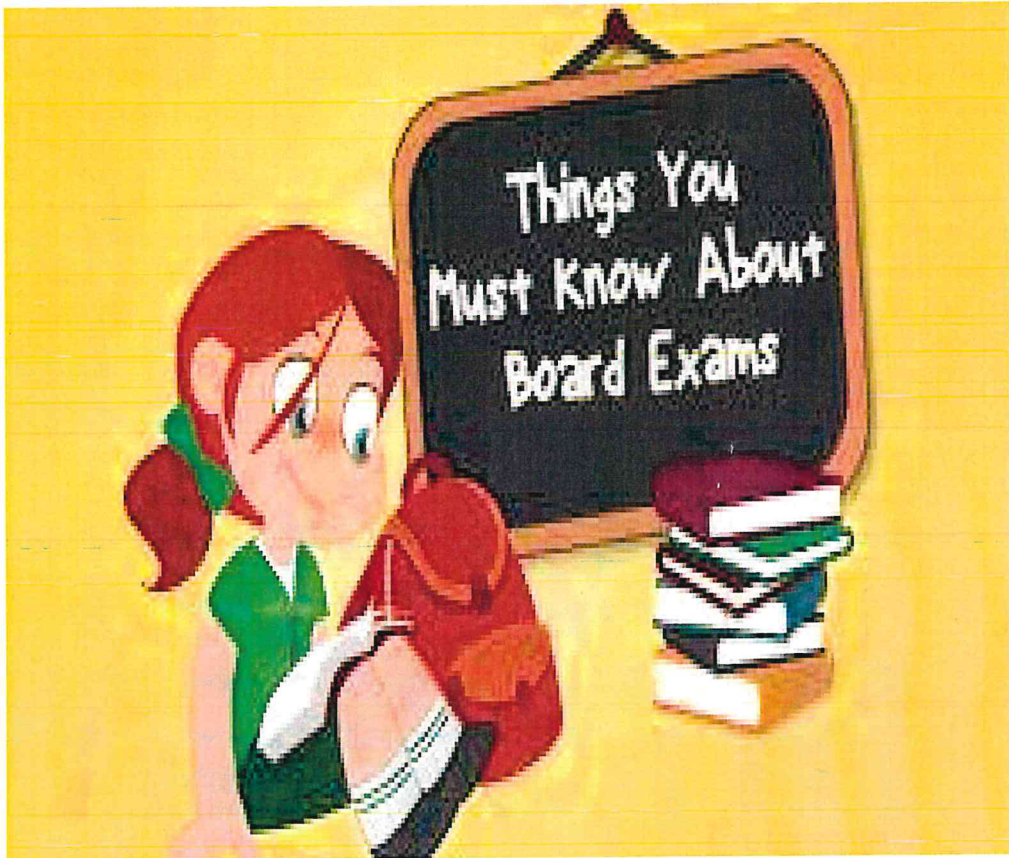


# **KING EDWARD VI CAMP HILL SCHOOL FOR GIRLS**



## **EXAMINATIONS GUIDANCE FOR STUDENTS AND PARENTS SUMMER 2025**

**CENTRE NUMBER 20151**

# **CONTENTS**

	<b>Page</b>
<b>Introduction</b>	<b>3</b>
<b><u>Before the Examinations</u></b>	<b>4 - 5</b>
Statements of Entry	
Examination Boards	
Candidate Number	
Unique Candidate Identifier	
Timetables	
Contact Numbers	
Equipment	
Registration	
Important JCQ Information	
<b><u>During the Examinations</u></b>	<b>6 - 11</b>
Attendance at Examinations	
What equipment <b>can</b> be brought into an examination room?	
What equipment <b>cannot</b> be brought into an examination room?	
Emergency Evacuation	
Invigilators	
Absence from Examinations	
<b><u>After the Examinations</u></b>	<b>12 - 13</b>
Notification of Results	
Post Results Information	
University place pending	
<b><u>Collection of Certificates</u></b>	<b>14</b>
<b><u>Emergency Evacuation Procedure</u></b>	<b>15</b>
<b><u>Frequently Asked Questions</u></b>	<b>16-18</b>
<b><u>Appendices:</u></b>	
Appendix 1	JCQ Information for candidates – Coursework
Appendix 2	JCQ Information for candidates – Social Media
Appendix 3	JCQ Exam day checklist
Appendix 4	JCQ Warning to candidates
Appendix 5	JCQ Information for candidates – For written examinations
Appendix 6	JCQ Unauthorised items Poster
Appendix 7	JCQ Information for candidates – Non-examination assessments

## INTRODUCTION

It is our aim to make the examination experience as straight forward and as successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and what procedures to follow in the event of any problems.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations. All examination centres are required to follow them precisely.

**If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer, Ms Cloves, is based in the main office behind reception.

Remember – we are here to help.

**GOOD LUCK!**



## **BEFORE THE EXAMINATIONS**

### **STATEMENTS OF ENTRY:**

- ❖ All candidates will have received a statement of entry indicating the subjects they are being entered for and the levels of entry, where applicable. It was your responsibility to check that these are correct by making sure all personal details (date of birth and spelling of names – under 'name on certificate') **were accurate as these will appear on certificates and it is difficult to change these once certificates are awarded.**

### **EXAMINATION BOARDS**

- ❖ The School uses the following Examination Boards: AQA, Edexcel, OCR and WJEC.

### **CANDIDATE NUMBER:**

- ❖ Each candidate has a four-digit candidate number. This is the number you will write on examination papers. It will appear next to your name on seating plans and examination registers. **Please learn and remember it.**

### **UCI NUMBER:**

- ❖ In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (20151) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

### **FINAL TIMETABLES**

- ❖ You will receive an individual timetable, showing your own specific examinations with details of date, time, room and duration. Check it carefully. If you think something is wrong, please speak to Ms Cloves immediately.
- ❖ If you have a clash where two or more subjects are timetabled at the same time the exams officer will make special timetable arrangements for you. You must check your individual timetable and see the exams officer if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please come to the exams office immediately.
- ❖ If you lose your individual timetable, please see Ms Cloves. There will also be a whole school timetable on display on the examination noticeboard outside the Gym, outside the exams office and on the school website under – *Parents & Students – Examinations*

### **CONTACT NUMBERS**

- ❖ Please check that school has at least one up-to-date contact number for you, preferably your mobile phone number (sixth form students). A list will be sent to sixth form tutors before each exam season to ensure we have up-to-date mobile numbers for each candidate.



## **EQUIPMENT**

- ❖ Make sure you have all the correct equipment before your examinations. Check with your subject teachers and the regulations in the Notice to Candidates and the information on the following pages.

## **REGISTRATION**

- ❖ All candidates must be outside the examination room by 8.45 for morning examinations and 1.15 for afternoon examinations to ensure registration can be completed and examinations start on time. Year 11 pupils are to wait in form rooms before examinations unless instructed otherwise.

## **IMPORTANT JCQ INFORMATION – PLEASE READ**

All candidates must read the following JCQ documents at the back of this booklet:

Appendix 1	JCQ Information for candidates – Coursework
Appendix 2	JCQ Information for candidates – Social Media
Appendix 3	JCQ Exam day checklist
Appendix 4	JCQ Warning to candidates
Appendix 5	JCQ Information for candidates – For written examinations
Appendix 6	JCQ Unauthorised items poster
Appendix 7	JCQ Information for candidates – Non-examination assessments

## **Appendix 4 and Appendix 6 are copies of the posters that all examination centres must display for all public examinations**

In the past JCQ has issued a Privacy Notice on behalf of all exam boards to be shared with students. This has now changed and exam boards are issuing their own.

Below are the links to the individual exam boards privacy notices for your information.

AQA:	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
Pearsons:	<a href="https://www.pearson.com/en-gb/privacy-center/privacy-notices.html">https://www.pearson.com/en-gb/privacy-center/privacy-notices.html</a>
WJEC:	<a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</a>
OCR:	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/candidate-privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/candidate-privacy-policy/</a>

## DURING THE EXAMINATIONS

### ATTENDANCE AT EXAMINATIONS

- ❖ Mobile phones must be switched off and cannot be taken into the exam venues. If you have a locker please switch off your phone and put it in there before every exam or place it in your bag in the designated area outside of the room.
  - For exams in the Gym, bags with mobile phones inside can be put in the changing area: alternatively, a box will be available for all valuables, which will then be taken to the school reception for safe storage whilst the exam is taking place. The box will be returned to the exam venue at the end of the exam so the mobiles can be re-distributed.
  - For exams in smaller venues: these will be collected in and kept outside the room under supervision by the invigilator acting as runner. They will be handed back when you leave the room.
- ❖ If a mobile phone/smart watch/watch (or any other potential technological/web enabled or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.  
**THE EXAM BOARD WILL GIVE YOU A ZERO MARK FOR THAT PAPER.**
- ❖ **Watches are NOT allowed in the exam room.**
- ❖ We cannot provide a secure storage area for valuables, we advise that you do not bring valuable items into school, if you do so please be aware that this is at your own risk. Candidates without a locker should leave bags in the changing room area behind the Gym.
- ❖ Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, wearing correct school uniform/dress code and with all necessary equipment. Candidates must arrive **15 minutes prior** to the start time of their examination (usually 8.45 am and 1.15 pm). Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- ❖ Daily information (e.g. room changes) will be displayed on the Gym notice board and written on the student notice whiteboard next to the dining room - please remember to check for any notices on arrival in school.
- ❖ Candidates who arrive late for an examination may still be admitted but this is dependent on arrival time. If special consideration applies, then you must speak to Ms Cloves (see ABSENCE FROM EXAMINATIONS - page 11).
- ❖ For **Mathematics and Science exams**, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- ❖ **Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet and Page 7). If you break these rules you may be disqualified from the examination.**
- ❖ **DO NOT** write anything on the front of your exam paper until you are told to do so by the invigilator.
- ❖ Listen carefully to instructions and notices read out by the invigilators – there may be an erratum notice applicable to the exam paper that you need to know about.
- ❖ Check you have the correct question paper – check the subject, paper and tier of entry.
- ❖ Read all instructions carefully and number your answers clearly.



- ❖ You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- ❖ At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper you will be given a treasury tag - please put these inside your main examination paper, in the correct order, and ensure your details are on additional papers.
- ❖ Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- ❖ Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.
- ❖ Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

## WHAT EQUIPMENT SHOULD I BRING FOR MY EXAMS?

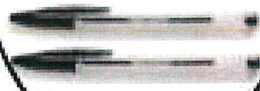
You are responsible for providing your own equipment for examinations. Please check with your subject teacher what you need for each exam and bring it with you – **we only have a limited supply of spares!**

- ❖ For most exams you should bring at least **2 pens (BLACK INK ONLY)**.
- ❖ For Science and Maths where you may need to draw diagrams or graphs you need **2 pencils**.
- ❖ For some exams you will need a **calculator** (Maths/Science, Economics), a **30cm ruler** (marked with cm and mm), **pencil sharpener** and **eraser**, **compasses**, **protractor**, **coloured pencils** (not gel pens), **un-annotated set texts** (e.g. for English Literature).
- ❖ If you wish to use a pencil case for your equipment this must be transparent.
- ❖ You must not attempt to borrow equipment from another candidate during the examination.
- ❖ If you forget any equipment please raise your hand and let an invigilator know, we may have some spare but these are limited and you may have to wait your turn.
- ❖ Water is allowed in a transparent bottle with all labels removed. Metal containers with **no** writing on and are transparent can also be used.

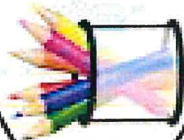
## WHAT ITEMS ARE NOT ALLOWED IN THE EXAMINATION ROOM?

- ❖ Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- ❖ Bags and coats and any other items are not permitted under examination regulations and must be stored in lockers (Sixth Form) and in the Gym changing area (Year 11) – please allow yourself time before the examination to get organised.
- ❖ Do not bring any valuables into school with you when you attend for an examination.
- ❖ No food is allowed in the exam room.
- ❖ No tippex or correction pens.
- ❖ No mobile phones, watches, Smartwatches, iPods, MP3/4 players.
- ❖ No other potential technological/web enabled sources of information.

# CORRECT EXAM EQUIPMENT



TWO OR MORE  
BLACK PENS



COLOURED PENCILS  
(NOT GEL PENS!)



YOU ARE  
RESPONSIBLE FOR  
THE PROVISION OF  
EQUIPMENT



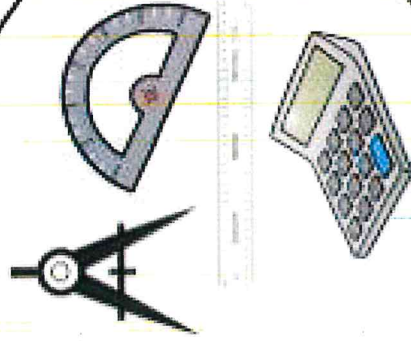
ERASER



TRANSPARENT  
PENCIL CASE  
ONLY



TWO OR MORE  
PENCILS + A  
SHARPENER



MATHS, SCIENCES AND  
GENERAL STUDIES  
CALCULATOR, 30CM  
RULER, COMPASSES  
AND A PROTRACTOR

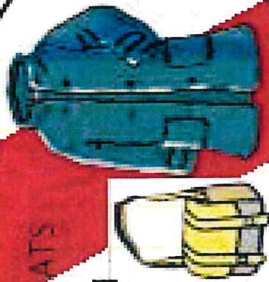


# UNAUTHORISED ITEMS

NO BAGS OR COATS

IN THE EXAM

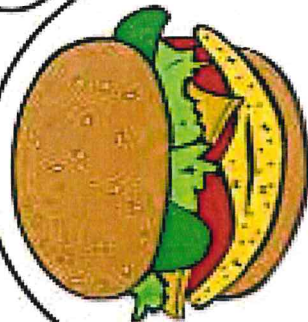
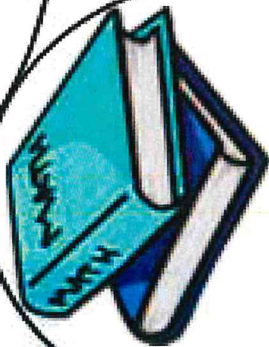
ROOM



DO NOT BRING  
ANY VALUABLES  
INTO SCHOOL



NO UNAUTHORISED  
MATERIALS



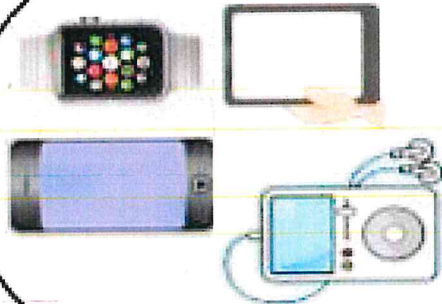
NO FOOD



NO TIPP-EX OR  
CORRECTION PENS



NO POTENTIAL TECHNOLOGICAL/  
WEB ENABLED SOURCES OF IN-  
FORMATION  
NO POTENTIAL FORMS OF  
COMMUNICATION





**NO MOBILE  
PHONES**

**NO POTENTIAL  
TECHNOLOGICAL/  
WEB ENABLED  
SOURCES OF  
INFORMATION  
OR WATCHES**



**NO FOOD**

**NO  
ALARMS**

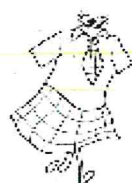


**NO**

**COMMUNICATION  
OF ANY SORT**



**NO CORRECTION  
PENS / TIPPEX**



**FULL SCHOOL  
UNIFORM OR DRESS  
CODE**

**CHECK PAPER;  
READ INSTRUCTIONS  
CAREFULLY**



**WATER IN CLEAR BOTTLE  
(REMOVE ALL LABELS)**

**TRANSPARENT  
PENCIL CASE**



**LISTEN TO  
INVIGILATORS AND  
FOLLOW INSTRUCTIONS**

**BLACK INK ONLY**





## EMERGENCY EVACUATION

- ❖ If the fire alarm sounds or it is necessary to evacuate the building during an examination, the invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Close your paper and leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. You must wait **in silence** or you risk disqualification from the examination. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident. **Please read page 15 – Emergency procedure for examinations.**

## INVIGILATORS

- ❖ The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- ❖ Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- ❖ Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- ❖ All pupils are expected to behave in an appropriate manner and show consideration to other candidates in the examination.

## ABSENCE FROM EXAMINATIONS

- ❖ If you experience difficulties during the examination period (e.g. illness, injury, or personal problem) please inform the Examinations Officer or your Head of Year at the earliest possible point so we can help or advise you.
- ❖ Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer without delay in all cases where an application is to be made for special consideration.
- ❖ For the award of a grade by special consideration, where a student misses part of an examination through illness or personal circumstances, a minimum % of the assessment must be completed.
- ❖ Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school.
- ❖ Please note that misreading the timetable will NOT be accepted as a satisfactory explanation of absence.

# **AFTER THE EXAMINATIONS**

## **NOTIFICATION OF RESULTS**

We strongly encourage students to collect their results in person so that, if necessary, you can talk to staff about your next steps. All results will also be available to students via Edulink

- ❖ Results for the Summer 2025 examination season will be published on the following dates:

<b>GCE</b>	<b>Thursday 14<sup>th</sup> August 2025</b>
<b>GCSE</b>	<b>Thursday 21<sup>st</sup> August 2025</b>

## **NO RESULTS WILL BE GIVEN OUT BY TELEPHONE UNDER ANY CIRCUMSTANCES**

*If you are unable to collect your results you can nominate, in writing to Ms Cloves, a person to collect them on your behalf. The nominated person must bring ID with them when they come into school to collect results. If you wish your results to be posted, you must provide a stamped addressed envelope and hand this to Ms Cloves.*

\*\*\*\*\*

## **POST RESULTS INFORMATION**

### **INFORMATION ON HOW TO ACCESS POST RESULTS SERVICES AND FEES WILL ACCOMPANY YOUR RESULTS**

#### **COPY OF SCRIPT**

- ❖ Candidates can order a copy of their script to help to make a decision regarding a review of marking (charges apply). The Exams Officer will notify you when your script is available.

#### **REVIEW OF MARKING REQUESTS (INCLUDES P2 PRIORITY REVIEW OF MARKING)**

- ❖ This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is not a re-marking of the candidate's script.**
- ❖ The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. **Reviewers will not re-mark the script.**
- ❖ All candidates should seek advice from the relevant subject leader before requesting a review of marking. You will be asked to sign a declaration on the order form to confirm you have discussed this with your parents and subject leader and that you are aware that the original examination mark may go up or down.
- ❖ Fees for post-results services (Access to Scripts and Enquiries about Results) are set independently by each individual awarding body. An administration fee will also be required.
- ❖ Order forms and fees information will accompany your results slips. Payment is via ParentPay.
- ❖ More detailed information will be with your results on results day



## University place pending?

If a university place is pending please speak to Mr Revitt, Mrs Parker-Hall or a member of the Senior Leadership Team in the first instance.

They may recommend a P2 Priority Review of marking

(Deadline Thursday 21<sup>nd</sup> August 2025)

If you require a P2 Priority Review of marking please **DO NOT** request a copy of the script first as this will not arrive before the priority remark deadline.

## COLLECTION OF CERTIFICATES

- ❖ Certificates will normally arrive in school in November
- ❖ Year 11 students will receive their certificates at the Year 12 Progress Evening for parents and carers or they can be collected from main school reception.
- ❖ Year 13 Leavers can collect certificates at the following times:  
 At Prizegiving on 12<sup>th</sup> December or week commencing Monday 5<sup>th</sup> January 2026.  
***If not collected within one year they will be returned to the examination board(s).***
- ❖ Candidates who need to collect certificates may do so from the Examinations Officer. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation. Certificates must be signed for on collection.
- ❖ The school is only obliged to keep certificates for a period of **one year** after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates as soon as possible and to keep them safely.





## FIRE DRILL/ EMERGENCY EVACUATION PROCEDURE FOR EXAMINATIONS

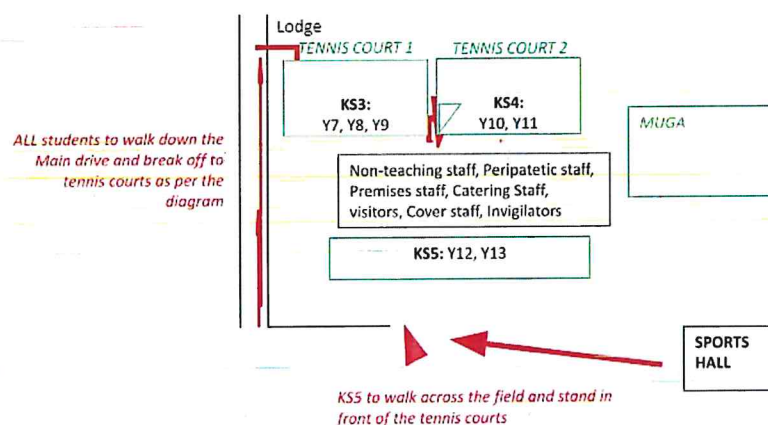
In case of any emergency, if the Fire alarm sounds  
**YOU SHOULD**

BE SILENT, STOP WORKING, CLOSE YOUR SCRIPTS AND LEAVE ALL QUESTION PAPERS AND SCRIPTS ON THE DESK

LISTEN CAREFULLY TO INSTRUCTIONS FROM INVIGILATORS. YOU WILL BE ASKED TO LEAVE THE EXAMINATION ROOM IN SILENCE AND IN THE ORDER YOU ARE SITTING

YOU WILL BE ESCORTED BY INVIGILATORS TO THE DESIGNATED ASSEMBLY POINT, SHOWN BELOW

Vicarage Road, Main Entrance



ALL CANDIDATES ARE TO REMAIN SEPARATE FROM OTHER PUPILS AND MAKE NO ATTEMPT TO REJOIN THEIR TUTOR GROUP

YOU MUST WAIT IN SILENCE AND NOT MAKE ANY ATTEMPT TO COMMUNICATE WITH OTHERS

WALK SAFELY TO YOUR ASSEMBLY POINT

PUSH INTERNAL FIRE DOORS TO EXIT

REGISTER PROMPTLY WITH YOUR INVIGILATOR ON ARRIVAL AT ASSEMBLY POINT

REMAIN IN SILENCE AND WAIT UNTIL INVIGILATORS GIVE THE ALL CLEAR SIGNAL TO RETURN TO THE BUILDING

RETURN TO EXAMINATION ROOM IN SILENCE, RETURN TO YOUR ALLOCATED SEAT

DO NOT START WRITING UNTIL THE INVIGILATORS ARE READY AND INFORM YOU TO DO SO

YOU WILL BE ALLOWED THE FULL WORKING TIME FOR THE EXAMINATION

A REPORT WILL BE SENT TO THE EXAMINING BODY DETAILING THE INCIDENT

**YOU SHOULD NOT:**

- STOP TO COLLECT BELONGINGS
- LINE UP WITH YOUR TUTOR GROUP
- RUN
- COMMUNICATE WITH OTHER CANDIDATES
- USE THE LIFT

## **FREQUENTLY ASKED QUESTIONS**

### **Q. What do I do if there's a clash on my timetable?**

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

### **Q. What do I do if I think I have the wrong paper?**

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up, wait until an invigilator comes to you, and tell them immediately.

### **Q. What do I do if I forget my Candidate Number?**

Your Candidate Number will be on a printed card that will be on your exam desk, it is also on the exam room register so invigilators will be able to help you find your number.

### **Q. What do I do if I forget the school Centre Number?**

The Centre Number is **20151**. It will be clearly displayed in the examination room.

### **Q. What do I do if I have an accident or am ill before the exam?**

**Ring the main school office on 0121 444 2150.** Inform school at the earliest possible point so we can help or advise you.

In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

### **Q. What is an Appeal for Special Consideration?**

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examinations Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

### **Q. What do I do if I feel ill during the exam?**

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

### **Q. If I miss the examination can I take it on another day?**

No. Timetables are regulated by the exam boards and you must attend on the given date and time.

### **Q. Do I have to wear school uniform?**

Yes. Normal school regulations apply to uniform, sixth form dress code, hair, jewellery, make-up, etc.



**Q. If I'm late can I still sit the examination?**

Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Examinations lasting less than 30 minutes – candidates will be considered very late if they arrive after the awarding body's published starting time for the examination or 30 minutes after the awarding body's finishing time, whichever is later.

Examinations lasting more than one hour – candidates will be considered very late if they arrive more than one hour after the awarding body's published starting time for an examination which lasts one hour or more.

You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. You should also be aware that if you arrive very late for an examination the school must inform the awarding body and it is possible that the awarding body may decide not to accept your work.

**Q. What equipment should I bring for my exams?**

- ❖ For most exams you should bring at least 2 pens (black ink only).
- ❖ For Science and Maths where you need to draw diagrams or graphs you need 2 pencils.
- ❖ For some exams you will need a calculator (Maths/Science and Economics), a 30cm ruler (marked with cm and mm), pencil sharpener and eraser, compasses, protractor, coloured pencils (not gel pens), un-annotated set texts (e.g. for English Literature).
- ❖ If you wish to use a pencil case for your equipment this must be transparent.
- ❖ You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.
- ❖ Occasionally invigilators may have spare equipment but you may have to wait your turn.

**Q. What items are not allowed into the examination room?**

- ❖ Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- ❖ Bags and coats and any other items are not permitted under examination regulations and must be stored in lockers – please allow yourself time before the examination to get organised.
- ❖ Do not bring any valuables into school with you when you attend for an examination.
- ❖ No food is allowed in the exam room.
- ❖ No erasers or correction pens.
- ❖ No mobile phones, iPods, MP3/4 players, smart watches and watches.
- ❖ No potential technological/web enabled sources of information.

**Q. How do I know how long the exam is?**

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the start and finish times of the exam on a flip chart or board at the front of the exam room. There will be a clock in all examination rooms which may be analogue or digital and we would advise that you can read both types.

**Q. Can I go to the toilet during the exam?**

Only if it is absolutely necessary, you will be escorted by an invigilator and will not be allowed any extra time.

**Q. If I have more than one exam on a day can I get lunch at school?**

Pupils who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch.

**Q. Can I leave the exam early?**

It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. If you feel ill, please raise your hand and wait silently until an invigilator comes to you. A candidate may not leave the examination room without the permission of an invigilator.

**Q. Can I leave the site between a morning and afternoon exam?**

Year 11 students need to stay on site until the end of their last exam

Year 13 students may sign out and leave the site as long as they are back in good time for the afternoon examination.

**Q. What if the fire alarm goes?**

Please make yourself familiar with the emergency procedures on Pages 11 and 15. The invigilators will tell you what to do. If you have to evacuate the room, close your answer booklet, leave everything on your desk and leave the room in silence. You must not attempt to or communicate with any other candidate during the evacuation, if you do you risk disqualification.

**Q. Why do I need to check the details on the Statement of Entry?**

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

**Q. I am entitled to extra time – how will this affect the way I take my exams?**

Some students receive an allowance of up to 25% extra time. Where possible such candidates will be seated in a separate room. The invigilators will include the additional time when they display the finishing time of your exam on the board.

**Q. Why can't I bring my mobile telephone into the exam room?**

Being in possession of a mobile 'phone (or any other technological/web enablers of electronic communication device, e.g. ipod, MP3/4 players, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies.

**Q. Can I wear a watch or smartwatch into an examination room?**

No – wearing a watch or smartwatch you could be accused of malpractice. This is possession of an unauthorised item and considered a serious offence which could lead to disqualification. Watches and smartwatches are now included on the mobile 'phone poster which will be on display outside every examination room.





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

# 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/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.



You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

## Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. They will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must** each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Don't** leave it lying around where your classmates can find it. **Don't** share it with anyone, including posting it on social media. You **must always** keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

**Don't be tempted to use any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating.** Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

## Plagiarism

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

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

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

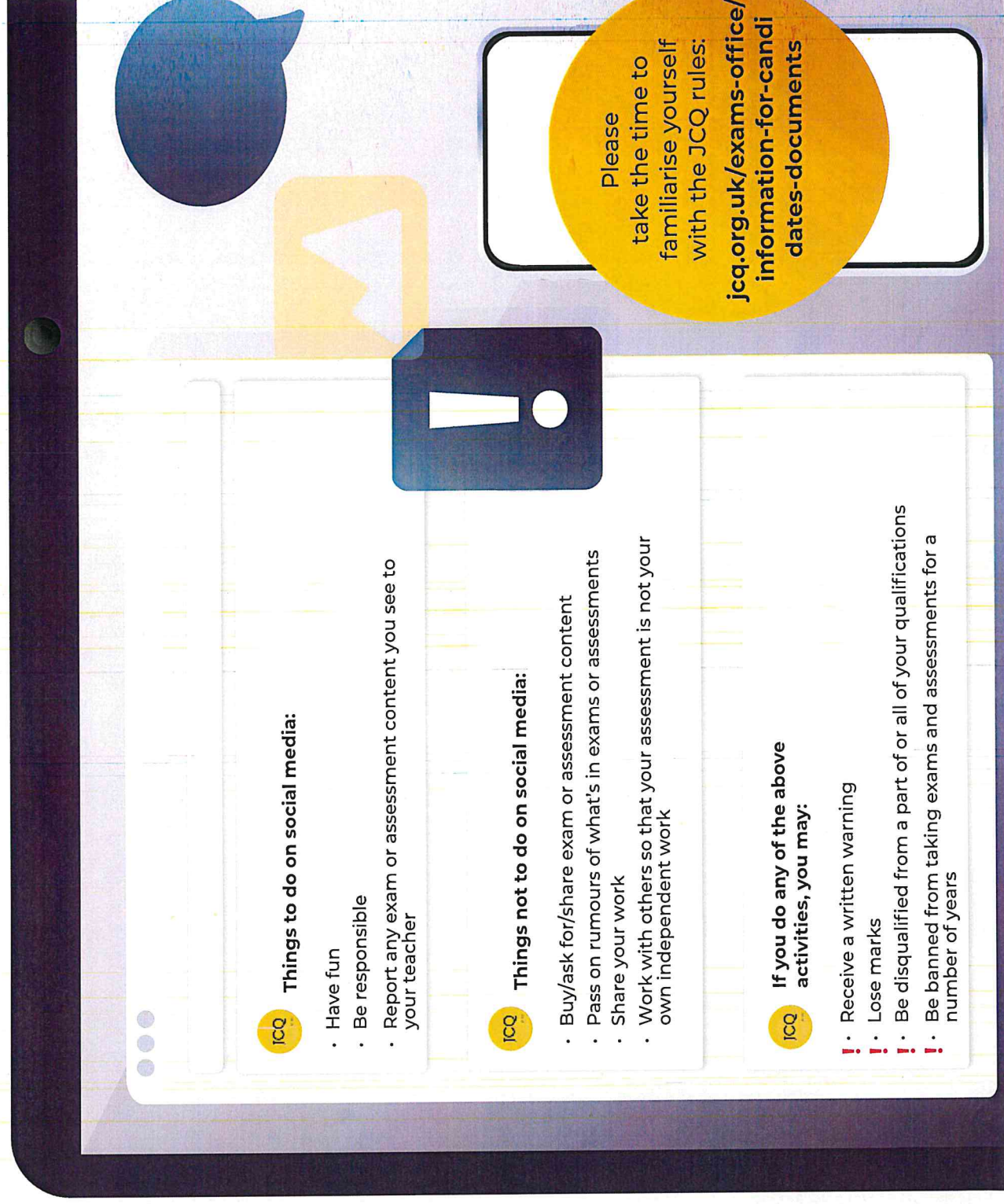
**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**



# Information for candidates 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





# On your exam day

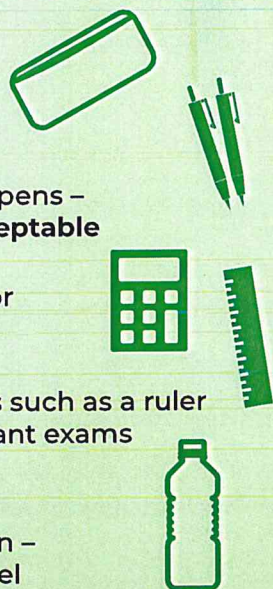
This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

## Before sitting your exams, ensure you know:

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

## What you will need:

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



## What you cannot take into exams:

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



## Other important information:

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

## Contingency sessions:

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

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





# 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.**



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.

## 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.

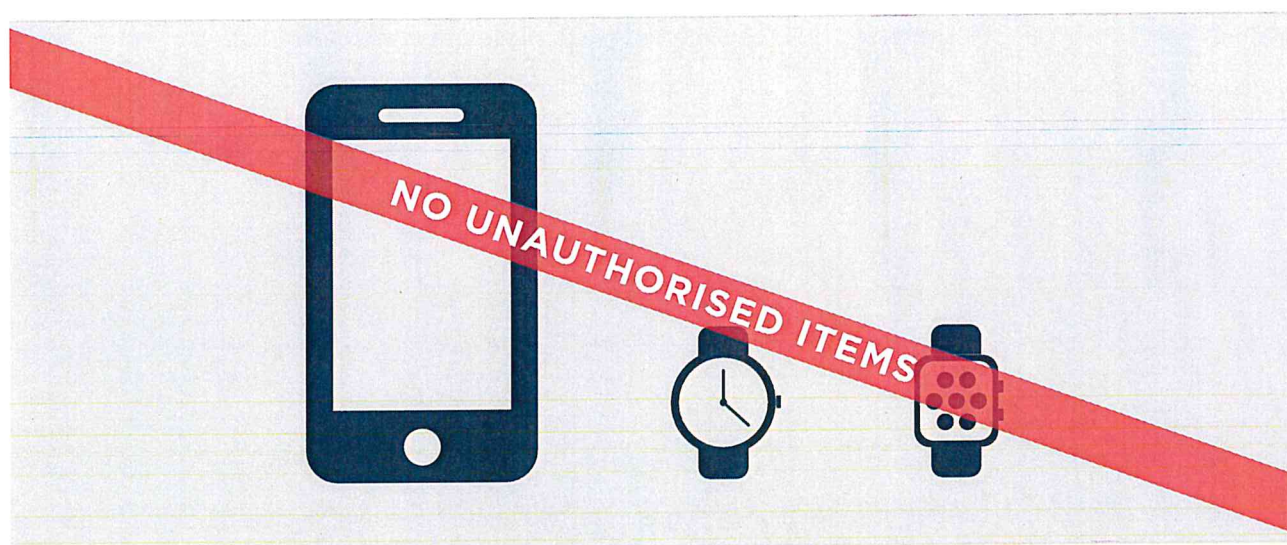
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.
- 2 **Do not** leave the exam room until told 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.

## 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.

# 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.





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

## Information for candidates

Non-examination 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 your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

If there is something that you do not understand, you **must** ask your teacher.

## Preparing your work — good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. They will then record the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained. You **must draw your own conclusions from the data**.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it. **Do not** share it with anyone, including posting it on social media. You must always keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

**Do not be tempted to use any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating.** Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.



## Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - you cannot copy it and claim it as your own work.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though - you **cannot** copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2025.

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

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

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

## Plagiarism

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

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

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



**GOOD LUCK**

