



WIRRAL
GRAMMAR SCHOOL
FOR BOYS

Examinations 2025

Student guide



Discover, Thrive, Belong

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Introduction

The examinations period can be a stressful time for students and parents, and it is important that all those involved are as well informed as possible.

Here at Wirral Grammar School for Boys, we make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students achieve their best. Mock examinations are run to the same standards and rules as public examinations in order to familiarise the students with the examination process beforehand.

This booklet is intended to inform students and parents/guardians about examination procedures and to answer some of the most frequently asked questions about examinations. It also contains the formal notices that are required by regulation to be given to each candidate.

If you have any questions, please feel free to contact the Examinations Office and speak with either:

- Mr Hughes – Examinations Manager or
- Mr Glover – Examinations Officer

S P Ascroft

Head teacher

Before the examinations

Who is responsible for the examinations?

The School's Examination Manager is responsible for administering all public examination arrangements and for overseeing of students during their examinations, under the direct authority of the Head teacher.

There is a team of adult invigilators who will be present during examinations at all times and who are supervised by the Examinations Officer.

The awarding bodies of examination boards set down strict criteria which must be followed for the conduct of examinations and the school is required to follow them precisely.

Who is entered for public examinations?

It is the school's policy to enter every student who is being taught a subject for the most appropriate level of examination.

Can students take holidays during term time?

Dates for examinations are rigidly fixed by the Examinations Boards and are subject to change until close to the time that students start study leave. The Examinations Manager will not give actual dates for examinations to parents or students in advance, wishing to book holidays. Parents are reminded that they require the Head teacher's permission to take students out of school.

The national regulation with effect from 1st September 2013 regarding holidays during term time are very clear and specifically state: "Head teachers may not grant any leave of absence during term time." The Department for Education requirement states "the current law does not give any entitlement to parents to take their child on holiday during term time". Parents will be aware that in the past we have applied some flexibility to holiday requests, but in the face of new legislation, much of this flexibility has now been removed.

Coursework Deadlines

Most of the subjects have an element of coursework included in them which has to be completed. Coursework will be marked and assessed, and the marks and work will be sent to the Examination Boards well before the formal examination sessions take place. The school sets deadlines that allow time for this process and to meet the Board deadlines. These cannot be changed. Students who do not submit coursework on time will not be allocated a mark for this portion and their overall grade will suffer. They may also be ineligible for special consideration for the formal examinations should they be ill as they will not have completed the minimum 35% of the course.

What arrangements are made for study leave?

Study leave begins for Years 11, 12 and 13 in May (dates will be notified by the school). Study leave is sanctioned at the discretion of the Head of Year.

What information will students receive about their examination entries?

All candidates receive a timetable from school indicating the subjects they are being entered for and the levels of entry, where applicable (in October for the January examinations and in March for the summer examinations). Please check that these are correct.

A full list of GCSE/GCE specification codes and the Examination Board used for each subject is listed. You must check everything on your timetable very carefully. Particularly check all the personal details (date of birth, spelling of names) are accurate as they will appear on certificates, and it may be difficult to change them once certificates are awarded.

Candidate Number

Each candidate has a four-digit candidate (or examination) number. The Examination Officer will provide you with your personal details required to complete each examination form. This will also contain your candidate number.

Additional Time Allowed

Special provision can be arranged for candidates who have some specific needs, which may affect their examination performance. This can, for example, consist of extra time. It is vital that the school is informed of any requests as soon as possible as arrangements have to be made with the examination boards, providing they meet the criteria of the Joint Council for Qualifications. Special consideration is another option which can be used when students are taken ill during the examinations. Any requests must be supported by medical evidence and be directed to the Examinations Manager.

Pre-Interview Tests for post-18 applications

A number of competitive universities, including Oxford and Cambridge, require students to sit an admissions test as an additional requirement alongside their A levels; this is relevant to a small number of universities and courses, but it is critical that students undertake detailed research to ensure they know which tests are required and when application portals are open. The details of which admissions tests are required for specific courses can be found on the individual university websites. Preferred rankings / outcomes in admissions test results can also be researched to further inform applications.

Many, but not all, admissions tests, are now run by Pearson Vue and are held at pop up test centres or driving test centres in the region.

Whilst we will try to support any student who makes us aware he is sitting an admissions test, it remains the responsibility of the student to research requirements, book and pay for a test and ensure they are adequately prepared.

For more comprehensive guidance, please refer to:

<https://www.ucas.com/applying/applying-university/admissions-tests>

Students may also find the following sites useful; please note this is only a starting point for research.

<https://lnat.ac.uk/>

<https://www.ucat.ac.uk/>

<https://www.undergraduate.study.cam.ac.uk/apply/how/admission-tests>

<https://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/guide/admissions-tests>

Where will the examinations be held?

The main locations for written papers are the Main Hall, Hall-Annexe, Sports Hall, Gymnasium and Activities Hall. Candidates will be advised of venues in advance.

You will need to be in school **at least 10 minutes before** the scheduled start of your examinations, i.e., 8.40am for a 9.00am start and 1.20pm for a 1.30pm start, in full uniform, with all necessary equipment. Generally, this means pens, HB pencils, ruler, rubber, calculator, and protractor. Specific items for specialist subjects may be needed. Please refer your son to the relevant Head of Department who can help in this matter. A black ballpoint pen will be needed for “objective test answer sheets”.

Arriving earlier will enable seating procedures to be carried out efficiently and allow for any unforeseen room changes. Boys will be asked to wait quietly outside of the venue until they are invited to enter. Where a candidate sits will be determined by his candidate number which appears on all timetables.

How do I know the date examinations take place?

The main period for examinations is from the start of May until the end of June/early July but some oral examinations and practical examinations will take place earlier.

You will be given an individual examination timetable showing your own specific examinations with details of date, time, and duration of examination. You should study this carefully and make sure you understand when and where your examinations will be taking place. Your individual timetable should be brought to every examination. **The cost of a replacement is £0.50p.** It is advisable to put the examination dates on a calendar at home. Make sure you revise for the right examination paper. If you miss an examination, you cannot take it on another day. Please make sure your son checks his examination commitments for each day on the previous evening.

A contingency date is a day specifically set aside, should sustained national or local disruption arise during the summer 2024-examination series. If disruption happens, the GCSE and/or GCE (A Level) examinations would be taken either for the first time or again on that day. The contingency dates for 2025 season are the afternoon of **Wednesday 11th June** and all-day **Wednesday 25th June 2025**.

Revision Planners/ To Do Lists

These are an ideal means to structure and organise revision ahead of the Mock and public examinations. Electronic copies are on the school website.

What happens if a student has more than one examination at the same time?

A few candidates have a clash where two different subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see the Examinations Manager if you are unsure what to do.

AI

Students should make themselves aware of the rules around the use of AI particularly when completing NEAs for example. Refer to appendix 10.

PLEASE REMEMBER:

IT IS YOUR RESPONSIBILITY TO CHECK YOUR EXAMINATION TIMETABLE CAREFULLY AND TO PRESENT YOURSELF FOR THE RIGHT EXAMINATION AT THE CORRECT TIME

During the Examinations

Examination Regulations

A copy of the 'Notice to Candidates' is issued jointly by all Examining Boards and is available in this booklet. All candidates must read this 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.

Attendance at Examinations

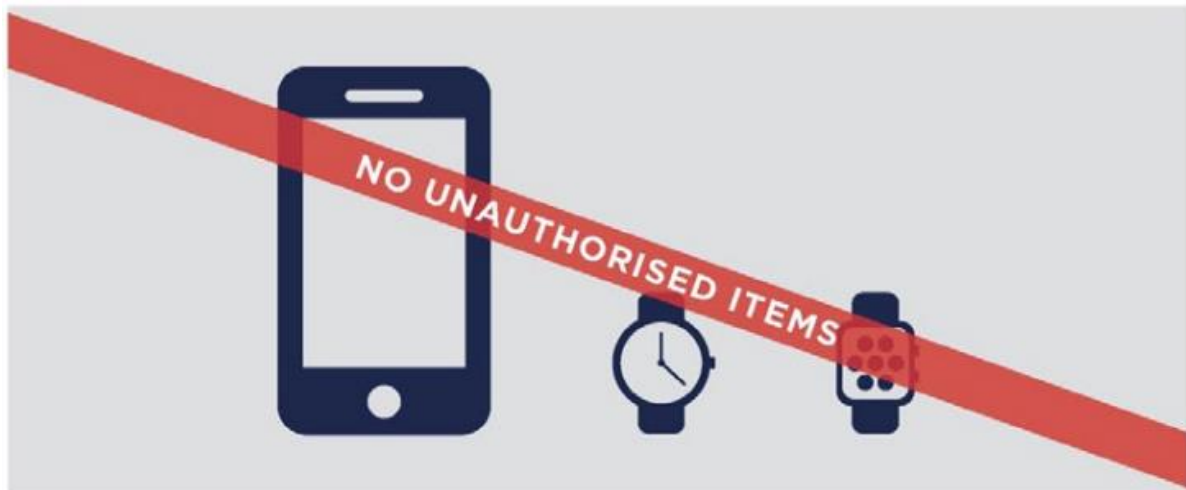
- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped.
- Candidates must arrive at least 10 minutes prior to the start of their examination. Please wait quietly outside the exam room until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted but will not receive any additional time. Provided you are not more than 1 hour late it may be possible for you to still 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 examination room. You must not enter the examination room without permission once an examination has started. You should be aware that if you start an examination 30 minutes after the published start time the school must inform the examination board and it is possible that they may not accept your work. If special consideration applies, then you must speak to the Examinations Manager.
- Full school uniform must be worn by all students attending school for examinations.
- All items of equipment, pens, pencils, mathematical instruments etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be black ink and/or ballpoint. No ink erasers, correction pens or gel pens are allowed.
- For Mathematics and Science examinations, 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.
- Please make sure that any **watch** is handed in to the invigilator. They are **NOT** allowed in the examination.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules, you will be disqualified from the examination.

NO mobile telephones/iPod/MP3/4 players; NO Air Pods, earphones/earbuds; NO products with an electronic communication/storage device or digital facility are allowed in the examination room.

If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if turned off) it will be taken from you and a report made to the appropriate Examination Board. No exceptions can be made.

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.

No food or drink (other than water – see below) is allowed in the examinations room.

Water in Examinations

Boys may take water into examinations to drink but must comply with the following strict regulations:-

- The bottle must be of the clear type and the label removed
- The bottle must be of the sports cap type and not screw-on type. This is to avoid the risk of spillages.
- The maximum bottle size permitted is 330ml
- For morning examinations, boys bring the water to school from home and do not fill up bottles in school. This is to avoid delays to the start of the examination.
- The only drink permitted is plain water, no other drink (still, fizzy drinks, flavoured water etc.) is allowed
- No food is allowed in examinations under any circumstances (unless authorised on medical grounds)

Any boy who is in breach of any of these stipulations at any time will be banned from bringing water

into future examinations.

330ml clear plastic bottle with 'sports cap top is illustrated below.



- Please do not write on examination desks. This is regarded as vandalism, and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper as it is classified as malpractice.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination 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.
- Candidates must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the examination if it is less than one hour). 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 ensure 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 examination 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 papers must **NOT** be taken from the examination 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. Do not panic. If you have to evacuate the room, you will be asked to leave in silence and 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 examination 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.

Invigilators

The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards the invigilators and follow their instructions at all times.

Invigilators are in the examination room to supervise the conduct of the examination. They will

distribute and collect the examination papers, and 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 the invigilators cannot discuss the examination paper with you or explain the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by the Examination Manager/Officer and reported to the Senior Management Team.

Absence from Examinations

If you experience difficulties during the examination period (e.g., illness, injury, or personal problems) please inform the school as soon as possible so we can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Manager/Officer without delay in all cases where an application is to be made for special consideration.

For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 35% of the examination (including coursework) must be completed.

Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

Regulations governing the use of calculators

Some subject papers, especially Mathematics, explicitly prohibit the use of calculators. Candidates must not have on them or attempt to use any form of calculator for these.

Also, calculators with any of the following facilities are prohibited:

- Data banks
- Dictionaries
- Language translators
- Retrieval of text or formulae
- QWERTY keyboards
- Built in symbolic algebra manipulations
- Symbolic differentiation or integration
- Capability of remote communication with other machines
- The use, or attempted use of any such calculators will be regarded as malpractice

Calculators with graphic displays and programmable calculators are permitted if information and/or programs stored in the calculator's memory are cleared before the examination. Retrieval of information and/or programs during the examination is an infringement of the regulations.

Candidates are responsible for clearing any information and/or program before the examination.

What is meant by malpractice?

Malpractice is the term that the Examination Boards use for any irregularity or breach of the regulations of any form. The Examinations Manager is required to, and will, report all infringements to the appropriate body and they will decide on what action to take based on the nature of the infringement. There is a tariff system of actions from which they can choose, and some infringements carry automatic loss of marks as a minimum penalty. The Examination Boards take the integrity of examinations very seriously and it is important that candidates heed the Examinations Manager's instructions carefully.

After the Examinations

Notifications of results

Thursday 14th August 2025 – GCE A Level Results:

Upper Sixth – the Upper Sixth are expected to collect their results in person at **8.00am**. Senior staff will be available to discuss implications for University entrance and the school's careers officer will also be on hand. If they wish to authorise someone else to collect their results (including parents), **they must do so in writing or by completing the pro-forma ensuring that this is sent directly to Mr Hughes (Examinations Manager) or Mr Glover (Examinations Officer)**. The Examinations Manager or Examinations Officer should already have received such authorisation, although the nominee may bring it with them on results day. University admissions tutors will usually only discuss changes to the entrance requirements, post results, with the candidate. So, boys ought to be available in person to manage their own university entrance arrangements.

Lower Sixth – the Lower Sixth will be able to collect their results at **9.00am**.

Post Results Services: for example, access to a photocopy of examination scripts must be requested by **Thursday 21st August** (to inform decisions on re-sits, remarks etc.). Deadlines are tight and absolute, with all requirements needing to be made by **Wednesday 3rd September**. Students will therefore need to be proactive upon receipt of their results.

Thursday 21st August 2025 – GCSE Results:

Year 11 are expected to collect their results in person at **8.00am**. Senior staff will be available to discuss implications for entry to our Sixth Form and the school's careers officer will also be on hand. If they wish to authorise someone else to collect their results (including parents), they must do so in writing. **The Examinations Manager should already have received such written authorisation; however, the completion of the proforma will ensure this takes place. Pupils should ensure this is sent directly to Mr Hughes (Examinations Manager) or to Mr Glover (Examinations Officer).**

In the event that your son is away from home, in another part of the country, results can be posted to him. A large A4, stamp-addressed envelope will need to be left with the Examinations Manager/Officer beforehand.

Please note that results CANNOT be issued over the telephone or via email.

Post Results Services: Deadlines are tight and absolute, with all requirements needing to be made by **Wednesday 3rd September**. Students will therefore need to be proactive upon receipt of their results.

Formal Authorisation for Collection of Examination Results

National Examination protocol makes it clear that examination results are first and foremost the property of the candidate. The candidate is required to give authority to the person who is to collect the results in the event that the candidate cannot attend in person.

This form needs to be handed to the Examinations Office beforehand. The person who has been nominated to collect the results will need to bring a form of identification (e.g., passport, utility bill)

For the Attention of: Mr C Hughes (Examinations Manager)

Or

Mr J Glover (Examinations Officer)

Dear Examinations Manager/Officer

Unfortunately, I will not be able to collect my public examination results in person on:

(insert collection date)

I am therefore authorising for these to be collected on my behalf by:

(insert name)

I understand that they will need to present this letter of authorisation and possess some means of appropriate identification such as a passport or utility bill.

Yours faithfully,

(pupil signature)

(pupil name – print clearly)

(pupil candidate number)

(date)

(contact no. in the event of a query)

How do I go about obtaining copies of marked examination scripts?

It is currently possible to have access to marked scripts for most AS/A2 units. Pupils should make enquiries with the Examinations Manager directly regarding this and a **fee** will be charged for each subject/paper required. You should be aware that copies of marked scripts prior to an enquiry on results must be ordered within one week of the issue of results.

How do candidates apply to re-sit?

It is possible to re-sit modules/units; requests to re-sit units must be made on the correct form accompanied by the appropriate examination fees. Students should discuss their decision to re-sit with their subject teacher or relevant department head. Fees may vary depending on the subject. The cost per unit is set by each Examination Board.

How should fees be paid?

Payments must accompany all re-sit forms. Payment can be in the form of cash or cheque. Cheques should be made payable to Wirral Grammar School for Boys and submitted into the Exams Office.

When do students receive certificates?

The Examination Boards issue certificates well after the examinations have taken place. The school distributes these and will send out specific details nearer the time. Students may be required to collect these in person. A friend or family member can collect them but only when bearing a letter of request signed by the candidate and some form of ID.

Examinations: Revision Organisation

The key to success is effective organisation.

Revision should start early and be planned carefully. At Wirral Grammar School we make a Revision Planner available to all pupils as they approach their GCSE, AS and A2 examinations. Boys are advised to think ahead and structure their revision so that all topics are covered effectively.

The main tips are:

1. Plan ahead
2. When revising, take notes in whatever way makes sense to you (mind mapping, summarising key points etc.).
3. Have past examination questions available to answer so that you build confidence in examination technique.
4. Revision sessions should last up to one hour with a short break between sessions.
5. Have plenty of water to drink – without this, prolonged concentration can lead to tiredness and headaches.
6. Avoid computer distraction like gaming and Facebook – there will be plenty of time to engage in such activities after your examinations.
7. Do not try to cram a lot of revision in the night before an examination. You could read through your summary notes and then get an early night.
8. Seek advice. You may be on study leave but your teachers are more than happy to provide any support that you may need.

Appendix 1: Information for Candidates – Privacy Notice General and Vocational Qualifications



Information for Candidates

Information about You and How We Use It

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

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

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/members/>.

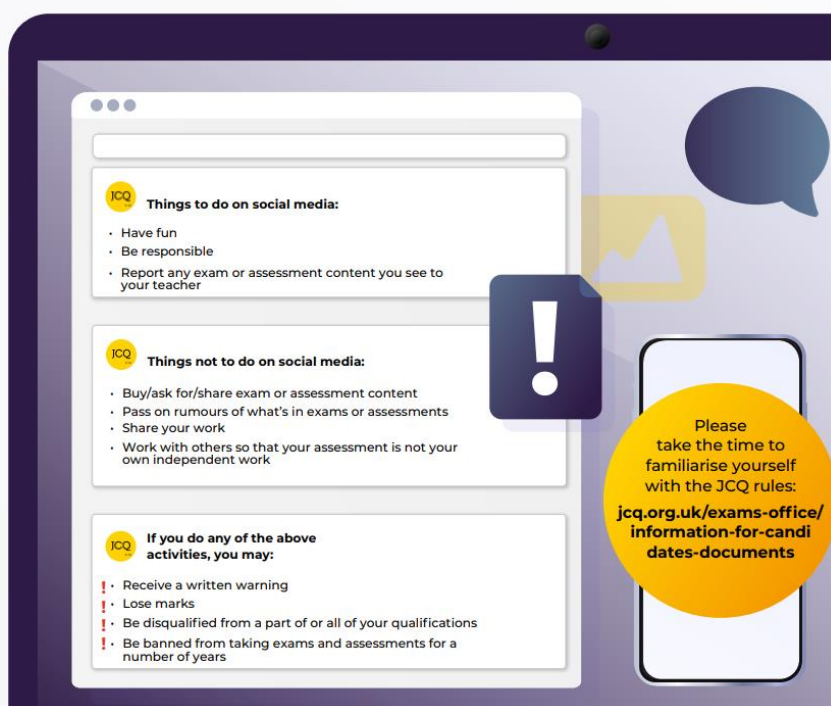
Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Appendix 2: 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

A graphic illustration featuring a laptop screen with a white background and a purple border. The screen displays three sections of text, each preceded by a yellow circle with 'JCQ' inside. To the right of the laptop, there is a purple speech bubble and a yellow smartphone. A large purple exclamation mark icon is positioned between the laptop and the smartphone. The background is a solid purple color.

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 exams 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:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

Appendix 3: Information for Candidates: On screen tests



Information for candidates

On-screen tests

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 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 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.

Unless you are told otherwise, you **must not** have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

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.

- 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 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.

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 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

Always listen to the invigilator. Always follow their instructions.

- 1 Tell the invigilator at once if:
 - 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.
- 2 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

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.

- 1 Put up your hand during the on-screen test if:
 - (a) you have a problem with your computer and are not sure what you should do;
 - (b) you do not feel well.
- 2 You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

Ensure that the software closes at the end of the on-screen test.

- 1 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).
- 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 rough work, printouts or any other materials provided for the on-screen test.

Appendix 4: Information for Candidates: Written examinations



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.

C. Calculators, dictionaries and computer spell-checkers

You may use a calculator unless you are told otherwise.

- 1 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.
- 2 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

Always listen to the invigilator. Always follow their instructions.

- 1 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.
- 2 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 3 **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.
- 4 Remember to write your answers within the designated sections of the answer booklet.
- 5 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

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.

- 1 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.
- 2 **You must** not ask for, and will not be given, any explanation of the questions.

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.

- 1** 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.

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Appendix 5: Information for Candidates Non-examination Assessments



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, encyclopaedias, 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/onthistday/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 6: Information for Candidates Coursework Assessments



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, encyclopaedias, 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/onthistday/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

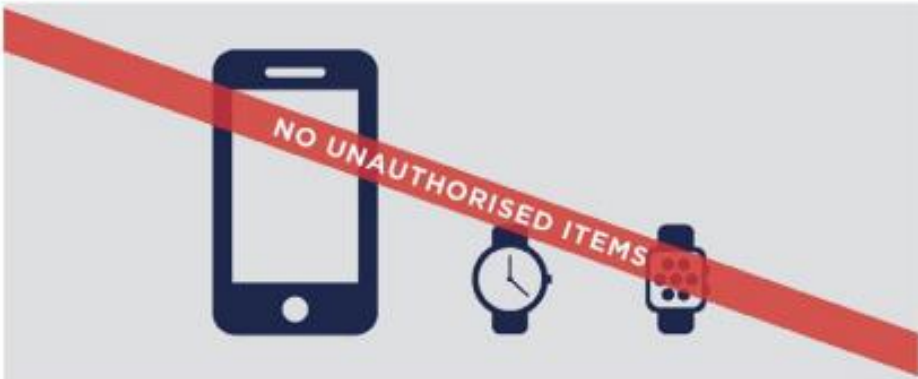
Appendix 7: Disqualification Notice regarding iPods, Mobile Phones, MP3/4 Players, Watches



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.

Appendix 8: 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.

Appendix 9: Preparing to Sit Your Exams



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 cannot take into exams:

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



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



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

EFFECTIVE FROM 1 SEPTEMBER 2024

Appendix 10: AI use in Assessments



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