



**Year 10**

**Candidate Handbook  
for examinations during  
School Year 2024-25**



**Park Community School**  
**Centre Number: 58705**

# Contents

Introduction

Summer 2025 Exam Timetable

Examination Boards, Organisations and Regulations

- Regulations

School specific information

- Candidate Name
- Candidate Number
- Centre Number
- Timetables
- Equipment

Appeals (Internally Assessed Components)

During the examinations

- Start of exams
- Conduct in the examination room
- Evacuation
- Invigilators
- Absence
- Special Consideration
- Malpractice

After the examinations

- Notification of Results
- Post Results
- Collection on Certificates

Access Arrangements

- Reader
- Scribe

Examinations checklist

JCQ Documents

- Information for candidates – Coursework 2024-2025
- Information for candidates – non examination assessments 2024-2025
- Information for candidates – For written examinations 2024-2025
- Information for Candidates – Using Social Media 2024
- Information for candidates – For on-screen tests 2024-2025
- On your exam day checklist
- Warning to candidate Poster
- Unauthorised items poster

## Introduction

Examinations play an important part in your life at Park Community School. During this year if you have opted for a vocation qualification you will be working on units that make up part of your final grades. In the Summer you will also be sitting your GCSE English Literature Exam. The examinations and units that you take this year will have an impact on what you do in the future, so we want to make sure that they run smoothly for you.

This booklet has been produced to help you prepare for your forthcoming examinations and assessments. Please read it carefully and share it with your parent(s)/carer(s) so that they are also aware of the examination regulations and the procedures to follow. Students are referred to in this booklet as candidates.

There are a number of rules and regulations for examinations that you must be familiar with (most of these are set by the Examination Boards, not by the School) so please make sure that you are fully aware of the rules and regulations, timings of examinations and arrangements made for you.

**If there is anything you do not understand or any question that has not been addressed,  
PLEASE ASK YOUR TUTOR, YOUR SUBJECT TEACHER OR THE STAFF LISTED BELOW:-**

Head of School - **Mrs E Capaldi**

### Exams Team

Assistant Headteacher (Examinations) – **Mr A Rose**

Examinations Officer - **Mr L Persue**

Senior Administration Officer for Exams - **Mrs H Patis**

Assistant Headteacher (KS4) - **Mr S Cavanagh**

The school telephone number is **023 9248 9800**

The Exams Team is based in **MD1** and can be contacted via email: **exams@pcs.hants.sch.uk**  
or via their telephone extensions:

Assistant Headteacher (Examinations) - **ext 1226**

Examinations Officer – **ext 1225**

Senior Administration Officer for Exams – **ext 1289**

**Please remember  
WE ARE HERE TO HELP**

To remind you that you have an exam the next day, a message will be sent to you during the afternoon/early evening of the day before each exam.



## Year 10 Summer 2025 Written External Exam Timetable

Date	Morning Exams start at 9am
Monday 12 <sup>th</sup> May	<b>English Literature 1</b> 1hr 45mins (Shakespeare and 19 <sup>th</sup> Century novel)
Tuesday 20 <sup>th</sup> May	<b>English Literature 2</b> 2hr 15mins (Modern texts and poetry)
<b>Exam Results Day - Thursday 21<sup>st</sup> August 2025 10am-11.30am</b>	

### How will my English Literature GCSE be structured?

You will be taking the AQA English Literature GCSE, which is made up of two exam papers. Paper 1 is 1 hour 45 minutes and is worth **40%** of your GCSE grade. Paper 2 is 2 hours 15 minutes and is worth **60%** of your GCSE grade. Details of each paper are below:

<b>Paper 1: Shakespeare and 19<sup>th</sup> Century Novel</b>	
There will be two questions for you to answer on this paper. You will <b>only</b> answer the questions for the two texts you have studied in class. Ignore the rest!	
<b>Question 1: Macbeth by William Shakespeare</b> You will be given an extract from Macbeth to annotate before you answer a question about character or theme. For example: <i>Starting with this moment in the play, explore how Shakespeare presents attitudes towards the supernatural.</i> <div style="text-align: right;">30 marks for content 4 marks for SPG</div>	<b>Question 2: Jekyll and Hyde by Robert Louis Stevenson</b> You will be given an extract from the novella to annotate before you answer a question about character or theme. For example: <i>Starting with this moment in the novella, explore how Stevenson presents the character of Hyde as an outsider.</i> <div style="text-align: right;">30 marks for content</div>
<b>Paper 2: Modern Texts and Poetry</b>	
There will be four questions for you to answer on this paper. You will answer one question from the 'modern texts' section, one question from the 'anthology poetry' section and all questions in the 'unseen poetry' section.	
<b>Question 1: An Inspector Calls by J.B. Priestley</b> You will be given two questions about character or theme. You choose only <b>one</b> to respond to. For example: <i>How does Orwell explore the theme of fear within the novella?</i> <div style="text-align: right;">30 marks for content 4 marks for SPG</div>	<b>Question 2: Anthology Poetry – Power and Conflict</b> You will be given one poem from the anthology (that you have already studied) to annotate. You will then be asked to write an essay comparing this poem to another poem (of your choice). For example: <i>Compare the presentation of fear in Bayonet Charge and one other poem of your choice.</i> <div style="text-align: right;">30 marks for content</div>
<b>Question 3: Unseen Poetry</b> You will be given a poem you have never seen before and you will be asked to apply the Park Poetry Process to it before responding to a question based on one of the poem's key themes. <div style="text-align: right;">24 marks</div>	<b>Question 4: Unseen Poetry Comparison</b> You will be given a second poem you have never seen before and will be asked to apply the Park Poetry Process to it before comparing it to the poem used in question 3. <div style="text-align: right;">8 marks</div>

## **Examination Boards, Organisations and Regulations**

The school uses the following Examination Boards (awarding bodies): AQA

– [www.aqa.org.uk](http://www.aqa.org.uk),

Pearsons (also known as Edexcel) – [www.edexcel.com](http://www.edexcel.com),

WJEC/Eduqas – [wjec.co.uk](http://wjec.co.uk).

City and Guilds - [www.cityandguilds.com](http://www.cityandguilds.com) Laser –

[www.laser-awards.org.uk](http://www.laser-awards.org.uk)

Their websites contain a wealth of information. Any questions about the qualifications must be directed to the school. Exam Board will not deal with parents or candidates.

Qualifications, examinations and assessments in England are regulated by ofqual - [www.gov.uk/government/organisations/ofqual](http://www.gov.uk/government/organisations/ofqual)

The Joint Council for Qualifications (JCQ) is a membership organisation comprising the eight largest providers of qualifications in the UK. The JCQ provides a single voice for its members on issues of examination administration and regulations.

JCQ regulations state that “awarding bodies will only communicate with centres regarding examination administration. Awarding bodies will not communicate with candidates or their parents/carers/guardians except in exceptional circumstances and at their discretion”

### **Regulations**

Ensure that you have read and that you understand the following JCQ documents, which can be found at the back of this booklet.

1. Information for candidates – Coursework 2024-2025
2. Information for candidates – non examination assessments 2024-2025
3. Information for candidates – For written examinations 2024-2025
4. Information for candidates – Using Social Media 2024
5. Information for candidates – For on-screen tests 2024-2025
6. On your exam day checklist
7. Warning to candidate Poster
8. Unauthorised items poster

It is essential that you read these early in the year as it contains essential information for coursework and non-examined assessments, which you work on during the year in lessons.

It is recommended that you re-read the information about Written examinations, warning to candidate poster, Unauthorised item poster before you sit any exams.

We run the internal mock examinations using the JCQ regulations, this is to help you prepare and know what to expect in the official external exams.

The exam boards will be informed about any breaches of the rules. The exam board will apply sanctions to the candidate/s this could be a loss of marks for the exam or even disqualification from the subject. Repeated breaches of the rules could result in being disqualified from all subjects for the exam board.

## **School Specification Information**

### **Candidate Name**

The JCQ states that an examination centre should “enter candidates under names that can be verified against suitable identification such as a birth certificate, passport or driver’s licence” You must therefore inform the Examinations Office as soon as possible if your legal name is different to the name you use in school.

### **Candidate Number**

You have been allocated a four-digit Candidate Number. This will have been allocated to you at the beginning of Year 10 and will not change throughout your time at School. This number must be written on every examination paper you take so please remember it!

### **Centre Number**

The Centre number for the school is **58705** which you will also be required to put on every examination paper.

### **Timetables**

Nearer the main exam series (Summer) You will receive an individual examinations timetable which will show your own personal examinations. If you think something is wrong, you **MUST** inform the Exams Team immediately. Check each examination date carefully so that you know if the examination is in the morning or the afternoon. If you have more than one examination at the same time, please talk to the Exams Team about the arrangements.

### **Equipment**

It is the candidate’s responsibility to provide their own correct standard equipment for the exams. If something breaks or runs out during an examination the invigilators will try to replace it, but you should bring spares with you wherever possible.

#### Standard Equipment

Black Pen/s  
Pencil  
Ruler  
Highlighter  
Eraser

If using a pencil case, this must be clear/see through.

If required, you **MUST** bring the correct specialist equipment with you for examinations

#### English Literature

Prior to the exams the school will provide an anthology for each candidate in which they can annotate for revision purposes. However, candidates should have purchased their own copies of the literature novels to annotate for revision purposes.

## **Appeals (Internally Assessed Components)**

Some qualifications contain components/units of non-examination assessment, controlled assessment and/or coursework which are internally assessed (marked) by your teachers and internally reviewed/standardised. The marks awarded which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

Before the exam board deadline, you will be informed of your mark. At this stage you may question your teacher of how this judgement has been reached.

If you wish to appeal your mark you must submit to your teacher within 24 hours of receiving your mark the reason for your appeal. This will then be taken to the Head of Department for review.

Once the review has happened, you will be informed by your teacher of the outcome.

If you are unsure of what subject contains internally assessed components, please speak to your teachers.



## During The Examinations

This information applies for **ALL** exam rooms.

### Start of examinations

- For all examinations, (unless otherwise informed), you must line-up in the Theatre. Larger exams will be held in the Sports Hall, Lecture Theatre, Drama Studio and M02/3. Smaller or more specialised examinations may be held in some of these rooms or others around the school.

For morning examinations you must be lined up by **8.30am**.

- Please arrive on time, if however, you arrive late for an examination you may still be admitted, if the exam is still in progress, and given the full length of time for the exam. Completed examination papers will be sent to the Examination Board, however we are obliged to send a full report of the reason why you are late to the Examination Board and the Examination Board may not accept your work.
- You must attend all exams in full School Uniform.
- All items of your own equipment ie pens (must be black ink), pencils, mathematical instruments, etc. must always be visible to the invigilators. They should be in a transparent pencil case or clear plastic bag and must not be put back in your pockets etc until you have left the examination room.
- You may take a clear bottle of water into the examination room, but labels must be removed. No food (including chewing gum) is allowed in the examination room (if you have a special requirement please see the Exams Team before the start of the examination period). Make sure you eat a good breakfast before coming to school; it will help you concentrate.

### Conduct in the examination room

- You must be silent at all times, from the moment you enter the room until you are back outside after the examination. If you have a problem, put your hand up clearly and wait for an invigilator to attend to you. If you need to leave to visit the toilet or the medical room you must put your hand up and wait to be escorted by an invigilator.
- Do not attempt to communicate with or distract other candidates. Face the front and do not turn around.
- Do not bend down to pick up item(s) you have dropped, put up your hand and an invigilator will pick the item(s) up for you.

- No electronic devices are allowed in the examination room (refer to the JCQ notices for information on what is banned). If you are found to have any Unauthorised material in your possession during an examination, it will be taken from you and a report sent to the appropriate Examination Board
- Listen carefully to instructions and notices and follow them – there may be amendments to the examination paper that you need to know about.
- Do not touch or write anything on the exam paper until you are instructed to do so.
- Check that you have the correct examination paper –check the subject, paper and tier of entry. If you think you have the wrong paper, please inform the invigilators immediately.
- Read all instructions carefully.
- You must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination room early. If you have finished, use the remaining time to check over your answers.
- At the end of the examination all work must be handed in – remember to cross through anything that you do not want to be marked. If you have used extra examination stationery, make sure that you have filled in all required details and attach it to the examination paper. Question papers, answer booklets and additional paper must not be taken from the exam room.
- All papers will be collected before you leave the examination room. You must not put your hands in your pockets until you are outside the examination room, so all of your own equipment etc should be carried in your hand until you are outside.

Remain seated in silence until you are dismissed. Examination conditions apply until you are outside the examination room. Once outside the examination room please show consideration for other candidates who may still be working and move away from the examination room quietly.

## **Evacuation**

- If the fire alarm sounds during an examination, stop writing and place your pens down and await for further instructions. The exam time will be paused from this point. The invigilators will tell you what to do. If you have to leave the examination room you will be asked to leave in silence and in the order in which you are sitting.
  - You will be escorted to the assembly point.
  - You must leave everything on your desk.
  - You must not communicate with anyone whilst you are out of the examination room as you will still be under examination conditions. (any breaches of these conditions will have to be reported to the Examination Board and you may be disqualified from the examination).
  - When you return to the examination room do not start working until an invigilator tells you to do so. The time will be restarted at this point.
  - You will be given the full amount of time allowed for the examination. You will not be disadvantaged in any way.

We will only evacuate if it is essential for the safety of those in the room.

## **Invigilators**

- Invigilators are in the examination rooms to supervise the conduct of the examination. They will tell you when to start and finish the examination, distribute and collect examination papers, hand out extra writing paper if required and deal with any problems during the examination, for example if you feel unwell. They are there to ensure that the rules are followed. Please treat them with respect and follow what they ask and tell you to do.
- Invigilators cannot discuss the examination paper with you or explain the questions.

## **Absence**

- If an examination is on your timetable, you must attend. Misreading the timetable will not be accepted as a valid explanation of absence. The school pays the Examination Boards for you to sit examinations, therefore parent(s)/carer(s) will be charged if you fail to attend an examination without a valid reason.
- If you experience difficulties during the examination period (e.g. illness, personal problems) please inform the school as soon as possible so that we can help or advise you.

## Special Consideration

*Definition - Special Consideration is a post examination adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/assessment.*

- If your performance in an examination has been affected by illness, injury or bereavement, the school can apply to the examination board for Special Consideration. This is an adjustment made after the paper is marked to prevent you from being disadvantaged from something outside your control. If after an examination you think you have good reason for applying for Special Consideration, you should see the Exams Team immediately, as we only have a few days in which to make the application. There are very strict rules about applying for Special Consideration, and the decision lies with the examination board.
- In exceptional circumstances it may be possible to apply for Special Consideration where a candidate misses an examination paper through illness or personal misfortune. One whole component, which is a minimum of 15% of the total assessment, must have been completed to be able to apply for this.
- **The school must have medical or other appropriate evidence in all cases before an application can be made for Special Consideration.** There are strict deadlines for these applications, and it is therefore essential that this is obtained by the candidate/parent/guardian on the day of the examination and given to the Exams Team as soon as possible.

## Malpractice

- You must not write inappropriate, obscene or offensive material in the exam paper. You must also not include any personal information in your answers. Please refrain from drawing in your papers. If anything is found in your paper by the markers this will be flagged up to the exam board and sanctions will be applied by the exam board. This could mean that your grade may be affected,

## **After the examinations**

### **Notification of results**

- Results for the summer examinations will be available for collection on: Thursday 21<sup>st</sup> August 2025 between 10.00 and 11.30am.
- If you wish for someone else to collect your results (e.g. parent, sibling, grandparent) we ask that the person collecting has with them photo identification and a letter signed by you as the candidate, giving permission for them to collect the results on your behalf.
- If you are planning on being away on results day, results can be emailed to you. Please email this request along with the email address to be sent to, to the Exams Team by Friday 18<sup>th</sup> July. No results can be given out by telephone
- Results that are not collected by 11.30am on results day will be sent in the post to the address held by the school. Therefore, it is essential that you inform the school of any changes to your address before this date.

### **Post results**

If you need post-results advice, please speak to the appropriate subject staff or a member of the Exams Team.

Written permission from the candidate must be given before the school can request an 'Enquiry About Results'.

Enquiry About Results could be either Access to Script or a Review of Marking

- Subject staff routinely check results and will request access to a candidate's script to help them to consider it is appropriate to request for a review marking to the Examination Board.
- If a Review of Marking is submitted the result can go down as well as up. The mark/grade from the review is the one awarded to the candidate, even if the result goes down.
- It is possible for candidates to request a review of marking, however in this instance we ask the parent(s)/carer(s) to meet the cost, this will need to be paid to the school (in cash) before the request is submitted to the exam board. If the review has a positive change in the Grade the fee is refunded by the school.
- The school's review deadline for 'Enquiries About Results' for the summer exams is Friday 12<sup>th</sup> September 2025. This will allow time for the exams team to source permission from the candidates, ask staff to check papers and submit applications to the exam boards before their deadlines.
- All post results service requests must be made through School.

## **Collection of Certificates**

- Your certificate will be held by the school until the Year 12 Celebration event in the Autumn 2026. This is where you will collect all your certificates.
- Any certificates not collected at this event will be available from the school after this date. It is essential that you collect your certificates as you will need to present these at many different times during your life, so it is essential that you don't lose them.
- If you wish for someone else to collect your certificates (e.g. parent, sibling, grandparent) we ask that the person collecting has with them photo identification and a letter signed by you as the candidate, giving permission for them to collect the certificates on your behalf.
- Certificates not collected will be held in secure storage until such time as you can collect them. If after 1 year (from issue date) you still have not collected your certificates, the school has the right to destroy them. A record of destroyed certificates will be kept by the school for 4 years.
- Look after your certificates when you receive them, the only way to replace them is through the Examination Boards and they charge approximately £50 per certificate.

## **Access Arrangements**

Definition - Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working.

Access Arrangements allow candidates with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment.

If you have any queries regarding your need for an Access Arrangements, please speak to Mrs E. Leach (SENDco) or Mrs J Shuttle (Assistant SENDco).

Access Arrangements are awarded in accordance with the strict JCQ regulations. Candidates will be assessed in line of their need and of the JCQ regulations Outcomes of assessments are submitted to the exam board for approval. You will be informed when and if you have been awarded an Access Arrangement.

They are several different arrangements that can be awarded, If you have been awarded a reader or scribe please read the following pages in order to understand how a reader or scribe can/cannot assist during an examination.

# WHAT A READER CAN OR CANNOT DO DURING EXAMINATIONS

A Reader is able to read for you, but you must make clear what it is that you want them to read.

A Reader can only read the instructions and the questions.

A Reader can repeat instructions but only if you make it clear which instructions you want repeated

A Reader cannot tell you which question to choose.  
A Reader cannot tell you when to move on to the next question.  
A Reader cannot tell you which questions to do first.

A Reader can spell words if you ask them to, but only words on the question paper.

A Reader can read back your answers, but only if you ask them

**GCSE English Language Examinations:-**

A Reader can read the questions in the Writing Section.  
but cannot read any of the the questions in the Reading Section



# **WHAT A SCRIBE CAN OR CANNOT DO DURING EXAMINATIONS**

**A Scribe is able to write for you but you must make it clear what it is that you want them to write.**

**A Scribe can only write exactly what you say.  
A Scribe can change what they have written, but only if you ask them.**

**If you and a Scribe have problems communicating, the Scribe must tell the Invigilator**

**A Scribe can draw maps, graphs and diagrams but can only draw exactly what you tell them.  
A Scribe cannot draw for you in a Design examination.**

**A Scribe cannot tell you which question to choose.  
A Scribe cannot tell you when to move on to the next question.  
A Scribe cannot tell you which question to do first.**

**If you are allowed rest breaks, a scribe cannot write during those breaks.**

**A Scribe can read back what they have written, but only if you ask them.**

# Examinations Checklist

Aim to arrive at school in plenty of time for your examination, you should be in the Lecture Theatre or a designated classroom 30 minutes before the start of your examination.



Make sure you eat a good breakfast/lunch before the exam as it will help you concentrate. Remember breakfast is available in the restaurant from 8am.

When taking examinations, your bags and coats will be placed into a secure room.



Mobile phones, watches and smart glasses are not allowed in the exam room. They must be left in your bag in the secure room. If you are found with any of these items in the examination room the exam board will be informed and you will be penalised by the examination board.

Once you enter the examination room there is to be no talking or communication between pupils. If you have any questions, you should raise your hand once seated and an invigilator will come to you.



You may take a clear bottle of water into the examination room, but labels must be removed. No food (including chewing gum) is allowed in the examination room (if you have a special requirement, please see the Exams Team before the start of the examination period).

Pupils will not be allowed to leave the examination room before the scheduled finish time of the examination. You will be advised when you can leave. Please be patient whilst examination material is being collected, and refrain from any form of communication until you are outside the examination room.



If you need to go to the toilet during an examination, you must put your hand up and you will be escorted to the toilet when it is available either by an invigilator or a member of staff. Please don't wait until you are desperate as there may be a wait until it's your turn.

Check that you have been given the correct examination paper, as there can be several examinations taking place at the same time. If you think you have the wrong paper, put your hand up and speak to an invigilator. We cannot give you extra time if you realise part way through a paper that you are doing the wrong subject or the wrong tier.



If you feel ill during an examination, please bring this to the attention of an Invigilator as soon as you can, even if you want to continue with the exam.



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/onthistday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2025.

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

You may be required to produce a bibliography at the end of your work. This must list the full details of publications you have used in your research, even where these are not directly referred to, for

example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

## Preparing your coursework – good practice

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

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

## Plagiarism

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

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

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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





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.**



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

# Information for candidates

## Written examinations

With effect from 1 September 2024

Produced on behalf of:



©JCQ<sup>CIC</sup> 2024

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

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

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

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

Any pencil cases taken into the exam room must be see-through.

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

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not talk to or try to communicate with, or disturb other candidates once you have entered the exam room.
- 8 You must not write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 10 Do not borrow anything from another candidate during the exam.

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

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



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

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

## D. Instructions during the exam

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

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

## E. Advice and assistance

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

## F. At the end of the exam

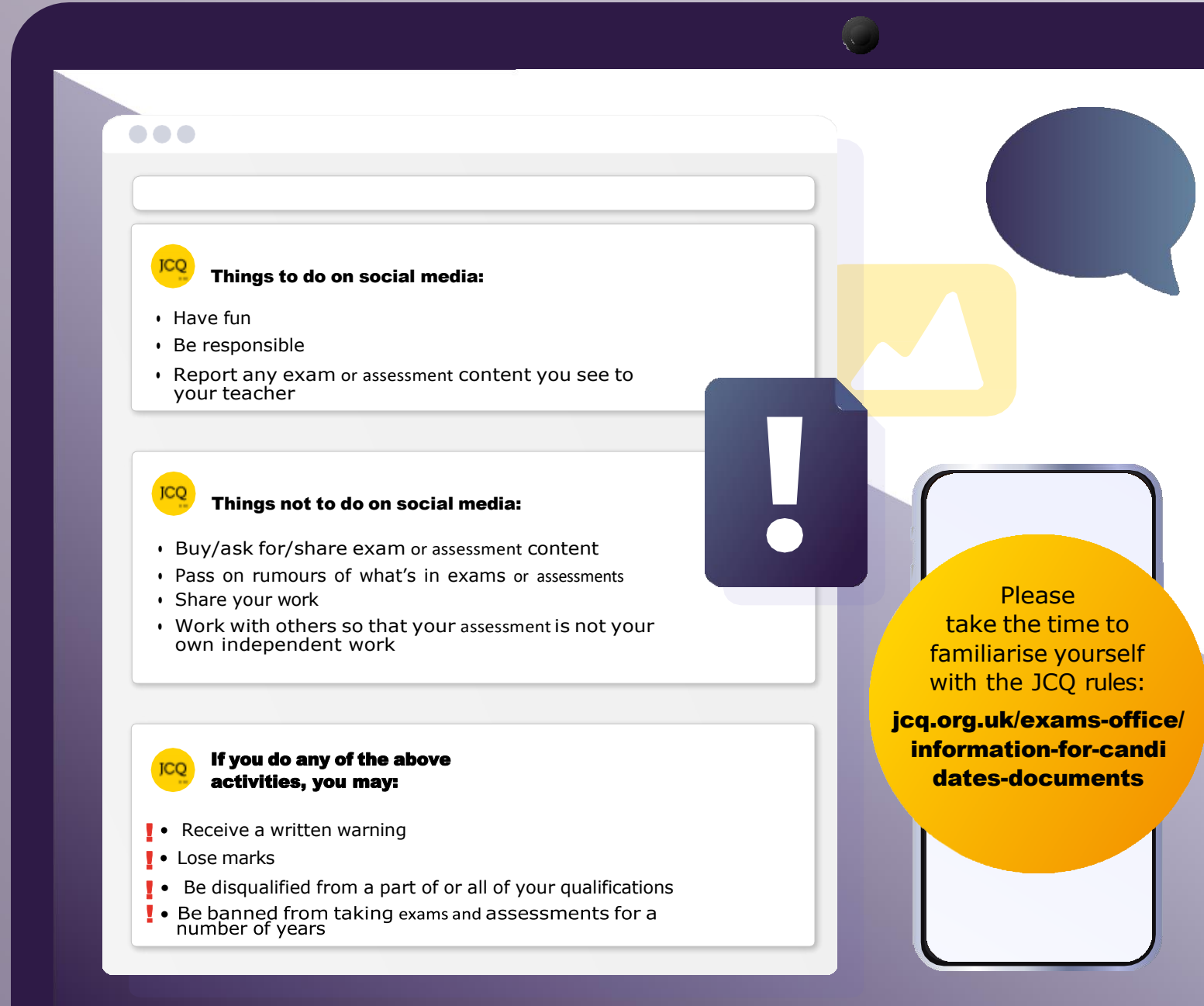
- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.


Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed behind your script.

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

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


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




**Things to do on social media:**

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



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

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



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

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

Please take the time to familiarise yourself with the JCQ rules:

**[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)**



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

# Information for candidates

## On-screen tests

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 ask your teacher.

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

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
- 4 Only take into the exam room the materials and equipment which are allowed.
- 5 You must not take into the exam room:

(a) notes;

(b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.

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

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

(d) pre-prepared templates.

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

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

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

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



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

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

## D. Instructions during the on-screen test

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

## E. Advice and assistance

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

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

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

# On your **exam day**

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

## Before sitting your exams, ensure you know:

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

## What you cannot take into exams:

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



## What you will need:

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



## Other important information:

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

## Contingency sessions:

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

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



# Warning to candidates



 <b>AQA</b>	 <b>City &amp; Guilds</b>	 <b>CCEA</b>	 <b>OCR</b>	 <b>Pearson</b>	 <b>WJEC</b>
---	---	--	---	---	--



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.

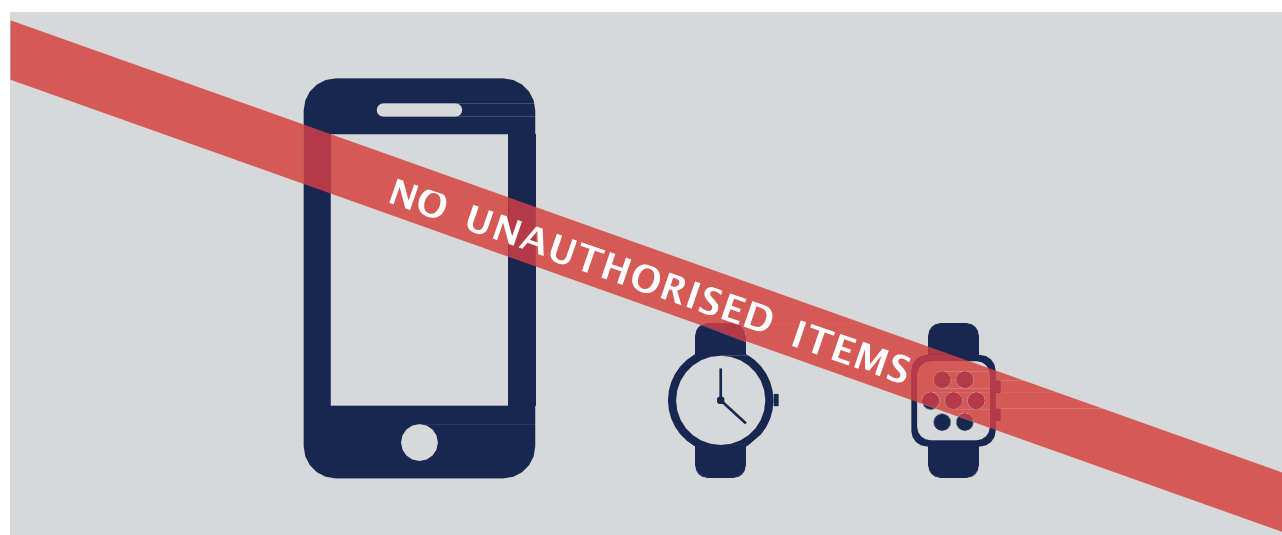
7

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.**

# 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.

