



St Dunstan's  
School



# Exams Information Booklet 2023-2024



**Our Centre Number:** is 63419

**The Exam Boards used at our Centre:** AQA, Edexcel (Pearson), OCR, WJEC (Eduqas) and NCFE.

**Examinations Officer:** Mrs J Rigby-Jones

**Head of Centre:** Mrs Bevan

The school aims to ensure that exams run as smoothly as possible for all students. This booklet provides you with advice and information to assist you during your exams. Please read this booklet carefully so you are aware of the exam procedures and regulations. The information in this booklet applies to all of your exams, including Mock Exams.

There are a number of rules and regulations for exams that you must be aware of, most of these are set by the Exam Boards. The school is required to ensure that the regulations are followed and that you are informed of them.

Please ensure that you have read the following documents which are attached at the end of the booklet. These are issued by JCQ (Joint Council for Qualifications).

**Appendix 1 JCQ:** "On your exam day"

**Appendix 2 JCQ:** Information for candidates - For written examinations

**Appendix 3 JCQ:** Information for candidates – Coursework assessments

**Appendix 4 JCQ:** Information for candidates - Non examination assessments

**Appendix 5 JCQ:** Information for candidates - Social Media

**Appendix 6 JCQ:** Information for Candidates – Information About You and How We Use It

**Appendix 7 JCQ:** Warning to Candidates

**Appendix 8 JCQ:** Unauthorised items poster

## Frequently Asked Questions

At the end of the booklet is a section on "Frequently Asked Questions". However, if you do not understand something or have any further questions please contact Mrs Rigby-Jones, the Examinations Officer (based in the Main Office) [jrigby-jones@stdunstansschool.com](mailto:jrigby-jones@stdunstansschool.com)

If you are worried or concerned about something you can speak to:

Mr Ward: Head of KS4 [iward@stdunstansschool.com](mailto:iward@stdunstansschool.com)

You can also speak to Mr Armstrong: Assistant Headteacher (in charge of exams) [tvickers-armstrong@stdunstansschool.com](mailto:tvickers-armstrong@stdunstansschool.com)

## Before your Examinations

### Personal Data

Personal data relating to pupils, including name, date of birth, gender and exam numbers, are sent to the awarding bodies when exam entries are processed. For further information, please see Appendix 5.

After the February half term you will be issued with a "Candidate Statement of Entry". **If there are mistakes with your personal information (e.g. name, date of birth, exam entry etc.) please speak to Mrs Rigby-Jones, Examinations Officer, immediately.** Please be aware that Exam Certificates will be issued in your "legal name".

### Contact Information

Please ensure that St Dunstan's has the most up to date contact information for your parents on our system, your tutors have access to this information.

### Timetable Clashes

Your timetable may indicate that you have a "timetable clash" (two exams at the same time). If this is detailed on your timetable, arrangements will be made for you to take these exams one after the other within the same exam session (if the total exam time is not more than three hours).

The school is not permitted to move exams to a different time or day if the total time does not exceed 3 hours. If you are taking two or more examinations in a session and the total time is 3 hours or less, you can choose to take a supervised break of no more than 20 minutes between the papers. This break will be conducted within the examination room under formal exam conditions. You are not allowed access to revision notes.

If the total time is more than three hours, the exams will be split between morning and afternoon sessions. If this happens, you will be supervised by an invigilator between exams.

If you have a timetable clash, please speak to Mrs Rigby-Jones, the Examinations Officer, who will discuss the arrangements with you.

## Centre Number

You will be asked to enter the school centre number on all of your exam booklets and/or answer booklets. The school centre number is **63419**. This number will be displayed at the front of the examination room.

## Candidate Number

Students will be given a four-digit number which can be found on your exam timetable. This is your candidate number. You will be asked to enter this number on all of your exam booklets and/or answer booklets. This candidate number is how the exam boards will identify you.

## Examinations – Dates and Times

Examination dates and times are clearly shown on your exam timetable. **Make sure you arrive at least 15 minutes before the start of your examination.** Morning exams start at 9:00am and afternoon exams start at 1:15pm for external examinations, unless you are informed otherwise.

For Mock Examinations, start times will differ and you will need to consult your mock timetable.

You will need to register for the exam in the Drama Studio

## Absence

Please telephone the school main reception on 01458 832943 if you are unable to attend your exam due to illness or you have been delayed getting to school for the start of an exam. Please ensure you telephone before 8:30am for morning exams and before 12:30pm for afternoon exams.

If you are absent due to illness you will need to complete a JCQ/ME Form 14. If you speak to or visit a Doctor, please obtain a Doctor's note. Please speak to Mrs Rigby-Jones if you are absent with illness.

The school will always try to contact home where students have failed to attend an external exam. Please make sure that the school has up to date contact details for your parents.

The school will be aware if a school bus is running late.

## What to wear

**All students must wear full uniform to all examinations.** All bags and outerwear must be left within the Dance Studio.

## Arriving Late

If you arrive late for an exam, please report to the Main Reception.

**If you are more than an hour late your exam paper may not be accepted by the Exam Board.**

## Bags and Personal Belongings

Only the items you require for your exam are to be taken into the exam room. Bags and other materials including ear phones, mobile phones/electronic devices must be switched off and left in your bag. You must also remove your watch if you are wearing one. No watches are allowed into the examination room. All bags must be kept within the Dance Studio.

If you accidentally bring your phone or watch into the exam. Please put your hand up and wait for an Invigilator to collect it prior to your exam starting. Your phone/watch will then be taken to the Main Office where you can collect it after the exam has finished.

## Food and Drink

You are only allowed to take water into the exam room in an unlabelled clear transparent sports cap bottle (screw top bottles and reusable bottles are not permitted). These must be a disposable clear bottle that can be refilled. Bottles must be see-through, free from writing or illustration. Invigilators must be able to see that the bottle contains liquid and nothing else. Bottles of water must be kept on the floor. No chewing gum or any other food and drink is permitted.

If you require food for a medical purpose, notify the exams officer prior to the exam.

Please ensure you have enough water for the duration of your exam, as you will not be allowed to refill your bottle during the exam and Invigilators cannot do this for you.

## Unauthorised Items

Any unauthorised materials or equipment e.g. iPods, mobile phones, Fitbits, MP3/4 players, pen drives, earphones or any type of watch, or any products with an electronic communication/storage device or a digital facility must not be taken into the exam room. **Possession of unauthorised material is breaking the rules and you will be subject to a penalty and possible disqualification.** All unauthorised items must be switched off and kept within your bag.

## Equipment

You **MUST** ensure that you bring the correct equipment to your exams, this is your responsibility.

All exams must be completed using a **BLACK BIRO** (no blue or gel pens). This is because exam scripts are scanned into a computer and your writing needs to be clear.

The following is a list of essential equipment that students must have with them during their GCSE examinations. Equipment must be in a transparent plastic pencil case. No Maths tins are allowed. You are not allowed to borrow any equipment from another pupil once in the examination room. You will need:

Black Biro

Pencils

Rubber

Ruler

Pencil Sharpener

Pair of Compasses

Protractor

Scientific Calculator

All of these items can be purchased from the School Shop

## Calculators

Calculators must be of a size suitable for use on the desk, either battery or solar powered, free of lids, cases and covers. Calculators must not be designed or adapted to offer any of these facilities:

Language translators, symbolic algebra manipulation, differentiation or integration. They must not communicate with other machines or the internet. Calculators must not have retrievable information stored on them. This includes, databanks, dictionaries, mathematical formulae or text.

You are not allowed to borrow a calculator from another candidate during the examination for any reason.

You are responsible for the calculators power supply, the calculators working condition and clearing anything that is stored in the calculator

## During and After the Exam

- You will be told of where to sit when you are registering for your exam (in the Drama Studio). Once you have registered, leave your belongings in the Dance Studio and make your way in silence into the Sports Hall and sit down at your desk. If you are taking your exams in a different examination room please follow the instructions given by the teacher registering you. Please wait outside the room until instructed to enter.
- **You must NOT complete the front of your exam paper until instructed to do so by an Invigilator.**
- Listen carefully to the instructions and notices read out before the exam starts. There may be amendments that you need to know about.
- Check that you have the correct question paper for your subject and tier of entry (Higher of Foundation). If you have any doubt, please put up your hand and wait for an Invigilator.
- When instructed to do so, make sure that you fill in all the boxes on the front of the exam paper. Some exam papers require you to sign the paper. Please ensure that you use your **legal** name.
- Candidates **MUST NOT** open the question paper until you are instructed that the examination begins
- You must write in the designated sections of the answer booklet. You must write all rough work in your answer book and neatly cross it through with a single line.
- Check that all exam scripts and any additional sheets that you have used have been completed clearly with the exam code, your full name, centre number and candidate number.
- If you need the toilet, please put up your hand and wait for an invigilator to escort you. You will not be allowed to go to the toilet within the first 30 minutes of the exam and the last 20 minutes of the exam.
- If you finish the paper with time remaining, use the time to check your answers and the details on the front of the paper. You will not be allowed to leave the examination room until the exam had finished and all the papers have been collected.
- Put up your hand during the exam if you have a problem and are in doubt about what you should do, you don't feel very well, or you need more paper.

## Do Not's

- **Do not use correcting pens, fluid or tape erasable pens, or blotting paper.** You must not use highlighters or gel pens in your answers.
- **Do not disturb, communicate or try to communicate with other candidates at any time once you have entered the examination room.** This includes turning around in your seat and attempting to engage in eye contact with other candidates.
- **Do not remove any question papers, answer booklets, or additional paper from the**

## Do Not's continued

- **Candidates must remain under exam conditions whilst scripts, booklets and equipment is collected.** You must sit in silence and be considerate to other candidates who may have been awarded extra time to complete their paper. When you leave the examination room please do so in silence and remain quiet until you have collected your bag and exited through the double doors.

## Invigilators

The school uses specially trained invigilators to conduct the exams in accordance with the exam boards regulations. You must follow their instructions and behave in a respectful manner towards them.

Please be aware that you cannot ask for, and Invigilators will not be able to provide you with, any explanation of the questions. Invigilators cannot advise you how to answer a question or assist you in any way with the content of the paper.

## Access Arrangements

If you have any queries in relation to your access arrangements then please speak to the SEND Team.

If you use a Word Processor to type your answers please ensure that the centre number, candidate number and the unit/component code appear on each page as a header or footer. Each page **MUST** be numbered e.g. 1 of 6. Remember to save your work at regular intervals.

## Special Consideration

Special Consideration is a post examination adjustment to a candidate's mark to reflect temporary illness, injury, or other indisposition at the time of the assessment. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered Inappropriate) to 5% (reserved for the most exceptional cases).

Candidates will only be eligible for Special Consideration if they have covered the whole course, but performance in the actual examination or assessment is affected by adverse circumstances beyond their control. Special consideration can go some way to assist a candidate affected by a wide range of difficulties.

The Examinations Officer must be informed immediately of any potential factors that may qualify a student for special consideration so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support such an application.

Long term circumstances do not usually qualify a student for special consideration.

## Contingency Day

The awarding bodies will designate a 'contingency day' for examinations during summer 2024. This is an additional day at the end of the exam period. It will only be used in the event of major, local or national disruption to the summer 2024 exams, in which case it is possible that timetable dates could be affected up to and including the contingency day. These additional dates are the afternoon of **6th June 2024 and 13th June 2024 and the morning and afternoon of 26th June 2024**

**You must make sure that you are available to sit exams up until Wednesday 26th June 2024 should an awarding body need to invoke its contingency plan.**

"Where candidates choose not to be available for the rescheduled examination (s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements" JCQ Instructions for conducting examinations 1 September 2023 to 31 August 2024.

## Frequently Asked Questions

### 1. When will I receive my timetable?

You will receive your timetable before the start of the Easter Holidays

### 2. My timetable indicates that I have an exam clash?

Your exams will have been rescheduled before you receive your timetable. If you have any queries in relation to a timetable clash, please see Mrs Rigby-Jones.

### 3. Where can I find my candidate number?

Your candidate number will be printed and placed on your exam desk.

### 4. Where can I find the centre number?

The centre number is **63419**. This number is located at the front of the examination room.

### 5. What do I do if I think I have the wrong paper or the wrong tier?

Put your hand up and tell the invigilator immediately, so that we can check that an error has not been made.

## Frequently Asked Questions

### 8. What do I do if I need the toilet during an exam?

If you need the toilet, put your hand up and wait for an invigilator to assist you. You cannot go to the toilet within the first 30 minutes of the exam and the last 20 minutes of the exam.

### 9. Do I have to wear school uniform?

Yes, school uniform must be worn for examinations.

### 10. How do I know how long an exam is?

The length of the exam will be shown in minutes on your timetable. The start and finish times will be displayed on the whiteboard at the front of the room. There will be a clock displayed in every examination room. The total time for the exam is also shown on the front of the question paper.

### 11. If I am doing an exam in a classroom (e.g. a practical exam or online assessment do examination regulations still apply?

Yes, failure to follow exam regulations will be treated as misconduct and must be reported to the examination board.

### 12. What is a contingency day?

Exam boards have delegated four contingency sessions, the afternoon of **Thursday 6th June and Thursday 13th June 2024** and the morning and afternoon of **Wednesday 26th June 2024**. In the event they have to make an essential change to the exam timetable that cannot be accommodated later. Students must make sure that they are available to sit exams on these days.

### 13. When can I collect my results?

Results will be available to collect on **Thursday 22nd August 2024**. We will notify you of the arrangements for collecting your results prior to the end of the summer term.



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

## Information for candidates

Written examinations

With effect from 1 September 2023

Produced on behalf of:



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

If there is anything you do not understand, 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 subjects.
- 4 You **must not** take into the exam room:
  - (a) notes;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.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 the exam has started.
- 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 before you start the exam. **Do not** open the question paper until you are instructed 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 in doubt 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.

- 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.



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

## Information for candidates

Coursework assessments

Effective from 1 September 2023

Produced on behalf of:



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This document tells you about some things that you **must** and **must not** do when you are completing coursework.

When you submit any coursework 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, 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 2024.

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/>), 25/01/2024. You should retain a copy of the computer-generated content 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 who 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 or share it with anyone, including posting it on social media. You **must always** keep your coursework secure and confidential whilst you are preparing it; **do not** share it with your classmates. 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 and to detect changes in the grammar and style of writing or punctuation.

## Penalties for breaking the regulations

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

- the piece of work will be awarded zero marks;
- 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 2023

Produced on behalf of:



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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 anything 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 who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** each 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 and you **must independently 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 or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; **do not** share it with your classmates. 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 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, 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 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 2024.

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/>), 25/01/2024. You should retain a copy of the computer-generated content 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 a bibliography 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:

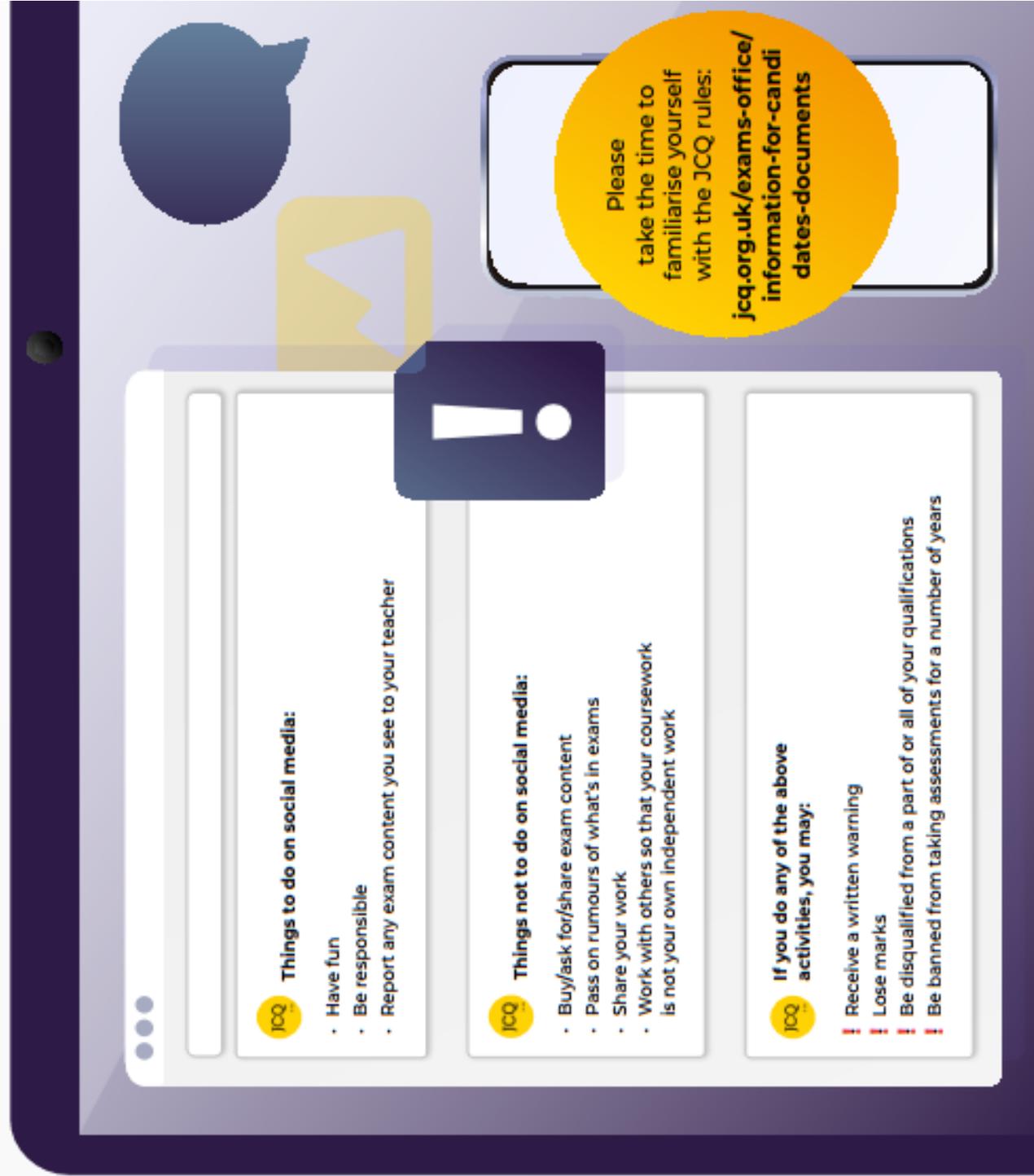
- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period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

The awarding body will decide which penalty is appropriate.

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

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

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



### Things to do on social media:

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



### Things not to do on social media:

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



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

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



## Information for Candidates

### Information About You and How We Use It

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

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

### Who we are and how to contact us

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

### Information about you and from where it is obtained

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

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

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to candidates

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.

AQA

City &amp; Guilds

CCEA

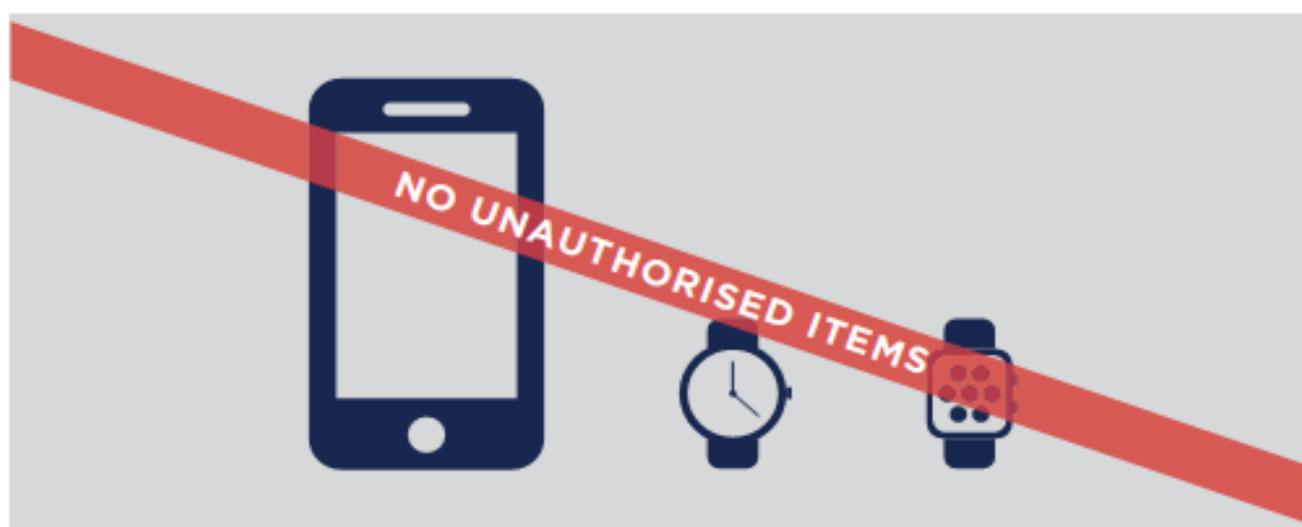
OCR

Pearson

WJEC

# NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



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

# DISQUALIFICATION

from your examination and your overall qualification.

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