everyone works in different ways.

Understanding your learning style and whether you're a visual, auditory or kinaesthetic learner will make revision so much easier! Once you know the method of learning that suits you best, simply tailor each study session by choosing more effective revision techniques that will make remembering and recalling information much easier.

4. Take regular breaks

Taking regular study breaks is so important when it comes to exam revision. Studying for long periods of time can be counterproductive as the brain becomes tired and you can easily lose focus, meaning you're not actually revising effectively. Instead aim for 30–45minute sessions with short breaks in between and ideally no more than 4 hours of study per day. This way you'll have much more productive bursts of revision rather than trying to stay alert covering multiple subjects for hours on end.

5. Practice papers are your new best friend!

One of the best revision tips to help you prepare for your exams is to do as many practice papers as you can. They will help you become familiar with the exam format, question style and time restraints, so when it comes to the real thing, you'll already know what to expect. Completing old exam papers is also a good way to test your current knowledge and help you identify any areas you're struggling with. Ask your teachers for a few years' worth of papers and schedule one or two a week into your revision timetable.

6. Work in study groups

If you're finding revision too much to tackle on your own, then working in a study group is a great way to find support. Collaborate with your classmates and create an after-school study club or join a revision group online. Not only will it enrich your learning as you can explore the thoughts and ideas of others, but it will also help you improve your communication and collaboration skills. You can quiz each other, share notes, discover new ways of memorising things and explain topics in new ways to each other that may be easier to remember. Sharing knowledge is powerful!

7. Mix it up!

Mixing up your study habits is a great way to stay motivated, inspired and keep your brain alert and active while revising for your exams. Try alternative methods such as listening to a podcast, watching videos or documentaries, and working in a group, creating revision posters, moving to a new study area or using different coloured paper for each set of revision notes

Source:

<https://www.tutordocor.co.uk/blog/2018/march/7-revision-tips-to-help-prepare-for-your-gcses/>

ADVICE

BEFORE YOUR EXAM

Being prepared and doing the work will always help you feel more confident about sitting your exams, so do as much revision as you can. Plan your exam day so you feel in control. List what you need to be doing at what time, including travel and mealtimes.

DURING YOUR EXAM

- If you feel you've forgotten everything, it's probably just nerves. Pause for thirty seconds and take a few deep breaths to help you stay calm.
- **Read the instructions:** make sure you know how many questions to answer.

- Take your time and read all the questions carefully until you understand exactly what is needed.
- Look for the command words. Identify key words before you answer the question.
- Use your answer book to brainstorm and mind-map content or ideas as you go. This will also help jog your memory if you 'draw a blank'.
- Remember to cross out any draft work you don't want marked.
- Use the allocated marks to guide how much time you spend on each answer.
- If you can't answer a question, move on to the next question and come back later.
- Allow time to check back over your work.

AFTER YOUR EXAM

RELAX! Don't think about a finished exam: it's over and you can't change your answers. If you are worried that you have numbered an answer incorrectly, or that an examiner might struggle to read your handwriting, don't be. Examiners make every effort to ensure candidates are awarded the marks that their work merits.



Appendix 1 - JCQ Information for candidates – coursework assessments

You **must** read this information if you are undertaking any legacy GCE unitised AS and A-level subjects that contain elements/components of coursework or non-examination assessment and/or any Entry Level Certificate and Project qualifications

<https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC Coursework Assessments 2024 FINAL.pdf>



Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

Effective from 1 September 2024

Appendix 2 - JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking any legacy GCE unitised AS and A-level subjects that contain elements/components of non-examination assessment and/or any Entry Level Certificate and Project qualifications

https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-NE_Assessments_2024_FINAL.pdf



Joint Council for
Qualifications^{CIC}

Information for candidates

Non-examination assessments

Effective from 1 September 2024

Appendix 3 - JCQ Information for candidates – written examinations

You **must** read this information if you will be undertaking written examination for your qualification(s).
https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Written_Examinations_2024_FINAL.pdf



Information for candidates

Written examinations

With effect from 1 September 2024

Appendix 4 - JCO Information for candidates – on-screen tests

You **must** read this information if you will be undertaking on screen tests for your qualification(s)

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



Joint Council for
Qualifications ^{CIC}









Information for candidates

On-screen tests

With effect from 1 September 2024

Appendix 5 - JCO Information for candidates – Privacy Notice

You must read this information as it informs you how the “JCO awarding bodies will process your personal data.”

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

Appendix 6 - JCQ No 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, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.”*


file:///C:/Users/preeti.arora/Downloads/2022-Unauthorised-Items-poster-live-text_September22.pdf



AQA City & Guilds CCEA OCR Pearson WJEC

**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.

Appendix 7 - JCQ Warning to Candidates poster

This poster will be displayed outside each exam room. You **must** note all the warnings.
file:///C:/Users/preeti.arora/Downloads/Warning-to-candidates-poster_2024_5.pdf

Warning to candidates



| | | | | | |
|----------------|------------------------------|-----------------|----------------|--------------------|-----------------|
| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
|----------------|------------------------------|-----------------|----------------|--------------------|-----------------|



1

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

2

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

3

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

4

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

5

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

6

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

7

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

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

Appendix 8 - JCQ Information for candidates – social media

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

[file:///C:/Users/preeti.arora/Downloads/JCQ-Social-Media-Infographic-v6%20\(1\).pdf](file:///C:/Users/preeti.arora/Downloads/JCQ-Social-Media-Infographic-v6%20(1).pdf)



Information for candidates Using social media and examinations/assessments

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

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



JCQ Things to do on social media:

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

JCQ 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


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 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

Appendix - 9 JCQ AI and assessment poster

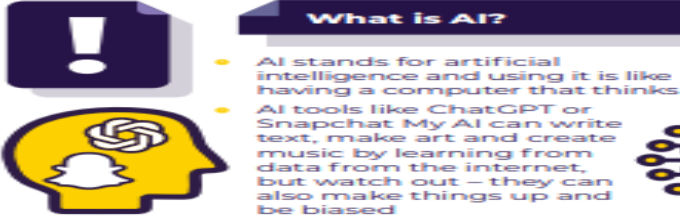
<https://www.jcq.org.uk/wp-content/uploads/2024/02/JCQ-AI-poster-for-students-2.pdf>



AI and Assessments

A quick guide for students

What is AI?




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


How can AI be misused in assessments?

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

THIS IS CHEATING!



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




- Know the rules**
 - You're **not allowed** to use AI tools when you're in an exam
 - Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
 - Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work
- Reference reference reference!** If you're allowed to use AI tools, you must reference them clearly
 - Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got
- Declare it's all your own work** – When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

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

DON'T RISK IT!



REMEMBER

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