



**EXAMINATIONS GUIDANCE FOR
STUDENTS & PARENTS/CARERS**

Centre Number: 53628

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INTRODUCTION

It is the aim of Millbay Academy to make the examination experience as stress-free and successful as possible for all students.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations, and we are required to follow them precisely. Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parent/carer have any queries or need help or advice at any time before, during or after the examinations please contact:

The Exams Officer – **Mrs Jo Starr**

The Exams Office number is: **01752 221927**

The Exams Officer's email address is: **exams@millbayacademy.org**

Remember, we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY

- All Candidates receive a Statement of Entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.
- You must check everything on your Statement of Entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates, and it may be difficult to change them once certificates are awarded.
- If you have a clash where two subjects are timetabled at the same time the Exams Office will make special timetable arrangements for you. These clashes should be resolved on your personal timetable.
- If anything is wrong with your Statement of Entry, please inform the Exams Office immediately.

EXAMINATION BOARDS

- The school uses the following Examination Boards: AQA, Edexcel, OCR and WJEC.

CANDIDATE NAME

- Candidates are entered under the name format of First Name + middle + (Legal) Surname, e.g., Adam Joseph Smith.

CANDIDATE / EXAM NUMBER

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. You must remember this and complete the relevant area on all your exam papers as this is how the exam board identify you.

CENTRE NUMBER

Millbay Academy Centre Number is 53628. You must remember this and complete the relevant area on all your exam papers as this is how the exam board identify you.

UCI

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (53628) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes, and it is not necessary for you to remember it.

TIMETABLES

- You will receive a personal timetable showing your own specific examinations with details of date, time, duration of exam, venue and seat number. Check it carefully, especially AM and PM sessions.
- If you think there is a clash on your timetable that has not been resolved, please come to the Exams Office immediately.

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for you.

DURING THE EXAMINATIONS

ATTENDANCE

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
Candidates must allow 15 minutes prior to the start time of their examination.
- Full School Uniform must be worn by all students attending school for examinations. Students not in correct uniform can expect to be barred entry into the examination venue.

LATENESS/ABSENCE/ILLNESS

- **Lateness:** In the event of late arrival to an examination the lateness will be reported to the relevant Awarding Body who has the right to disregard the performance on that paper. Any case of late admittance to an examination must be fully justified and your parents/carers must be able to vouch for your whereabouts and that you had no contact with anyone involved with the examination.
- **Absence:** All absences from examinations must be supported by a medical letter from your GP/hospital consultant. If you experience difficulties during the examination period (e.g., illness, injury, or personal problems) please inform school at the earliest possible point so we can help or advise you. **Please note: misreading the timetable will not be accepted as a satisfactory explanation of absence.**
- **Illness:** Students are expected to notify the Exams Office of any illness, or any other notifiable factor, that could affect performance in an exam sitting. This must be done on the day. Illness during an exam sitting must be reported immediately to one of our invigilators. Medical equipment such as epipens, asthma inhalers and clear diabetic snack boxes are allowed in the exam room and should be placed in a clear plastic bag if appropriate.

EQUIPMENT

- Careful thought must be given to the preparation for each examination.
- All items of equipment, pens, pencils, mathematical instruments, etc. should always be visible to the invigilators. You must either use a transparent pencil case or clear plastic bag.
- Pens should be black ink or black ballpoint. No erasers, correction fluid or correction pens are allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new and that the memory has been cleared. They must not have any retrievable stored data in them; this includes databanks, dictionaries, mathematical formulas or text.

INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and always follow their instructions.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.

EXAMINATION REGULATIONS

The Awarding Body regulations must be always be observed. A copy of these regulations has been published on the school website under and some are at the back of this book. All candidates must read them carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict. See the Information to Candidates on pages 11 and 12 of this booklet. If you break these rules, you could be disqualified from the examination.
- **Mobile phone/Watch/headphone/earbuds/iPod/MP3/4 players/AirPods and other electronic devices are strictly BANNED** from any examination venue and **MUST BE SWITCHED OFF** and left in your bag.

If a mobile phone (or any other type of electronic communication or storage device is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. **NO EXCEPTIONS CAN BE MADE.**

Please note: If your mobile phone has an alarm set, this may activate even if the phone is switched off.

IN THE VENUE

- Silence must always be observed in the examination venue.
- No food is allowed in the examination rooms and only water in a clear plastic bottle may be brought in. Any labels on the bottle must be removed.
- Please do not write on examination desks. This is regarded as vandalism.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board will refuse to accept your paper and you will not receive a mark.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, ask for a tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you must evacuate the room, you will be asked to close your exam paper and leave **in silence**, in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- Results will be available for collection on results day in August for the main summer exams. The exact date will be published in the summer term.
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school. A signed note will be accepted on the day, along with ID of the person collecting.

Please Note: No results will be given out by telephone under any circumstances.

POST RESULTS

- A list of post-results services will be included with your results. If you need post-results advice, the Exams Officer and some teaching staff will be available on Results Day.
- If you would like to request any of these services, you should see the teaching staff or the Exams Officer. If this is not done on results day, they will be available at the start of term to deal with any queries.
- **Please note: A Parent/guardian/third party cannot give consent or request this service on behalf of the candidate. Nor are they permitted to request details regarding the candidate's results.**
- No requests will be processed without a completed consent form. All outcomes will be relayed to the candidate once received from the examination boards.

COLLECTION OF CERTIFICATES

Certificates will be ready for collection from the school in December. If you have left school this information will be emailed to a parent/carer to pass on to you.

Please Note: Certificates will not be given to anyone other than the candidate without the candidate's written authorisation and they will not be posted to any candidates other than in extreme circumstances and where previously agreed with the Exams Officer.

- If candidates lose their certificates, they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates as soon as possible and to keep them safely.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Official start times will be on your individual candidate timetable and a clash list will be posted to inform you of timings for that day. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Exams Officer. In exceptional circumstances, some students will require overnight supervision if an exam has to be moved to the following day.

Q. What do I do if I think I have the wrong paper?

- Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and inform the invigilator immediately.

Q. What do I do if I forget the school Centre Number?

- The Centre Number is **53628**. It will be clearly displayed in the examination rooms.

Q. What do I do if I forget my candidate/exam number?

- Ask an invigilator who will be able to tell you what it is. It is VERY IMPORTANT that this is written on your exam papers and is correct.

Q. What do I do if I have an accident or am ill before the exam?

- Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What do I do if I feel ill during the exam?

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I'm late can I still sit the examination?

- Provided you are no later than 10.00am for a morning exam, and 2.30pm for an afternoon exam, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun.

Q. If I miss the examination can I take it on another day?

- No. Timetables are regulated by the exam boards, and you must attend on the given date and time.

Q. Do I have to wear school uniform?

- Yes, normal school regulations apply.

Q. Can I go to the toilet during the exam?

- No unless you have a toilet pass or medical reason.

Q. Can I bring my watch into the exam room?

- No. JCQ have recently changed the rules and **ALL** Watches are now banned. Being in possession of a watch is regarded as cheating and is subject to severe penalty from the awarding bodies.
- All exam rooms are fully equipped with clocks.

Q. Why can't I bring my mobile telephone/electronic device into the exam room?

- Being in possession of a mobile phone (or any other electronic communication device, e.g. Smartwatch, iPod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

Q. How do I know how long the exam is?

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board at the front of the exam room.

Q. Can I leave the exam early?

- It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. What do I do if the fire alarm goes?

- The examination invigilators will tell you what to do. If you have to evacuate the room, shut your answer paper, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. If I have more than one exam on a day can I get lunch at school?

- Students who have examinations in both morning and afternoon sessions may obtain lunch in the usual way or bring a packed lunch/drink, **unless you are in isolation due to an exam clash.**

Q. Why do I need to check the details on the Statement of Entry?

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. What do I do if I have two exams timetabled at the same time?

- The exams office will resolve any clash of exams by giving you special timetable arrangements. It may mean moving one of your exams to the morning or afternoon of that day. If this is the case you will be kept under supervision between your morning and afternoon exams and will need to bring in a packed lunch/drink. You will not be able to use mobile phones or the internet during this time.

Q. What equipment should I bring for my exams?

- All equipment should be brought to the exam in a see-through pencil case.
- For most exams you should bring at least 2 pens (black ink only).
- For Science and Maths where you need to draw diagrams or graphs you need 2 pencils.
- For some exams you will need a calculator (e.g. Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and eraser, compasses, protractor, coloured pencils (not gel pens).

- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are NOT allowed into the examination room?

- Only materials that are listed on question papers are permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper, or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the storage area. Do not bring any valuables into school with you when you attend for an examination.
- No food is allowed in the exam room.

Q. If I use a timeout pass during a lesson, can I use this in exams?

- No, timeout passes are not permitted under examination regulations.

Exams/mock dates for 2024

External written exams (BTEC & GCSE)

Begin 02 May 2024

Finish 20 June 2024

NEA exams

MFL Speaking tests (Arabic/French/Persian/Urdu) - **w/c 22 April 2024**

GCSE Photography - **30 April and 05 May 2024 (2 days)**

GCSE Fine Art - **24 and 25 April 2024 (2 days)**

BTEC Unit 3 controlled assessments (Creative Media, Music and Performing Arts) - **see subject teacher for exact dates**

VOCATIONAL controlled assessment (Food practical) - **February 2024**

Summer 2024 timetable for written exams

AM exams start 09:00

PM exams start 13:30

Contingency Days

In the event of national or local disruption to exams in the UK, alternative dates have been put forward for exams to be sat. The JCQ dates are now confirmed for June 2024 and as well as the date below, these are confirmed as afternoon of 6th and 13th June 2024.

IMPORTANT INFORMATION

Wednesday 26 June 2024

This is a contingency day set by the Examination Boards, for GCSE examinations, should sustained national or local disruption arise during the summer examination series.

Candidates MUST therefore remain available up to and including this date regardless of whether or not they have exams timetabled for these days.

This date is non-negotiable and no dispensation can be made if a student is not available

Date	AM/PM	Level	Exam	Duration
02/05/2024	PM	BTEC	Digital Information Unit 3	1h 30m
07/05/2024	AM	BTEC	H&S Care Unit 3	2 hours
09/05/2024	AM	BTEC	Sport Unit 3	1h 30m

09/05/2024	PM	GCSE	Urdu Listening & Reading Papers	1h 45m
10/05/2024	AM	GCSE	Biology Paper 1	1h 15m
13/05/2024	AM	GCSE	English Literature Paper 1	1h 45m
14/05/2024	AM	GCSE	French Listening & Reading	1h 45m
15/05/2024	AM	GCSE	History Paper 1	1 hour
15/05/2024	PM	GCSE	Arabic Listening & Reading Papers	1h 50m
16/05/2024	AM	GCSE	Maths Paper 1	1h 30m
17/05/2024	AM	GCSE	Chemistry Paper 1	1h 15m
17/05/2024	PM	GCSE	Geography Paper 1	1h 30m
20/05/2024	AM	GCSE	English Literature Paper 2	1h 45m
21/05/2024	PM	VOC	Engineering	1h 30m
21/05/2024	PM	GCSE	Urdu Writing Paper	1h 15m
22/05/2024	AM	GCSE	Physics Paper 1	1h 15m
23/05/2024	AM	GCSE	English Language Paper 1	1h 45m
23/05/2024	PM	GCSE	Arabic Writing Paper	1h 25m
24/05/2024	AM	GCSE	French writing	1hr 20m
03/06/2024	AM	GCSE	Maths Paper 2	1h 30m
04/06/2024	PM	GCSE	History Paper 2	1h 45m
05/06/2024	AM	GCSE	Geography Paper 2	1h 30m
06/06/2024	AM	GCSE	English Language Paper 2	1h 45m
07/06/2024	PM	GCSE	Biology Paper 2	1h 15m
10/06/2024	AM	GCSE	Maths Paper 3	1h 30m
11/06/2024	AM	GCSE	Chemistry Paper 2	1h 15m
11/06/2024	PM	GCSE	History Paper 3	1h 45m
12/06/2024	PM	GCSE	Persian Listening & Reading Papers	1h 50m
14/06/2024	AM	GCSE	Geography Paper 3	1 hour
14/06/2024	PM	GCSE	Physics Paper 2	1h 15m
18/06/2024	PM	GCSE	Persian Writing Paper	1h 25m
20/06/2024	AM	VOC	Hospitality & Catering	1h 20m

JCQ INFORMATION FOR CANDIDATES
WRITTEN EXAMS – EFFECTIVE FROM 1ST SEPTEMBER 2023

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules	
1.	Be on time for all your exams. If you are late, your work might not be accepted.
2.	Do not become involved in any unfair or dishonest practice during the exam.
3.	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4.	You must not take into the exam room: (a) notes (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5.	If you have a watch, the invigilator will ask you to hand it to them.
6.	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7.	Do not talk to or try to communicate with or disturb other candidates once the exam has started.
8.	You must not write inappropriate obscene or offensive material.
9.	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10.	Do not borrow anything from another candidate during the exam.
B. Information – Make sure you attend your exams and bring what you need	
1.	Know the dates and times of all your exams. Arrive at least 10 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. Colouring 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 the batteries are working properly; (b) clear anything stored in it; (c) remove any parts such as cases, lids or covers which have printed instructions or formulae; (d) do not bring into the exam room any operating instructions or prepared programs.
3.	Do not use a dictionary or computer spell checker unless you are told otherwise.
D. Instructions during the exam	
1.	Always listen to the invigilator. Always follow their instructions.
2.	Tell the invigilator at once if:

	(a) You think you have not been given the right question paper or all of the material listed on the front of the paper; (b) The question paper is incomplete or badly printed.
3.	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4.	Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Do not open the question paper and/or on the answer booklet.
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 an illness or any other reason, tell the invigilator.
2.	Put your hand up during the exam if: (a) you have a problem and are in doubt about what you should do; (b) you do not feel well; (c) you need more paper.
3.	You must not ask for, will not be given, any explanation of the questions.
F. At the end of the exam	
1.	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use
2.	Do not leave the exam room until told to do so by the invigilator. Leave the exam venue quietly and continue to stay quiet until you have left the building, as there may be other candidates working.
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.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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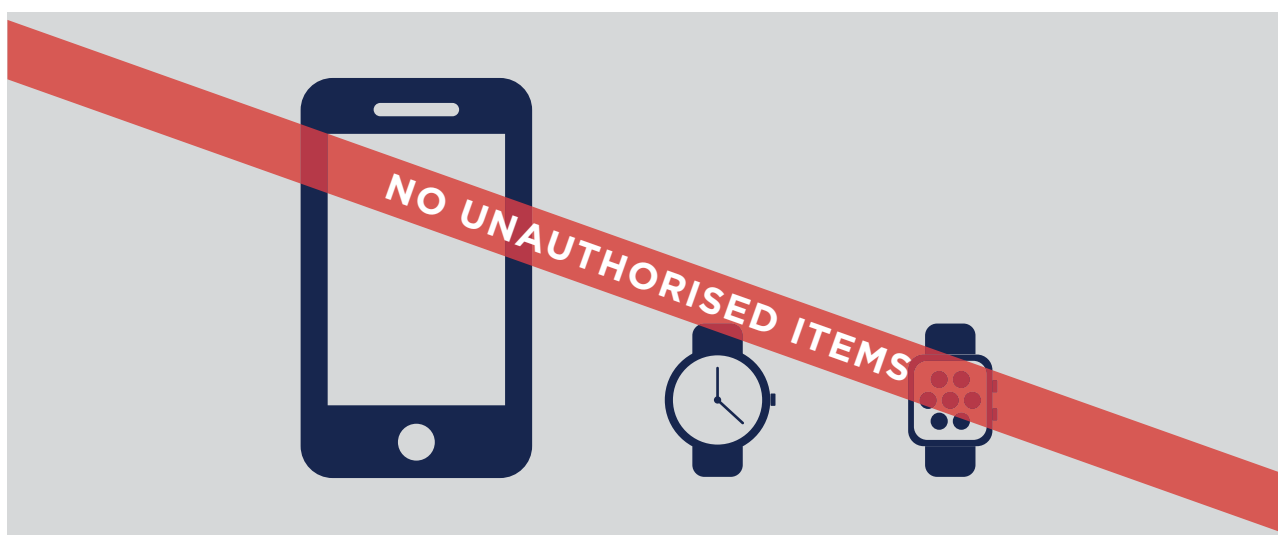
Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

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.



Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

Effective from 1 September 2023

Produced on behalf of:



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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

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

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

Preparing your coursework – good practice

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

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

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

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

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

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Joint Council for
Qualifications^{CIC}

Information for candidates

Non-examination assessments

Effective from 1 September 2023

Produced on behalf of:



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

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

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

Preparing your work – good practice

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

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

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

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

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

Research and using references

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

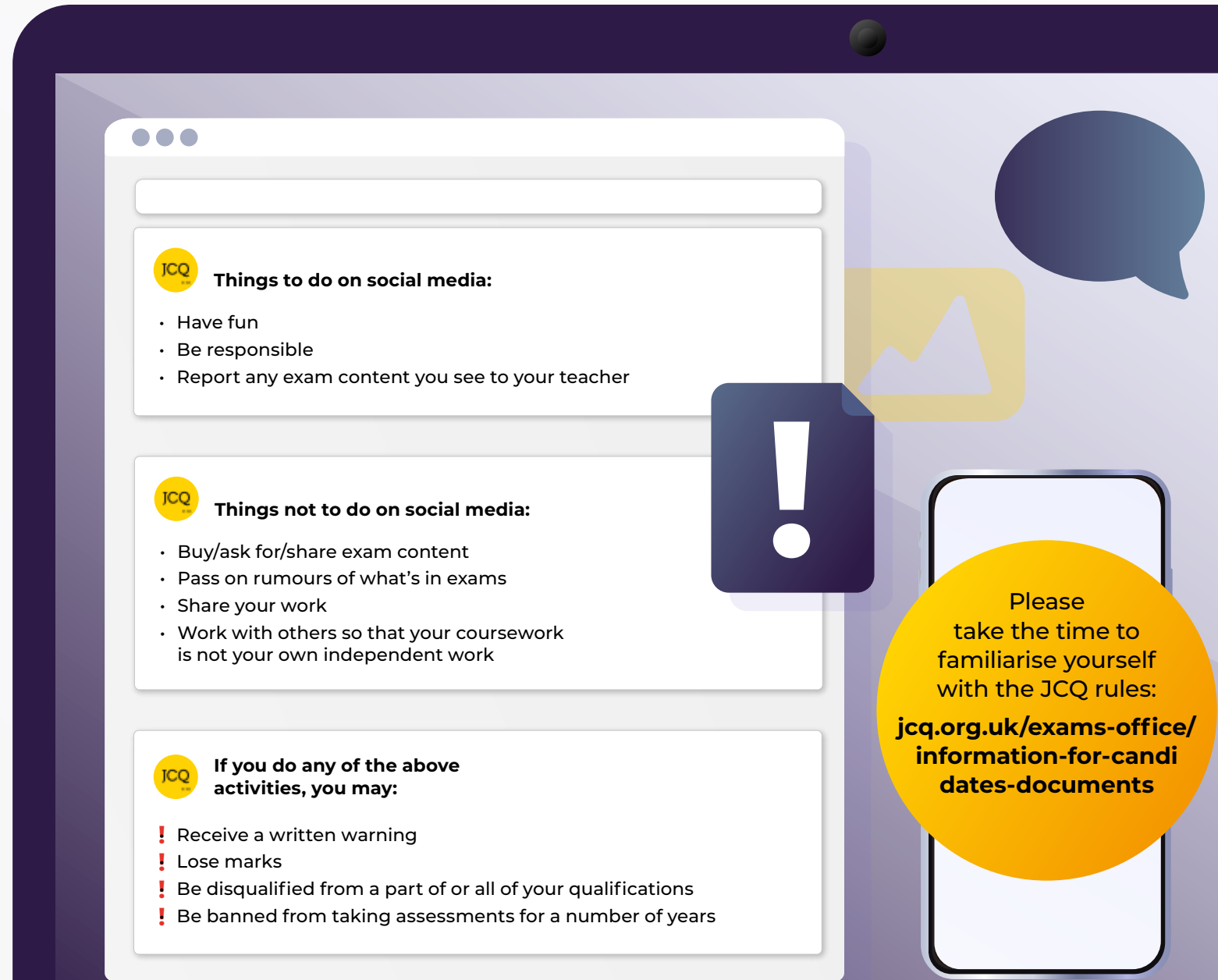
- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period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

The awarding body will decide which penalty is appropriate.

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

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

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



Things to do on social media:

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

Things not to do on social media:

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

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

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

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)