

Clares Court School



Exam Arrangements Rules and Regulations *from 1 September 2024*

A Guide for Pupils and Parents

Name: Form:

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INTRODUCTION

Your results will influence what you can and cannot do in the future, it is therefore important that your exams run as smoothly as possible. This booklet tells you about the arrangements and the Rules and Regulations that you **MUST** be aware of. Most of the Rules and Regulations mentioned in this booklet are set by the Joint Council for Qualifications (JCQ), who advises all of the Examination Boards in this country, and these details can be found in the Appendices at the end of the booklet.

Not only should you read this booklet thoroughly, but your Parents/Guardians also need to read it as some issues affect them too.

Your Examinations Officers are: Mrs Carr for Senior Boys, and Mrs Whetton for Senior Girls and Sixth Form. If you wish to see them for any reason, the Examination Officer's desk is located in the Main School Office at Senior Boys and Senior Girls/Sixth Form inside the room at the side of the Chapel.

**PLEASE MAKE SURE THAT YOU READ THE FOLLOWING INFORMATION CAREFULLY.
IF THERE IS ANYTHING YOU DO NOT UNDERSTAND, THEN ASK FOR HELP.**

EXAMINATION OVERVIEW – brief outline of what to expect

1. Before you sit any exams there is an administrative procedure that is gone through to make sure you have all the information you need to take the right exam, at the right time and in the right place.
2. Your teachers will indicate to the Exams Officer in January 2025 which exam(s) you are going to take.
3. Once the entries have been made and submitted to the Exam Boards by 21 February 2025, you will be sent an individual **STATEMENT OF ENTRY** in the post. This tells you which written exams you are due to take together with the date for each one, along with the length of each exam, as well as your own personal details such as your Date of Birth and Candidate number. You **MUST** tell the Exams Office if the Statement of Entry for your written exams has any mistakes on it.
4. After the Statement of Entry you will receive a **TIMETABLE**, showing all exams which are specific to your site. This will tell you where and when each exam will be taken. This is a very important piece of paper so do your best to keep it safe, and study it so that you know when your exams are.
5. The next stage is where you might be sent a letter called **ADVANCE NOTICE OF QUARANTINE**. This is where you might have a clash of exams (ie two exams at the same time) and special arrangements may need to be made for you. Don't worry if you don't get one of these, the vast majority of pupils will not get one!
6. After this you will sit your exams. The first **written** examination for 2025 is **8 May 2025 for GCSE** but this will depend on which subjects you are studying. The

final exam paper will be round about 22 June 2025, again dependent upon which subjects you are studying.

The Joint Council for Qualifications (JCQ) have informed all schools that they have designated 11 June 2025 (pm only) and 25 June 2025 (all day) as "Contingency Days". This means that should there be a problem with any examinations, they will use these days as 'reserve' days. This is the statement that the Joint Council for Qualifications (JCQ), who oversee all Examinations, have issued on their website. *"In the highly unlikely event that there is national disruption to a day of examinations in the summer of 2025, the Awarding Bodies will liaise with the qualifications regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be re-scheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, **up to and including the provisional contingency day on 25 June 2025**. Centres will be alerted if it was agreed to re-schedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The re-scheduling of examinations will always rest with the Awarding Body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the Awarding Body. Where candidates choose not to be available for the re-scheduled examination(s) for reasons other than those traditionally covered by Special Consideration, they **will not** be eligible for enhanced grading arrangements. Centres **must** therefore ensure candidates and parents are aware of this contingency arrangement so that they may take this into account when making their plans for the summer". **Candidates are advised to make themselves available up to and including until the end of the day on 25 June 2025.***

7. Finally, your **RESULTS** will arrive. In 2025 the results days are: for **GCE and BTEC** results will be released to candidates on **Thursday 14 August 2025**, and **GCSE and IGCSE** Examinations results will be released to you **on Thursday 21 August 2025**. All results will be emailed to you using your school Gmail account, after 8.00 am.
8. These results are **your** results, and as such cannot be given to anyone else to collect for you. If you would like someone to collect your Results Envelope from school instead of posting to you, you can nominate someone else to collect your results, provided you let the Exams Officer know **in advance** by completing a Form which can be provided. It is too late on the day.

The nominated person **must** have some form of identification with them, as well as a note/letter, signed by you, giving your permission to collect on your behalf.

Please **do not telephone for results**, as we do not disclose results over the telephone.

YOUR CANDIDATE NUMBER AND STATEMENT OF ENTRY

Please note your 4 digit Candidate/Exam number on your **STATEMENT OF ENTRY**. The number refers only to you. When you enter the exam room, your allocated place will have a small card placed on it, which contains a photo for ID and your Centre Number and four digit number - you need this number to complete the front covers of all your Examination answer booklets correctly. In most examinations you will be seated in candidate number order within your subject, sometimes according to Higher or Foundation Tiers.

You must tell your Exam Officer if your **STATEMENT OF ENTRY** is incorrect. Do check date of birth and spellings. Once any errors have been corrected we will issue you with an updated statement. Mistakes that are not corrected by this stage could mean that your Final Examination Certificate is printed incorrectly and you may need to pay a fee to get them changed.

AM OR PM?
**'Come on... how much
difference could two little
letters make???**

Check your exam dates carefully, and check to see if they are in the **morning** or the **afternoon**.

It is **critical** that you get this right, because if you think the examination is in the afternoon session, when it is actually scheduled for the morning session, you risk missing your examination. We will do our best to contact you to alert you to the fact that the Exam is taking place and that you need to come in as soon as possible. However, if you arrive more than 1 hour after the exam has been started, we will have to write a Report to the Awarding Body of the paper being taken. We can allow you to take the examination, but we cannot guarantee that the Exam Board will allow your paper to be marked. If you arrive within the hour of the start time, we will also record this on the Exam Incident Report Log and we will allow you the full time to complete your exam. So, please, **treble** check when you should be on site for your examinations. It is **your** responsibility.

Don't risk it - arrive early at least 30 minutes before the scheduled start!

am Examinations will start at 9.00 am

pm Examinations will start at 1.30 pm

If there is an exam on your Statement that you were not expecting to take (e.g. if you know you have already dropped or have been withdrawn from a subject) or an exam is for the wrong tier, you **MUST** check with your subject teacher and tell your Exams Officer **BEFORE** the examination. If not, we may ring you up on the day of the exam to find out why you are missing. Please make sure you know which **ROOM** you need to go to for each exam. Most written papers will take place in the main Sports Hall, or Chapel at Senior Girls, but practical exams will be in other rooms.

YOU ARE RESPONSIBLE FOR CHECKING YOUR EXAM TIMETABLE.

WHAT TO WEAR FOR YOUR EXAMINATIONS

When taking your exams you **MUST** wear your **normal school uniform or business dress for Sixth Form**. All pupils know the uniform rules and it is your responsibility to ensure you observe them. Pupils not dressed properly may not be permitted to sit their examination – this includes trainers/ties/blazers. **Please note 'hoodies'** and **coats MUST NOT** be worn in the exam room.

IF YOU DO NOT ATTEND IN FULL UNIFORM, YOU MAY BE SENT HOME TO CHANGE

CLASHES AND QUARANTINE

A clash is when the timetable expects you to take two exams at the same time and this will be indicated on your Individual Candidate Timetable.

If you have a clash, arrangements will be made for you to take these subjects one after the other, with a short break of 20 minutes in between. If the total time for your two exams is more than three hours (including extra time), the exams will be split between the morning and afternoon sessions. If this happens, an invigilator will supervise you when you have finished your first exam and over lunch time (ie you will be in 'quarantine'), so you may need to bring a packed lunch and a drink with you on that day. You **will not be allowed to communicate** with anyone else (although you can talk to anyone who is in the room with you in quarantine!) and you **will not be allowed to use your mobile phone** (or any other electronic communication device) during quarantine time. You are allowed to revise though! You will be informed of arrangements if you have a session with a clash of papers.

WHAT TO DO IF YOU HAVE A PROBLEM THAT MAY AFFECT YOUR EXAMINATION PERFORMANCE

Any illness, or family circumstances, which may affect examination performance, arising **immediately** before or **on the day** of the examination, should be notified as soon as possible to the Examinations Officer so that an application for Special Consideration can be made to the Examination Boards. There is no Special Consideration available for long term illness.

Examples of acceptable reasons for an application are bereavement (if a very close relative), injury or illness (you will need to sign a JCQ Declaration Form to support any illness/or provide medical evidence). The School should receive any request for Special Consideration as soon as possible and preferably **WITHIN TWO DAYS** of the examination affected. Late applications cannot be accepted.

Candidates **will not be eligible for Special Consideration**, "If preparation for performance in the examination is affected by long term illness or other difficulties during the course affecting revision time, unless the illness or circumstances manifest themselves **at the time of the assessment**." (JCQ Special Consideration Process 2.3)



Parents should be aware that any Special Consideration is only granted in 'extreme' situations, and that any adjustment is likely to be small and is determined by the Awarding Body, not the School. No feedback is ever provided by the Exam Board.

STARTING YOUR EXAM

WHAT TO DO WHEN YOU ARRIVE AT SCHOOL FOR AN EXAM

You should arrive in school **AT LEAST 30 MINUTES BEFORE THE START TIME**

This is so that you are not in a rush before your examination and have time to collect the equipment you will need for your examination, **and** to check the Seating Plan to see where you will be sitting.

Before you line up to go into the Examination Room you should check the **Seating Plan** which will be posted on the Exam Board outside the Sports Hall for Senior Boys, or outside the Chapel at Senior Girls. This will show your Candidate 4 digit Exam Number and show you where you will be sitting, so that when you enter the room you can make your way quickly to your allocated seat.

At Senior Boys, you will line up on the astro area outside of the Sports Hall, where you will be required to get into the correct rows according to the Seating Plan, before being admitted to the exam rooms.

Senior Girls should gather outside the Entrance to the Chapel. Sixth Form should wait outside the Main Hall or outside their allocated Rooms.

Once you enter the designated Exam Room, you must not talk or make contact with another candidate. You must make your way to the desk that has been allocated to you.

If for any reason you are going to be late and will miss the start of an examination, you **MUST** telephone school (**01628 327600 for Senior Boys - 01628 327500 for Senior Girls**) and leave an urgent message with the School Secretary, as the Exams Officer will more than likely be organising the Exam Room at this time.

SUPERVISING THE EXAMINATIONS

Trained adult external invigilators will supervise pupils under the direct management of the Examination Officers. Once candidates enter the examination room they must remain supervised and **must** follow the invigilators' instructions **at all times**



BAGS, BOOKS, NOTES AND VALUABLES

You are not allowed to keep any bags, books or notes with you in the exam room **or immediately outside the venue**. These should be left in your locker or allocated area for Sixth Form at Senior Boys site. It is not allowed to accommodate bags etc in an examination room.



EQUIPMENT

Apart from specialist resources, eg Word Processors, you **MUST** provide all your own equipment.

Borrowing from other candidates in the exam room is **NOT** allowed **under any circumstances**.

Candidates are responsible for ensuring that they bring everything they need to the examination.

WATCHES



JCQ ICE Regulation 18.2 now includes the rule that candidates cannot take any wrist watch into the examination room.

Therefore, **you will not be allowed to bring a watch** into the Exam Room. There will be several large clocks visible within the Exam Room, for you to check the time.



PENCIL CASES

You should bring your equipment in a **CLEAR PLASTIC BAG OR TRANSPARENT PENCIL CASE** or Plastic Bag – they must be completely see-through



The following equipment should be brought to **EVERY** exam:

- 2 biro pens (at least) – **black ink only**
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Eraser



For certain exams you will also need the following:

- Compass
- Protractor
- Coloured Pencils (*for diagrams/maps only*)
- CALCULATOR**

ONLY USE
BLACK
PENS!

The invigilator will have a limited number of spare pens, which are for **emergency use only**.



Highlighter pens, Gel Pens or Correcting Pens MUST NOT be used in **Answer Booklets**, but you **ARE** allowed to **highlight** parts of the printed questions if you wish. You **must do** any rough work in the Answer Booklet provided. Cross out anything that you do not wish to be marked with a single line. **We cannot give out paper purely for rough work.**



YOU ARE NOT ALLOWED TO USE ANY FORM OF CORRECTION FLUID (Tippex/Correction Pens) etc **IN ANY ANSWER BOOKLET.**

They **should not be** brought into the Examination Room.

Candidates should not bring lucky mascots or any other unauthorised item into the examination room.

MOBILE 'PHONES AND OTHER ELECTRONIC DEVICES

(but **NOT** Calculators)

The use or possession of mobile 'phones, watches, earbuds/earphones, ipods, MP3/4



players, headphones, **Smart Glasses** or any type of electronic communication or storage device **IS NOT ALLOWED IN THE EXAMINATION ROOM OR IN A ROOM WHERE YOU MAY BE QUARANTINED.**

You **MUST leave** your 'phone, watch, earphones/earpods etc in **YOUR LOCKER.**

You will be asked, as a matter of routine at the start of any examination, to check if you have any electronic devices in your possession and to hand them in to an invigilator, who will then take it to Reception at Senior Boys or Mrs Whetton's Office at Senior Girls. Any device found in your possession after this announcement, **will be reported** to the relevant Awarding Body. Exam Boards will not accept excuses eg "I forgot". As a school, we have to abide by the rules of the Joint Council for Qualifications. (Please see document on Pages **29-34** for the penalties you may receive, called "Indicative Sanctions against Candidates" if you disobey the rules).

IF A MOBILE 'PHONE OR OTHER ELECTRONIC COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION DURING AN EXAM OR PERIOD OF QUARANTINE, EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE CONFISCATED AND A REPORT MADE TO THE APPROPRIATE EXAMINATION BOARD, and you are likely to be **DISQUALIFIED.**

NO EXCEPTIONS CAN BE MADE!

DICTIONARIES

Dictionaries cannot be used in examinations unless they are specifically permitted. Your Access Arrangements will indicate if you have been awarded this concession and you will have used one during your normal subject lessons. If you have an Access Arrangement to use a Bi-Lingual Dictionary you will be provided with one for use in the Examination Room.

CALCULATORS

Calculators may be used in most examinations: your subject teachers or the supervising Invigilators on the day, will tell you if they are not allowed for a particular paper.

YOU MUST BRING YOUR OWN CALCULATOR IF YOU NEED ONE.

You **CANNOT USE A MOBILE 'PHONE AS A CALCULATOR.**

Your calculator should be no larger than the regular handheld size, and printed instructions are not allowed.



Calculator lids should not be brought into the examination room.

The Examination Boards **DO NOT** make any allowances for calculator failure or operational mistakes - **YOU** are responsible for making sure your calculator works properly. Test your calculator before you come into the Examination room and make sure you have a **SPARE**

BATTERY.

Calculators **must not**:

- Be dependent on mains supply (ie it must not use a plug!)
- Have alphabetic keys
- Be programmable
- Have noisy keys which would disturb others
- Use magnetic card input
- Have a permanent memory.

MALPRACTICE/CHEATING

If you are caught cheating or attempting to cheat, you **WILL** be reported to the Examination Boards.

Plagiarism – particularly for subjects with Non-Examination Assessment (NEA) or Coursework is explained in detail within the NEA and Coursework information which can be found in the Appendices.

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

'Cheating' means doing anything that is against the Rules both for Non-Examination Assessments (NEA's) Coursework and in Written Examinations. **This also include any use of AI which you do not Reference.**

*These rules are stated on the Information for Candidates –Written Exams provided by the Joint Council (JCQ) which can be found on Pages 23 to 25 of this booklet. You are **strongly** advised to read these pages, a short summary of which is given below:*

- ☒ Being in possession of a Mobile Phone/earpods or any Electronic Equipment
- **EVEN IF IT IS SWITCHED OFF!**
- ☒ Using unauthorised aids.
- ☒ Communicating **or** attempting to communicate with other candidates, this includes talking, making signs at, making visual contact with or throwing bits of paper at another pupil.
- ☒ Copying from other candidates.
- ☒ Turning around.
- ☒ Having words/numbers written on your hands eg a telephone number; it may be construed as cheating.
- ☒ Writing **anything** on the Front Cover of your Question/Answer booklet **before being instructed told to do so by the Invigilator who is making the announcement for that examination.**
- ☒ **Refusing to carry out an instruction from an Invigilator eg** by not stopping writing when instructed to do so.

FOOD AND DRINK



Candidates must make sure that they visit the bathroom before entering the exam room. Toilet breaks **should not be required** in examinations unless there is an emergency. In order for a candidate to visit the bathroom during an exam, a member of staff will need to be contacted to escort the candidate to the bathroom. The invigilators cannot compromise the candidate/invigilator ratio of 30:1, as JCQ Regulations stipulate that this this ratio must be maintained **AT ALL TIMES.**

There is no additional time allocated for a toilet break.

Water is available for candidates in the exam room, so there is no need to bring a bottle of water. If you wish, you will be allowed to bring a drink of **STILL WATER, CONTAINED IN A CLEAR PLASTIC BOTTLE WITH THE LABELS REMOVED**, into the examination room. These **MUST** be **no more than 500 ml**. Please **do not use water containers** which are not see-through or have logo/writing of any description on them. They will be removed and returned at the end of the examination.

Chewing gum and any other food or drink (other than water) eg juice is NOT ALLOWED.

You will not be able to leave the examination room to refill a bottle of water, and invigilators cannot leave the room to do this for you.

WHAT SHOULD YOU DO IF YOU FINISH YOUR EXAM EARLY?

You should use all of the available time on your examinations and spend any time left before the end of the examination checking your answers. Do make sure that you have answered **all** the questions; it is very easy to turn over **two pages at once** in the pressure of the exam!

Candidates are **NOT** permitted to leave the examination room before the scheduled end of the examination.

Also, you will not be allowed to leave the examination room until your examination answer booklet and question paper have been collected by the Invigilator(s). You will be dismissed by an invigilator one row at a time.

You must not leave the room until your paper has been collected.

PUPILS WHO HAVE PERMISSION TO USE A WORD PROCESOR FOR THEIR EXAMINATION

Pupils use a word processor in their examinations, are granted permission to do so by the Special Needs Co-ordinator.

This permission is granted where a learning difficulty or a medical condition has been identified and using a word processor is therefore part of the candidate's normal way of working.

Permission is **not** necessarily granted for use in all examinations, and it is the **responsibility of the pupil to be aware of their own personal 'Exam Concessions'** which will have been communicated to them by the site specific Special Needs Co-ordinator.

Pupils who have the use of a Word Processor or Reader in their examination, may use a Chromebook using Trelson Software, and this is to fulfil the requirements of the JCQ Regulations. This program does not have Spelling or Grammar checking facilities enabled, unless specifically allowed for a candidate.

You will be allowed into the Exam Room some time before the exam start time, to log yourself into the program and set up your details.

At the start of any exam, you will need to enter your personal details and Exam Code and Candidate Number etc. Once you have done this, the software will automatically print all your details at the top of sheets when you have submitted for printing. It automatically types in Font Size 12 and uses double-line spacing for you

All you need to do is sign that the printouts are your work when your work has been printed.

If a candidate has a Scribe Exam Concession granted by the Joint Council for Qualifications, they will be allowed to use the Word Processor facility in Trelson which will have Spell Check enabled, as an alternative to having a Human Scribe.

At the end of the examination when you are ready to submit your work for printing, you will be given the Trelson Submit Code for that session. Once you receive your printed sheets you will need to make sure that it is your work and sign in the space provided at the top of the page on each printed sheet.

A **Word Processing Front Cover** or **Scribe Front Cover Sheet** might then be attached to your printed sheets but most Exam Boards no longer require Word Processing Front Covers. Your printed sheets will be placed inside your answer booklet. The Invigilator will then collect in your completed work and you will be dismissed from the Exam Room by the Invigilator.

NON EXAMINATION ASSESMENT/COURSEWORK ASSESSMENT MARKS

For any subject that you take that has a Non-Examination Assessment (NEA) or Coursework element, you will be informed of the marks that the school is going to send to the Exam Board, in time for you to make an Appeal, if you consider there is a problem with the way your work has been marked.

The following pages include copies of the Joint Council for Qualifications (JCQ) Regulations which are important for your examinations.

Please make sure your read the Information for Candidates in the Appendices

You will shortly be asked to sign a Candidate Declaration Form to acknowledge that you have read the documents contained in this booklet.

You must read and follow these instructions exactly, otherwise you risk breaking the Exam Board regulations and you may be penalised.

Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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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

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.

Information for candidates

Coursework assessments

Effective from 1 September 2024

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

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

The regulations state that:

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

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

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

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

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

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

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

Preparing your coursework – good practice

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

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

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

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

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

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

Information for candidates

Non-examination assessments

Effective from 1 September 2024

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, 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.



Appendix 5

Information for candidates for written examinations – effective from 1 September 2024

 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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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 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.

- SECTION 1
- SECTION 2
- SECTION 3
- SECTION 4
- SECTION 5
- SECTION 6
- SECTION 7

D Instructions during the exam	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a) you have a problem and are not sure 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 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.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	

Appendix 6

Information for candidates for on-screen tests – effective from 1 September 2024



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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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, 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	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> 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. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> a) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; b) pre-prepared templates. <p>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.</p>
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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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.
This information must be made available to all candidates in advance of their on-screen test(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	

Appendix 6 Indicative sanctions against candidates

This table is for guidance only and sanctions can be flexibly applied according to the details of each individual case.

In instances where the box is blank, the sanction may still be used.

The structure of awarding bodies' qualifications can differ and therefore all the available sanctions may not be relevant for every qualification.

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Introduction of unauthorised material into the examination room, for example:			
Own blank paper	used for rough work	used for final answers	
Calculators, dictionaries (when prohibited)	not used	used or attempted to use	
Bringing into the examination room notes in the wrong format or prohibited annotations	notes/annotations go beyond what is permitted but do not give an advantage; content irrelevant to subject	notes/annotations are relevant and give an unfair advantage	notes/annotations introduced in a deliberate attempt to gain an advantage
Unauthorised notes, study guides and personal organisers	content irrelevant to subject	content relevant to subject	relevant to subject and evidence of use
Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, AirPods, earphones and headphones)	not in the candidate's possession but makes a noise during the examination	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of being used by the candidate
Watches (not smartwatches)	in candidate's possession		
Standard sanctions:			
<ol style="list-style-type: none"> 1. warning; 2. loss of all marks gained for a section; 3. loss of all marks gained for a component; 4. loss of all marks gained for a unit; 5. disqualification from the unit; 		<ol style="list-style-type: none"> 6. disqualification from all units in one or more qualifications taken in that series or academic year; 7. disqualification from the whole qualification; 8. disqualification from all qualifications taken in that series or academic year; 9. barred from entering for examinations for a set period of time. 	

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
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Breaches of examination conditions

A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations	minor non-compliance: e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance: e.g. refusing to move to a designated seat; significant amount of writing after being told to stop	repeated non-compliance
Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations	leaving examination early (no loss of integrity); removing script from the examination room, but evidence of the integrity was maintained	removing script from examination room but with no proof that the script is safe; taking home materials	deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired
Disruptive behaviour in the examination room or assessment session (including use of offensive language)	minor disruption lasting a short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably rude remarks; being removed from the examination room; taking another's possessions	warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property

Standard sanctions:

<ol style="list-style-type: none"> 1. warning; 2. loss of all marks gained for a section; 3. loss of all marks gained for a component; 4. loss of all marks gained for a unit; 5. disqualification from the unit; 	<ol style="list-style-type: none"> 6. disqualification from all units in one or more qualifications taken in that series or academic year; 7. disqualification from the whole qualification; 8. disqualification from all qualifications taken in that series or academic year; 9. barred from entering for examinations for a set period of time.
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Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
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Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to):

Verbal communication	isolated incidents of talking before the start of the examination or after papers have been collected	talking during the examination about matters not related to the exam; accepting examination related information	talking about examination related matters during the exam; whispering answers to questions
Communication	passing/receiving written communications which clearly have no bearing on the assessment	accepting assessment related information	passing assessment related information to other candidates; helping one another; swapping scripts

Offences relating to the content of candidates' work

The inclusion of offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios	Isolated offensive words or drawings	Frequent offensive words or drawings; isolated obscenity or offensive comments directed at an individual or group	Frequent obscenities; discriminatory language, remarks or drawings directed at an individual or group.
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Standard sanctions:

<ol style="list-style-type: none"> 1. warning; 2. loss of all marks gained for a section; 3. loss of all marks gained for a component; 4. loss of all marks gained for a unit; 5. disqualification from the unit; 	<ol style="list-style-type: none"> 6. disqualification from all units in one or more qualifications taken in that series or academic year; 7. disqualification from the whole qualification; 8. disqualification from all qualifications taken in that series or academic year; 9. barred from entering for examinations for a set period of time.
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Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Collusion: working collaboratively with others beyond what is permitted	collaborative work is apparent in a few areas, but possibly due to teacher advice; candidate unaware of the regulations	collaborative work begins to affect the examiner's ability to award a fair mark to an individual candidate	candidates' work reflects extensive similarities and identical passages; due to a deliberate attempt to share work
Plagiarism: unacknowledged copying from or reproduction of third party sources (including the internet and AI tools); incomplete referencing	minor amount of plagiarism/poor referencing in places	plagiarism from work listed in the bibliography or referenced/acknowledged; or minor amount of plagiarism from a source not listed in the bibliography or referenced / acknowledged	plagiarism from work not listed in the bibliography or referenced/acknowledged; or plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography or referenced / acknowledged
Making a false declaration of authenticity		sections of work done by others, but most still the work of the candidate	most or all of the work is not that of the candidate
Copying from another candidate or allowing work to be copied (including the misuse of technology)	lending work not knowing it would be copied	permitting examination script/work to be copied; showing other candidates' answers	copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy
Undermining the integrity of the examinations/assessments			
The deliberate destruction of work	minor damage to work which does not impair visibility	defacing scripts; destruction of candidate's own work	significant destruction of another candidate's work
The alteration or falsification of any results document, including certificates			falsification/forgery
Standard sanctions:			
<ol style="list-style-type: none"> 1. warning; 2. loss of all marks gained for a section; 3. loss of all marks gained for a component; 4. loss of all marks gained for a unit; 5. disqualification from the unit; 		<ol style="list-style-type: none"> 6. disqualification from all units in one or more qualifications taken in the series; 7. disqualification from the whole qualification; 8. disqualification from all qualifications taken in that series; 9. barred from entering for examinations for a set period of time. 	

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Misuse of, or attempted misuse of, assessment material and resources	attempting to source assessment related information online	accepting assessment related information without reporting it to the awarding body	misuse of assessment material or exam related information including; attempting to gain or gaining prior knowledge of assessment information; improper access to assessment related information (including electronic means); improper disclosure (including electronic means); receipt of assessment information from the examination room; facilitating malpractice on the part of others; passing or distributing assessment related information to others
Removing or stealing any candidate's work			Unauthorised removal of any candidate's work (e.g. project/coursework)
Personation			deliberate use of wrong name or number; personating another individual; arranging to be personated
Behaving in a way as to undermine the integrity of the examination/assessment			for example, attempting to obtain certificates improperly; attempted bribery; attempting to unfairly influence a centre staff member, awarding body staff member or other assessment representative; attempting to obtain or supply exam materials improperly

Standard sanctions:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. warning; 2. loss of all marks gained for a section; 3. loss of all marks gained for a component; 4. loss of all marks gained for a unit; 5. disqualification from the unit; | <ol style="list-style-type: none"> 6. disqualification from all units in one or more qualifications taken in that series or academic year; 7. disqualification from the whole qualification; 8. disqualification from all qualifications taken in that series or academic year; 9. barred from entering for examinations for a set period of time. |
|--|--|

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Use of social media for the exchange and circulation of real or fake assessment material	attempting to source secure assessment related information online/via social media	accepting/receiving real or fake assessment related information via social media without reporting it to the awarding body	misuse of assessment material (real or fake) including: attempting to gain or gaining prior knowledge of assessment information via social media; improper disclosure of real or fake assessment information; passing or distributing real or fake assessment related information to others
Obstructing or hindering a malpractice investigation	failing to report suspected malpractice by other candidates	providing incomplete information to those gathering information for a malpractice investigation	providing misleading and/or significantly incomplete information to those gathering information for a malpractice investigation

Standard sanctions:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. warning; 2. loss of all marks gained for a section; 3. loss of all marks gained for a component; 4. loss of all marks gained for a unit; 5. disqualification from the unit; | <ol style="list-style-type: none"> 6. disqualification from all units in one or more qualifications taken in that series or academic year; 7. disqualification from the whole qualification; 8. disqualification from all qualifications taken in that series or academic year; 9. barred from entering for examinations for a set period of time. |
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AI and Assessments

A quick guide for students



What is AI?

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



How can AI be misused in assessments?

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

THIS IS CHEATING!



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



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

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

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly

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: jcq.org.uk/exams-office/information-for-candidates-documents

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