

## **Exam Regulations, Guidance and Information for Students**



**Alsager School**  
An Achieving School - A Caring Community

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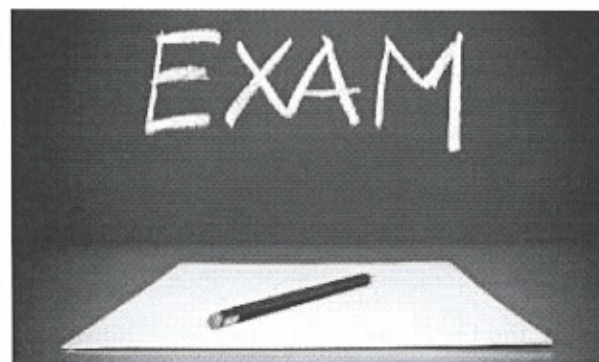




Alsager School

An Achieving School - A Caring Community

# Examinations Handbook



## **Before Exams**

### **Exam Regulations**

Copies of the JCQ 'Warning to Candidates poster,' 'Information for Candidates Written Exams,' 'Unauthorised Material poster,' 'AI and Assessments – A Guide for Students,' 'FAQs Using Calculators,' 'Information for Candidates Coursework and NEAs' and 'Social Media poster' are emailed to students and parents before any external exams. Please familiarise yourself with these documents. Breaking any rules or regulations could lead to disqualification from all subjects. Make sure you are aware of what is expected of you. The school must report any breach of regulations to the Exam Board.

### **Exam Candidate Number & Centre Information**

You will be issued with a four-digit candidate number which must be written on all answer booklets and additional sheets together with the School's Centre Number:

The Exams Officer is **Mrs Hartas** Email: [L.Hartas@alsagerschool.org](mailto:L.Hartas@alsagerschool.org)

### **Candidate Name**

Candidates are entered under the name format of first name + middle name + legal surname. Candidates must use their legal name on all exam documentation even if they use a different name in school for all other purposes. The reason for this is that exam certificates are legal documents and must match the name on your passport/birth certificate.

### **Statement of Entry**

Once your Summer exam entries have been confirmed, you will be issued with a statement of entry indicating the subjects you have been entered for and the levels of entry, where applicable. You must check everything on your statement of entry very carefully – date of birth, spelling of names, correct levels of entry (Check with your teacher first). Inform the exams officer **immediately** if there is a problem.

### **Timetables**

A copy of all the exam dates and times will be available on the school website. You will also receive an individual timetable showing your own specific exams, with details of date, time, duration, venue, and seat number. Check this final timetable very carefully and report any issues to the exams officer **immediately**, especially if you feel an exam is missing from the timetable.

## Exam Timetable Clashes

On your statement of entry/initial timetable, some exams may be scheduled to take place at the same time. Don't worry as clashes will be resolved by the Exams Officer. Usually, you will sit clash papers one after the other, sometimes with a small, supervised break in between, or the exams officer may move one of the exams to a different time and you will need to be in exam isolation until you have completed your exams.

## Malpractice (Cheating) & Unauthorised Materials

**Mobile phones, ipods, MP3/4 players, watches, airpods, earpods, earphones, smart glasses MUST NOT BE BROUGHT INTO THE EXAM ROOM even if you do not intend to use them.** Familiarise yourself with the 'Unauthorised items' poster. (Exam invigilators will not be held responsible for any devices they have to remove from students during an exam)

Other forms of malpractice include:

- Being in possession of unauthorised materials, eg. Revision notes, reading pens
- Communicating with other candidates (by talking, signing or otherwise). This applies **as soon as you enter the exam room**
- Copying from other candidates
- Sitting an exam in the name of another candidate

**Any form of malpractice is a very serious offence and you will be subject to penalty and possible disqualification from all your subjects under the *JCQ Suspected Malpractice Procedures*.**

## On the Exam Day

### Before the Exam Starts

- Make sure you are outside your exam room 15 minutes before the scheduled start time on your timetable. Exams normally start at 9am and 1pm.
- Check your timetable for your room and seat number. A copy of the seating plans will be outside the room or on the Hollinshead Hall corridor windows.
- Bring all your equipment in a transparent pencil case or clear plastic bag. You are responsible for bringing in the equipment, such as a calculator that you require for your exam. You are responsible for ensuring that your calculator meets exam board requirements. (See Jcq 'FAQs Using Calculators').
- If you bring water, make sure it is in a transparent plastic bottle with any labels removed.



- Do not bring mobile phones, iPods, mp3 players, watches, airpods, earpods, smart glasses or earphones into the exam room. Exam Boards deal very severely with candidates who ignore the regulations. Any unauthorised item found in your possession **WILL** be reported to the exam board. Misconduct may lead to loss of all marks for a paper and ultimately the Exam Board could decide not to award you a grade.
- Make sure you sit in the correct seat.
- **Do not** write in or open the exam paper until instructed to do so by the invigilator.
- If you are too ill to attend an exam your parent/carer must inform school before 8.45 am on the day. **You will not be able to sit the exam on another day**, so it is advisable that you try and get a doctor's note so the Exams Officer can try and apply for Special Consideration on your behalf.
- All personal belongings, bags, coats will not be allowed in the exam room and must be left in the designated areas.
- Year 10 and 11s must attend in full school uniform. Year 12s and 13s **MUST** bring ID lanyards with them.
- No food or drink in the exam room, except water in a transparent plastic bottle with labels removed.

## During the Exam

### Invigilators

The school employs external invigilators to conduct examinations. You must always behave in a respectful manner towards invigilators and follow their instructions. Their main role is to ensure that the Exam Board procedures are followed and if they suspect that you are breaking any of the regulations, they must inform the Exams Officer. Invigilators cannot read any words printed on the question papers for you, other than the instructions on the front cover. They cannot offer advice on which questions to answer or explain questions to you. If you need assistance, e.g. if you need more paper or if you feel ill, raise your hand and wait for an invigilator to come to you. Never try to communicate with other candidates in the exam room.

### Starting your Exam

- Listen carefully to instructions and notices read out by the invigilator and **do not start writing anything until instructed.**
- Check you have the correct paper, especially if there are higher and foundation tiers. **It is your responsibility to inform the invigilator if you think you have the wrong paper.**
- Read the instructions carefully before you start to answer the questions.
- Don't use eraser pens, gel pens or highlighters within your answers. Write with a **BLACK** pen.
- Make sure you put your candidate number and name on all the answer sheets you use.

**Emergencies** - If the fire alarm sounds during an exam, the invigilators will tell you what to do. Please do not panic. If you have to evacuate the room, you will be asked to leave in silence. **You must not attempt to communicate with anyone during the evacuation.** On return, you will be allowed the full working time for the exam.

**Leaving the exam room** – You **MUST NOT** leave the exam room unsupervised. If you do, you will not be allowed to re-enter the exam room and the Exams Officer may need to report this to the exam board. If you require a toilet break, or do not feel well, you must put your hand up and let the invigilator know.

### **At the End of an Exam**

- At the end of an exam all work must be handed in. Remember to cross out any rough work. If you have used more than 1 answer book, ensure your name and candidate number is written on every additional book.
- Remain seated in silence until told to leave the exam room. Please leave in silence and show consideration for other candidates who may still be working.
- Question papers, answer booklets, additional sheets **must not** be taken from the exam room.

### **Other Information**

#### **Absence from Exams**

**If you miss an exam, for whatever reason, you will not be able to take it another day.**

If you are unable to attend an exam due to illness, please let the Exams Officer know immediately. You may be asked to send in medical or other evidence.

**Special Consideration** – Only in ‘exceptional circumstances’ are candidates allowed special consideration for absence from an exam. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to Mrs Hartas, Exams Officer, without delay.

Sometimes adverse circumstances, just before or during exams, can affect your performance. Exam Boards do make allowances in certain situations such as recent illness or recent bereavement, providing the school has appropriate supporting evidence. Speak to your Exams Officer as soon as possible if you think this may apply to you.

### **Arriving Late to an Exam**

If you know you are going to be late for an exam, contact the exams officer or school reception.

Please try to avoid being late for your exam, as this may mean you miss the important invigilator announcement at the beginning of the exam and you don’t arrive fully prepared for your exam. **For lateness of an hour or more, the exams officer must report this to the exam board and it is very unlikely they will accept your exam paper.**

### **After the Exams**

**Results Days** – Candidates will be able to collect their results on the morning of the results days. Students will be sent information regarding these dates. If you are unable to collect your results in person, you can email the Exams Officer and give the name of a person to you give consent to collect on your behalf. Any uncollected slips will be posted to you on the results day. (Years 11 and 13 only). Later in the morning, results will be made available on the parent portal Talaxy.

For year 10 RE results, results slips will be available to collect from school on results day but uncollected slips will not be posted out. They will be available on Talaxy later in the morning. They will be given out on return to school in September.

**Post Results Services** – If you would like an exam paper to be reviewed or would like to request a copy or your original exam paper, you will need to complete and sign a form and hand in to the exams officer with payment. Payment must be made first on ParentPay or by telephoning the finance office. Subject teachers may request a review of marking with your consent or request a copy of your exam paper, again with your consent. These forms will be available on results days and to download from the school website under ‘Exams.’ Exam board fees and deadlines to make requests will also be available on the school website. Please seek advice from subject teachers before requesting a post results service.



**Collection of Exam certificates** – GCSE and A Level certificates can be collected from school at the end of **December/beginning January**. Exam certificates are extremely important documents and are often needed for job applications, university/college places and apprenticeship places. It is your responsibility to check that all certificates are present and that the grades on the certificates are correct. You must notify the Exams Officer immediately if there is a problem with the certificates. The school are only obliged to keep certificates for one year and there is a charge from the exam boards for replacement certificates. If you are unable to collect in person, you may nominate someone to collect on your behalf, providing they bring in a signed letter of consent from you and a form of photo ID.

**Examination certificates will not be posted to students.**

**Complaints** – If there is something about your exam/s you are unhappy with, please contact the exams officer in the first instance who will try to deal with your complaint or pass it on to someone who can. If you are still not happy and you wish to make a formal complaint, please refer to the school's exam complaints procedure, a copy of which can be found on the school website.

**Internal assessment marks** – if you are not happy with the mark/s given for a piece of coursework, please refer to the school's internal assessment marks appeals procedure, available on the school website.







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

# Information for candidates

## Written examinations

With effect from 1 September 2024

Produced on behalf of:



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

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

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

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your 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.



1

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

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.

1

## D. Instructions during the exam

Always listen to the invigilator. Always follow their instructions.

2 Tell the invigilator at once if:

(a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; (b) the question paper is incomplete or badly printed.

3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.

4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.

5 Remember to write your answers within the designated sections of the answer booklet.

6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

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

1

### E. Advice and assistance

If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.

2 Put up your hand during the exam if:

- (a) you have a problem and are not sure about what you should do;
- (b) you do not feel well;
- (c) you need more paper.

3 **You must** not ask for, and will not be given, any explanation of the questions.

1

## F. At the end of the exam

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

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

**3 Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



# Warning to candidates

 Questions matter <b>AQA</b>	 <b>City &amp; Guilds</b>	 Rewarding Learning <b>CCEA</b>	 Oxford Cambridge and RSA <b>OCR</b>	 <b>Pearson</b>	 <b>WJEC</b>
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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**

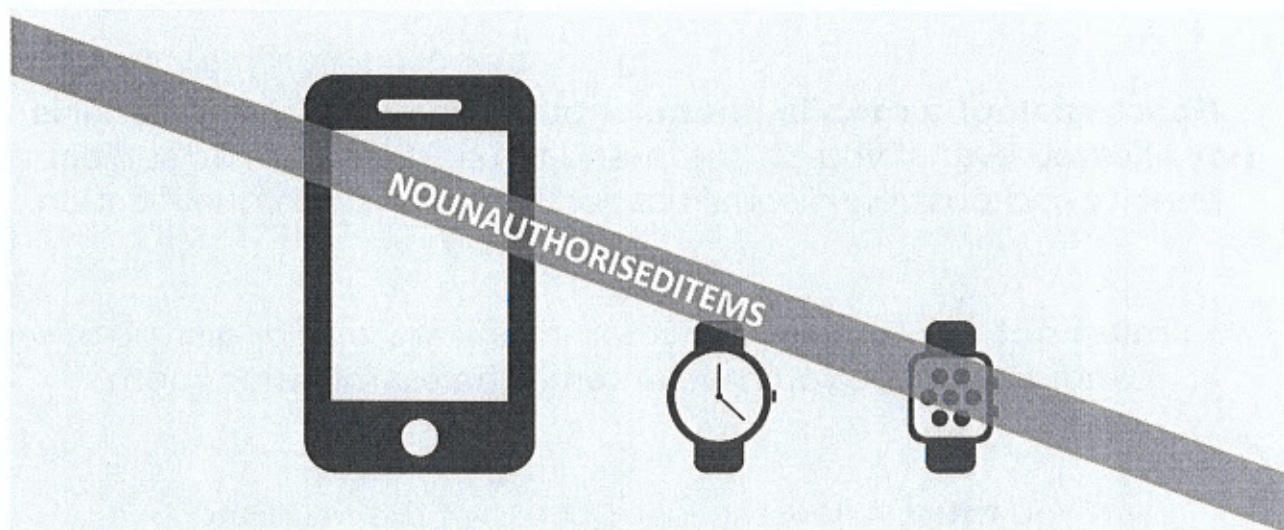
If you are confused about anything, only speak to an invigilator.

**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.**

**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.



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## FAQs – Using calculators

Produced on behalf of:



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### Why have the instructions about using calculators been updated?

Section 10 of ICE has been updated for 2023-24 to provide more clarity to candidates, exam officers and teachers given recent changes in technology.

### What has changed in the *Instructions for conducting examinations for 2023-24*?

Below is an explanation of the changes:

Updated guidance	Explanation of the change
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10.1 A calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.	This statement has been added to clarify, for example, that mobile phones which have an in-built calculator cannot be used.
10.2 This is the published guidance on calculators unless specifically varied by an awarding body in the qualification specification.	This statement has been added to clarify that awarding bodies' specifications can include statements to waive specific elements of the regulations.
10.6 During an examination calculators must offer any of these facilities: been added to cater for graphical calculators that become compliant when they are put into 'exam mode'.	The wording 'during an examination' has not been able to be added to cater for graphical calculators that become compliant when they are put into 'exam mode'.  The wording 'designed or adapted' has been removed to cater for graphical calculators that may have been designed to offer some of the listed prohibited functions but <b>do</b> become compliant when they are put into 'exam mode'.  <b>There is no change to the list of functions prohibited in examinations.</b>
10.7 a) databanks, such as the periodic table (with the exception of scientific constants);	Periodic tables have been mentioned as some graphical calculators have an in-built periodic table. These calculators may still be used in examinations using 'exam mode'. Further guidance on this is given below.  'With the exception of scientific constants' has been added to clarify the position where scientific calculators have values, such as Avagadro's Constant and Acceleration due to Gravity. These are allowed in examinations.  <b>There is no change to the other pre-stored information listed in 10.7 that must not be accessible from calculators.</b>
10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.	This statement has been added to clarify the use of 'exam mode'.

### Are graphical calculators allowed in examinations?

Graphical calculators are allowed for all examinations, unless specifically prohibited in the awarding body's specification, provided they are compliant with ICE. Due to the complex nature of graphical calculators, early conversations with candidates who have graphical calculators is recommended. Centres can then be confident that the graphical calculators are compliant.

### Can an 'exam mode' be used to make a graphical calculator compliant with ICE?

Many graphical calculators come with an exam mode which locks down prohibited functions such as any storage facility. This gives centres the confidence that candidates have not stored material prior to the examination. Centres should refer to the manufacturer's website to see if a graphical calculator has an exam mode which will ensure compliance.

Some graphical calculators need to be connected to another calculator of the same type, to exit exam mode. For some, the exam mode will last for a specific period, such as 12 or 24 hours. It is important the calculator is in exam mode for the whole of the examination. Some centres ask candidates to demonstrate putting the calculator into exam mode just before the examination. Some calculators have a flashing border on the display for the first 15 minutes to give confidence that the exam mode will last for the next 12 hours.

For some graphical calculators pressing the reset button on the rear of the calculator will only reset the main settings and not clear any data, programs or text stored in memories.

### Are apps or websites that can graph mathematical functions allowed in examinations?



**No.** Devices that can communicate with other devices, or the internet, are not allowed in examinations. Tablets and phones with mathematical apps are not allowed. As these are external programmes or websites they are prohibited by ICE.

**Is there a list of calculators that are allowed in examinations?**

**No.** Due to the extensive range of calculators available, it is not possible to put together a full list of calculators that are allowed in examinations.

**Is there a comprehensive list of calculators which are not allowed in examinations?**

**No.** The awarding bodies cannot comment on any specific calculator due to their complex functionality and the wide variety of makes and models available on the market.

Centres should be aware that there are calculators which are web-enabled which have been designed to appear the same as non-web enabled calculators (for example the 'Ruby calculator': <https://www.kspyworld.com/product-page/RubyCalculator>). There are also calculators specifically designed to enable candidates to 'cheat' in examinations. Centres should familiarise themselves with the most common calculators.

Centres should have conversations with candidates, especially with those who have graphical calculators. They can then be confident that candidates' calculators are compliant with ICE.

**Can candidates take more than one calculator into an examination?**

**Yes.** There is nothing to prohibit candidates taking more than one calculator into an examination.

**Are calculators which can perform numerical integration and differentiation allowed?**

**Yes.** Only **symbolic** algebraic manipulation and **symbolic** calculus are not allowed.

Symbolic algebra and calculus mean that the calculator will show the algebraic stages of the solution. These will often have an indication of being a CAS (Computer Algebra System) on the case. Calculators which perform numerical integration and numerical differentiation, to only produce a numerical answer, can be used in examinations. An example of this would be to calculate the numerical answer to a definite integral without showing the algebraic stages.





# On your exam day

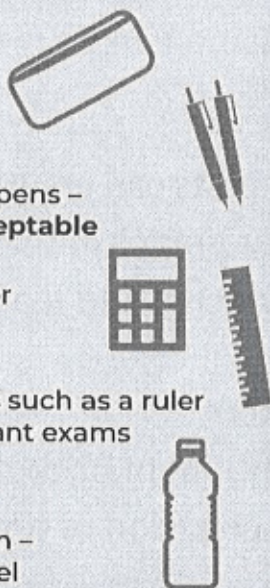
This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

## Before sitting your exams, ensure you know:

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

## What you will need:

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



## What you cannot take into exams:

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



## Other important information:

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

## Contingency sessions:

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

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



You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)



## Warning to candidates

You **must not**:

- become involved in any unfair or dishonest practice in any part of this assessment
- discuss this assessment with anyone who has not yet taken the assessment
- share information on this assessment in any way, including on the internet.

Sharing information about speaking tests can create an unfair assessment and could impact on your grades in this exam. It may also lead to a malpractice investigation which could lead to:

- a loss of marks for this component
- a disqualification from this component or the entire qualification
- a ban from sitting exams for a set period of time.

AQA monitors social media and student websites for evidence of malpractice.

**Remember: treat the speaking tests as confidential.  
Keep things fair for everyone.**



# 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



# Information for candidates Using social media and examinations/assessments

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

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



## JCQ Things to do on social media:

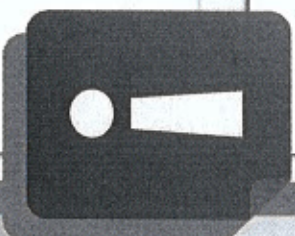
- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

## JCQ Things not to do on social media:

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

## JCQ 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](http://jcq.org.uk/exams-office/information-for-candidates-documents)





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# Information for candidates

Coursework assessments

Effective from 1 September 2024

Produced on behalf of:



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

When you submit your work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

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

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

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

The regulations state that:

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

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

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

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

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



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

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

## Preparing your coursework – good practice

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

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

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

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

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

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

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

## Plagiarism

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

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

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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





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

# Information for candidates

## Non-examination assessments

Effective from 1 September 2024

Produced on behalf of:



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

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

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

## Preparing your work — good practice

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

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

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

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

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

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

## Research and using references

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

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

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

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

The regulations state that:

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

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

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

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

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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.**



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## 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.**