



Examination Handbook 2024/2025

Information for Students, Parents & Carers



Centre Number 31215

Examination Handbook 2024/2025

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Welcome to Exams

At Bilton School we want your examinations to be a successful and positive experience. In this handbook we have lots of advice on how you can best prepare for your exams, from what equipment you require to what behaviour is expected.

We will make every effort to ensure you receive the best possible preparation for your exam. Most departments will offer revision sessions, please try and attend these so you are fully prepared to help yourself achieve your best.

We understand that exams can be a stressful time for students and also for parent/carers so please read this booklet carefully so you are aware of all the rules and regulations. If you know these, you will understand that they are in place to help you, to ensure everything is fair and that you are receiving the best possible exam season with minimal disruption.

At the back of the booklet are the posters the JCQ (Joint Council for Qualifications), who are the exams regulator. They expect us to have these posters outside every exam room. Please make yourself familiar with the posters "Notice to Candidates" & "Warning to Candidates".

If there's anything you cannot find or would like to discuss further, please speak to the Exams Office or your Head of Year.

GOOD LUCK ALL!

Student Wellbeing

Exams, internal or public, can seem like a daunting experience and therefore have the potential to cause stress and anxiety. They are currently the way schools and your parent/carers learn about your academic progress that will map out your future pathway.

It is perfectly normal to experience these emotions but please remember this is not necessarily a bad thing. During challenging times our bodies release adrenaline which, according to research, is helpful when responding to challenging situations. You will continue to feel these emotions way into adulthood, for example at a job interview.

While we recognise it is 'normal' to have these feelings, we still want to do our best to give you as much of a stress free experience as possible.

We would like all our students to:-

1. Feel safe
2. Be happy & confident
3. Be respectful to other students
4. Be able to voice any concerns
5. Learn in a calm environment
6. Develop resilience
7. Be equipped for a successful adult life
8. Be ambitious

Key Dates

The bulk of summer exams run from 1st May 2025 – 20th June 2025.

We will be holding our practicals and MFL speaking exams on the following days:-

- GCSE French – 1st, 2nd, 3rd & 4th April 2025
- GCSE Art – 7th & 8th April 2025
- GCSE Photography – 18th & 19th April 2025
- GCE Photography – 29th, 30th April & 1st May 2025
- GCE Art – 6th, 7th & 8th May 2025

Contingency Date

A contingency date is in place in case of a significant or unexpected event that happens nationally or locally during the exam period that means no students, or a large number of students are unable to take an exam on the planned date.

Following the COVID-19 pandemic, further resilience was needed within the exam timetables. A single contingency day was not felt to be sufficient if a national event or incident has a significant effect on the exam timetable. For example, summer exams could be affected by extremely high temperatures.

For the June 2025 exams, the awarding bodies have therefore introduced an additional half day contingency session. This is on the afternoon of Wednesday 11th June.

The standard contingency date this year is:-

Wednesday 25th June 2025

As tempting as it seems we ask that you do not make any summer plans until after this date. If a significant event happens there will be no other time to resit the exam missed.

Exam Timetables

All students will receive an individual candidate timetable which displays their exam number, date and time, subject title, exam level, room, seat number and the length of all written exams.

There is also a foot note explaining where to find the Exam Handbook on the school website and that it is the students responsibility to read the examination rules.

Please check all of your information on this timetable carefully, including the spelling of your name (**all exams are undertaken using your LEGAL name**).

All morning exams start at 9:00am and afternoon exams start at 1:00pm.
Please arrive at least 15 minutes before the start of an exam.

Clashes

Arranging many exams at the same time is bound to result in some exam clashes. We understand this may be worrying for you. By the time you receive your individual timetable your clash will be resolved so please do not look at other students timetables or be concerned that your exam is not at the same time as everyone else.

If you have a clash you will:-

- Be kept under supervision in between the two or more exams
- Will not be allowed access to your phone until the clash exam has finished
- You can revise but you cannot have any internet access
- You cannot have contact with any other student except those under supervision at the same time
- You must either bring a packed lunch or be escorted to the canteen

Equipment you Require

To make the entry into the exam room as smooth and as quick as possible, at the beginning of each exam please make sure you have the following with you:-

- A transparent pencil case, this must be totally clear with no name or patterns
- **Black** ball point pens – **NO** blue pens or gels as the exam scanners may not be able to read these.
- A pencil, a sharpener & an eraser. Correction pens or fluid is **NOT** allowed.
- A ruler with mm & cm.
- Calculator – These are allowed for some exams, but they must not have any instructions or a lid.
- A clear water bottle – must only contain water. Labels must be removed. Own water bottles must be totally clear with no names or patterns.
- Place **all** equipment on your desk. If you are seen going through your pockets, you will receive a warning which could lead to disqualification to one or all of your examinations.

You are responsible for providing your own equipment during exams.

- You cannot borrow from or lend equipment to another student in the exam room.
- Only material listed on the question paper is allowed in the exam room.
- You must not have any other materials. This means nothing should be in your pockets or on your person. Please do not bring any books, notes (unless specifically asked to), bags or coats into the exam room.
- **Mobile phones should be switched off and placed in your bags.**
- No watches of any kind – please leave these in your bag or at home.
- No headphones or air pods of any kind – please leave these in your bag or at home.

Possession of any unauthorised items in an exam is a serious offence even if you don't intend to use it. It could result in disqualification from your examination and your overall course.

The Role of the Invigilator

All external exams (and most PPE's) are supervised by a team of staff called invigilators.

Invigilators are employed by Bilton School to make sure the conduct of exams follow the strict rules and regulations set out by the JCQ exam boards.

An invigilator will:-

- Distribute and collect exam papers
- Tell you the rules at the start of each exam
- Tell you when to start and finish the exam
- Hand out any extra paper if required
- Deal with any problems that occur during the exam
- Look out for any incidents of malpractice (talking, notes, unauthorised items etc)

Students are expected to treat invigilators in a respectful manner. They are there to help you. Please listen to their instructions carefully.

Invigilators **cannot** discuss the exam paper with you or explain the questions.

If you find a mistake in an exam paper or are missing an insert or a book, please alert an invigilator by silently putting up your hand and they will alert the Exam Officer.

During your Exam

As soon as you enter the exam room you are under exam conditions. Only when you are given permission by the lead invigilator will you be allowed to leave the room and only when you leave the room will exam conditions cease.

You must:-

- Leave all bags and possessions where the invigilator tells you, only taking out necessary equipment.
- Listen to and follow the instructions given by the invigilator.
- Face the front at all times.
- Behave in a respectful manner toward all invigilators and follow their instructions.
- Check you have the correct exam paper.
- Check that you can see a clock.
- If you have any issues, put your hand up and wait for the invigilator to come to you – **DO NOT CALL OUT**.
- If you finish an exam early, take this time to check over your answers. Make sure you have completed everything correctly.
- If you finish early, you must sit quietly, facing the front.

You must not:-

- Speak as you are entering the exam room.
- Speak to anyone during the exam except if you have an issue and need to speak to an invigilator – remember to put up your hand to get their attention.
- Take any unauthorised equipment/notes into the exam room.
- Leave an exam early even if you have finished.
- Distract or communicate with any other students. Please do not tap pens, rulers etc as this can be a distraction to other students.

The Exams Officer or a member of the Senior Leadership Team will remove any student who is disruptive or behaves in an unacceptable manner from the exam room. All acts of inappropriate behaviour will be dealt with in accordance with JCQ regulations and the schools behaviour policy. This means that you may be disqualified from the paper or the whole subject.

If you leave an exam room without supervision, you will not be allowed back in.

At the End of the Exam

The lead invigilator will announce when you have 5 minutes left to complete your exam. They will then tell you to stop when the exam time is up.

- You must stop writing immediately remaining silent and facing the front. Remember that you are still under exam conditions until you are outside of the exam room.
- Invigilators will collect all exam papers and any additional paper that you have used.
- If you have used extra paper, please remember to write your name on them.
- Leave the room in silence when instructed to by the invigilator. Please remember that we have numerous exams going on at the same time so please show consideration to other students who will still be working.
- Please remain silent when collecting your possessions.

Special Consideration

Special Consideration is an adjustment to the marks of a candidate who has been affected by circumstances outside of their control.

This includes:-

- Illness
- Bereavement
- Injury
- Domestic Crisis
- Any incident witnessed that may impact their concentration in an exam.

The allowance for Special Consideration is from 0% to 5% and is determined by the exam boards.

Students are only eligible for Special Consideration if their performance is affected by circumstances beyond their control.

The Exams Officer must be informed immediately so that necessary paperwork can be completed. Evidence will be required for any Special Consideration application.

If you receive any adjustments it is likely to be small and no feedback is provided to Bilton School by the Exam Boards.

Malpractice

Candidate malpractice means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessment, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

Examples of candidate malpractice include (not an exhaustive list):-

- Defacing exam papers
- A breach of the instructions or advice of an invigilator, supervisor or the awarding body in relation to the examination or assessment rules and regulations.
- The unauthorised use of alternative electronic device or technology.
- Accessing the internet or online materials where this is not permitted.
- Failing to abide by the conditions of supervision designed to main the security of the examinations or assessments.
- Working collaboratively with other candidates, beyond what is permitted.
- Copying from another candidate or allowing work to be copied.
- The deliberate destruction of another candidates work.
- Disruptive behaviour in the examination room or during an assessment session(including the use of offensive language).
- The inclusion of offensive comments, obscenities or drawings, discriminatory language, remarks or drawings directed at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios.
- Theft of another candidates work.
- Being in possession of unauthorised confidential information about an examination or assessment.
- The unauthorised use of a memory stick or similar device where a candidate uses a word processor.
- Facilitating malpractice on the part of other candidates.
- Behaving in a manner so as to undermine the integrity of the examination.

- Impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment.

If a candidate is suspected of malpractice the invigilator will warn the candidate that they may be removed from the exam room. The candidate will also be warned that the Exam Board will need to be informed and may decide to disqualify them.

They may also receive a written warning from the Exam Board, loss of marks, disqualification from ALL exams, be barred from taking any exams in the future.

Results Day

GCE Results (Year 13) can be collected from 8am on Thursday 14th August 2025.

Year 12 results can be collected from 9am on Thursday 14th August 2025.

GCSE Results can be collected from 9am for Year 11 and from 11am for Year 10 on Thursday 21st August 2025.

We would prefer you to collect these in person but if you are unable to you can nominate someone to collect them on your behalf. You must give written permission to the school and your nominated person must have photographic ID with them.

Results will not be given out over the telephone, email or by post.

Post Results Services

On results day if you do not receive the necessary grades you need for 6th form, college or university, please do the following:-

- If you feel that your result is wrong, speak to your subject teacher or Head of Department who will be able to advise if you should apply for a Review of Marking.
- If you decide to go ahead with a Review of Marking you must see the Exams Officer to complete and sign the relevant forms. There is a fee for this service.
- Please be aware that your result could go down as well as up if you apply for a Review of Marking.

Certificates

The certificates will start to arrive in school from November time and will be available for collection from reception from the 1st week in December.

Guidelines state we only need to keep certificates for 12 months so it is extremely important for you to collect these.

Internal / External Appeals Procedure

In accordance with the Code of Practice for the conduct of external qualifications produced by JCQ, Bilton School is committed to ensuring that:-

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specification for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training.
- Should students/parents disagree with an external assessment grade on results day, please refer to the Post Results Services leaflet found in your results envelope. Students/parents can request any of the Post Results Services and pay the relevant fee.
- Each Awarding Body publishes procedures for appeals against its decisions and the Examinations Officer will be able to advise students and parents of these procedures.
- Appeals may be made to the school regarding the procedures used in internal and external assessment, but not the actual marks or grades submitted by the school for moderation by the Awarding Body.
- A student or parent wishing to appeal against the procedures used in internal or external assessments should contact the Examinations Officer as soon as possible to discuss the appeal.
- On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and the Headteacher.
- External assessment appeals are sent directly to the Exam Boards by the Examinations Officer. The Exam Boards decision from this appeal is final.

Information for Students

If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work, you should first speak with your subject teacher. If you are still unhappy you should then see the Examinations Officer.

Frequently Asked Questions

Q. What if I am late for an exam?

A. Get to school as quickly as possible and report to reception. It is still possible for you to sit the exam. A member of staff will escort you to the exam room. You **MUST NOT** enter the exam room without permission.

If you arrive very late, we need to inform the Exam Board giving the reason and evidence for your lateness. It is then up to the Exam Board if they will mark your paper.

Q. What if I am unwell on the day of an exam?

A. Inform us immediately so that we can help or advise you. If at all possible, you should attend as you will not get another opportunity to sit the exam. If you receive an injury which impairs your writing, we can possibly supply a word processor or a scribe. You must obtain medical evidence if you miss an exam for us to make an application of Special Consideration on your behalf.

If you start to feel unwell during an exam, please inform the invigilator by putting up your hand and they will assist you.

Q. What happens if I have an unauthorised absence from an Exam?

A. If you miss an exam, you cannot retake it on another day. Times and dates of exams are regulated by the exam boards and you **MUST** attend on those days/times.

If you miss an exam without good reason, we may charge you the entry fee. You also risk not gaining your final GCSE or GCE result.

Q. What happens in the event of an emergency during an exam?

A. If the fire alarm or lockdown alarm sounds during your exam, do not panic. Stop what you are doing, close your paper and listen to the invigilators instructions. You must remember that you are still under exam conditions so need to remain silent and not communicate with any other student. Do not try to collect any of your belongings. You will be allowed the full time for the exam and a report will be sent to the Exam Board with details of the incident.

Q. Can I go to the toilet during exams?

A. You will only be allowed to go to the toilet if it is deemed absolutely necessary or you have a toilet card. In most cases the invigilators will use their discretion. Please do remember to try to go to the toilet before all of your exams.

Q. What should I wear to an exam?

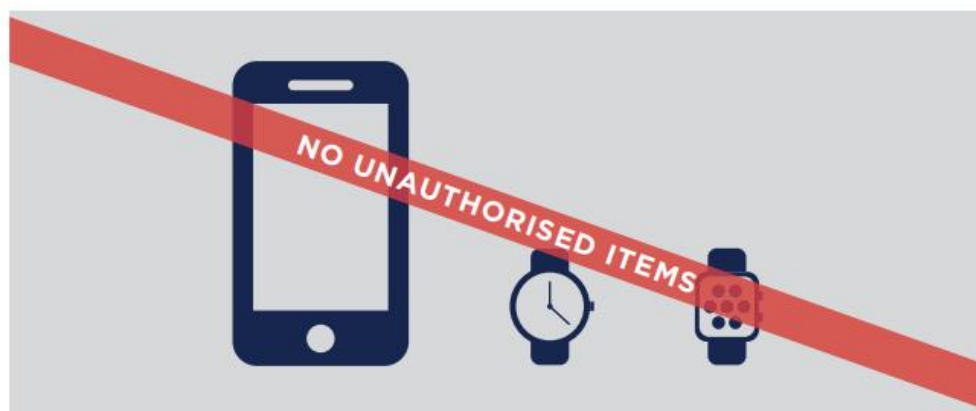
A. All year 10 & 11 students must wear their school uniforms. 6th form students must wear the approved 6th form dress code. You will be asked to remove any coats before you enter the exam room.

Q. What do I do if I lose my certificates?

A. Unfortunately Bilton School does not have extra copies of your certificates. You will need to contact the Exam Boards and request copies for which there is a charge.

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.

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 & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 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 subjects.
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 communication 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 checker

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 from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



This notice has been produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – coursework assessments

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/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2022.

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 or 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 and 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



This notice has been produced on behalf of: AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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 these 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.

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, pg.29.

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://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2022.

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 or ideas 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 or ideas 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



Information for candidates

Using social media and examinations/assessments

This document has been written to help you stay within examination regulations - please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or nonexamination assessments, awarding bodies have an obligation to investigate and may apply penalties.

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;

- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time

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

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>