



Exam Information for Y10 Students

2024 - 2025



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Introduction

We would like to make your exam experience as smooth and successful as we can.

This booklet aims to provide you with the information you need for the 2025 GCSE exam season. We have put this together using a series of FAQs, along with the answers, which we hope you will find helpful. Please read it carefully and show it to your parents / carers so that they are also aware of the exam regulations and the procedures to follow.

It is important that you pay attention to the JCQ Information for Candidates. These must be followed. You have also had several assemblies outlining the regulations and have followed these in all mock exams.

Copies of all exam procedures can be found on the school website under the Academic Development area/Exams.

Key Exam People and Contacts

Mrs Iftikhar	Exams Officer	nif@gilberd.com
Mrs Diggins	Exams Administrator	gdi@gilberd.com
Mrs Burman	Head of Y10	nbm@gilberd.com
Mr Owens	Assistant Head of Y10	low@gilberd.com
Miss Bird	Deputy Headteacher	abi@gilberd.com
Mrs Chase	Assistant Headteacher	kch@gilberd.com
Miss Parker	SENCO	lpa@gilberd.com

Please remember that we are all here to help you during this very important time should you or your parents / carers have any questions or need any further help or advice at any time before, during or after the exams.

Before the Exams – things to check.

Statement of entry

All candidates have received a statement of entry for the RE Exam and any other Language Exams from the school indicating the subjects they are being entered for. Please check that these are correct. Most subjects only have one tier of entry. Speak to your teacher and the exams team if you think a mistake has been made.

Candidate Name

Candidates are entered under the name format of first name, plus middle and surname, e.g. Adam John Smith. Please note that your legal name is used, not your preferred name. This will also appear on your exam certificate.

Contact Numbers

Please check that the school has up to date contact numbers for your parents/carers, so that we can get hold of you and them during the exam series.

Taking care of yourself

Make sure you get a good night's sleep before your exam. Do not get up late on the day of an exam. Make sure you have breakfast and leave plenty of time to get to school. Make sure you go to the toilet before each exam.



Exam Timetable Summer 2025 for Y10

PUBLIC SUMMER EXAMS YEAR 10 TIMETABLE 2025

Exam Date	Exam Time	Subject	Title
12/05/2025	PM	Chinese	Paper 1: Listening and understanding in Chinese Higher Tier
12/05/2025	PM	Chinese	Paper 3: Reading and understanding in Chinese Higher Tier
19/05/2025	PM	Chinese	Paper 4: Writing in Chinese Higher Tier
21/05/2025	PM	Religious Studies	Religious Studies (Short course)
22/05/2025	PM	Arabic	Paper 1: Listening and understanding in Arabic Higher Tier
22/05/2025	PM	Arabic	Paper 3: Reading and understanding in Arabic Higher Tier
02/06/2025	AM	Italian	Paper 1: Listening and understanding in Italian Higher Tier
02/06/2025	AM	Italian	Paper 3: Reading and understanding in Italian Higher Tier
03/06/2025	AM	Arabic	Paper 4: Writing in Arabic Higher Tier
03/06/2025	AM	Russian	Paper 1: Listening and Reading in understanding in Russian Higher Tier
03/06/2025	AM	Russian	Paper 3: Reading and understanding in Russian Higher Tier
03/06/2025	PM	Polish	Polish Paper 1
03/06/2025	PM	Polish	Polish Paper 1
03/06/2025	PM	Polish	Polish Paper 3
03/06/2025	PM	Polish	Polish Paper 3
09/06/2025	PM	Italian	Paper 4: Writing in Italian Higher Tier
10/06/2025	AM	Spanish	Paper 1: Listening and understanding in Spanish Higher Tier
10/06/2025	AM	Spanish	Paper 3: Reading and understanding in Spanish Higher Tier
12/06/2025	PM	Greek	Paper 1: Listening and understanding in Greek Higher Tier
12/06/2025	PM	Greek	Paper 3: Reading and understanding in Greek Higher Tier
12/06/2025	PM	Russian	Paper 4: Writing in Russian Higher Tier
13/06/2025	PM	Polish	Polish Paper 4
13/06/2025	PM	Polish	Polish Paper 4
17/06/2025	AM	Spanish	Paper 4: Writing in Spanish Higher Tier
19/06/2025	AM	Greek	Paper 4: Writing in Greek Higher Tier




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.

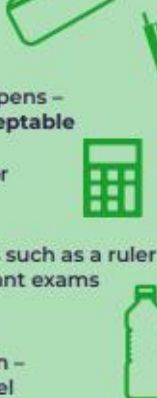
Before sitting your exams, ensure you know:

- 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



During the Exams

1. Who makes the rules for the GCSE exams?

Public exams must be run according to JCQ Regulations. The school must report any breach of the regulations to the exam awarding body. A copy of the JCQ regulations can be found in this booklet. You have been made aware of these regulations in assemblies. Check these again carefully.

2. What time do the exams start?

Candidates must check their own timetable. You should arrive to the Yellow Floor Gym no later than **8.40am** for a morning exam and **12.40pm** for an afternoon exam. Morning exams start at **9.00am** and afternoon exams at **1.00pm**.

3. Where do candidates line up before the exams?

You should wait quietly in the Yellow Floor Gym until you are asked to line up by a member of the Senior Team or your Head of Year in **candidate number order**. Check the seating plans, displayed on the wall, and ask staff for help if you cannot find your name or candidate number.

If you are sitting a home language exam this series, please see the separate arrangements from Mrs Gailey.

4. What do candidates wear when sitting exams?

Full school uniform must be worn by all candidates attending school for exams.

5. What equipment do candidates need to bring to each exam?

You must either use a clear, colourless pencil case or a clear plastic bag for your pens, pencils etc. Pens should be black ball point. Bring at least two to every exam.

No Tippex, correction pens or gel pens are allowed. Do not use a highlighter on your exam answer booklet. (You can on the question paper to annotate if this helps you.)

6. What are candidates not allowed to bring into the exam room?

No unauthorised materials or notes are allowed in the exam room. (This includes writing on hands and arms.) You cannot wear a watch. You also cannot bring your bag or coats into the exam hall. You cannot take in any electronic devices or earpods.

7. Why can't I bring my mobile phone into the exam room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, headphones, airpods, electronic glasses, data watches) is regarded as **malpractice/cheating** and is subject to severe penalty from the awarding bodies. Even if your **phone** is found on you but is **switched off**, you will be **disqualified** for that specific paper. If it is found to be switched on, you are likely to be **disqualified** for all papers for that subject. If found in possession of a mobile phone or other electronic device, the school will report you to the awarding body, as this is malpractice.





8. Can I still have my phone to monitor my glucose levels?

Yes, but you must discuss this with the Exams Officer and Head of Year prior to the exams. During the exam you must switch your phone off and hand it to the designated invigilator. You are responsible for collecting it at the end of the exam.

9. Can candidates take food and drink into the exam room?

No food is allowed in the exam rooms. If you have a cough, you may bring in unwrapped cough sweets in a clear bag but please alert one of the invigilators.

You may take a bottle of still water into the exam room. The bottle must be clear, with no label or writing on the outside.

10. Where are personal belongings stored during the exams?

You cannot take bags or coats into the exam room. Store your belongings in your locker. You can also drop bags off outside the changing rooms upstairs above the Sports Hall. Do not leave valuables there. Leave any valuables such as your mobile phone at home on the day of your exams.

11. Where do I sit in the exam?

You sit in candidate number order. You will already be lined up in this order from the yellow floor gym. The exams team will lead candidates across to the exam hall and you will find the desk with your name and candidate number on it. A seating plan of the exam room has to be made, showing where each candidate is seated for every exam.

12. Who supervises candidates in the exam hall?

The school employs external invigilators to conduct the exams. **They must follow the JCQ regulations and uphold the integrity of the external exams process.** Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Students who are **disruptive, communicate with others, distract other students, or behave in an unacceptable manner** will be removed from the exam room by invigilators and members of the Senior Leadership Team.

If you disrupt an exam, this will be dealt with in line with **JCQ Regulations and the Malpractice Procedure.**

Invigilators will distribute and collect the exam papers, tell candidates when to start and finish the exam, hand out extra writing paper if required and deal with any issues that occur during the exam.

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

13. Can candidates start writing straight away when they sit down?

No. Do not open the exam paper until you are told to do so.

Do not start writing until you are told to do so by the invigilator. Listen carefully to the instructions and notices read out by the invigilator – there may be an amendment 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.

14. What do I do if I have the wrong exam paper?

If you think you have the wrong paper, put your hand up and ask the invigilator to check.



15. What do I do if I forget my candidate number or the centre number?

Your candidate number is displayed on the desk sheet on your desk.

For each exam, the centre number and actual start and finishing times are displayed in the room.

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

Make sure you go to the toilet **before** the exam.

If it is absolutely necessary, put your hand up to speak to an invigilator. You will be escorted by an invigilator to the toilet and asked to turn out your pockets and remove your blazer and **will not** be allowed any extra time. A log is kept of all students who go to the toilet during an exam.

17. Can I leave the exam early if I have finished?

You will not be allowed to leave an exam room early. We are bound by rules from JCQ. If you have finished the paper use any time remaining to check over your answers and to ensure you have completed your details correctly. Do not distract others.

18. What happens at the end of the exam?

You will be told when there are **5 minutes** of the exam left. Make sure you read all instructions carefully and number your answers clearly. When the time is up, you will be told to stop writing. You must stop when asked to.

If you have used more than one answer book or loose sheets of paper, make sure that your **name and candidate number** are on each **booklet/loose sheet** and then slot these inside your main answer booklet.

The invigilators will collect your exam papers before you leave the room. **You can only leave when you are dismissed by the invigilation team.** They will do this row by row. **Remember you are still under exam conditions until you have left the exam hall.**

19. Can candidates take the exam paper out of the exam room?

You are not allowed to take away any exam papers or rough notes when you leave the room.

20. What happens if the fire alarm goes off during the exam?

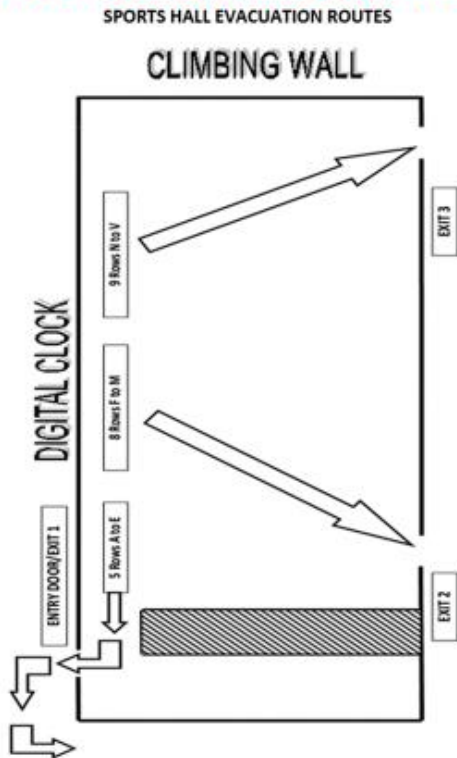
If the fire alarm goes off, do not panic. The Senior Invigilator will stop the exam and note the time this happened. You will be asked to close your exam paper. You must stay in exam conditions at all times and follow the invigilators' requests. The room is evacuated on the Senior Invigilator's instruction, with columns A to E out of the normal Sports Hall entrance (EXIT 1), columns F to M out through EXIT 2, columns N to V out through EXIT 3. You will be escorted to the appropriate column letter by the boundary fence on the field. You must remain in the order of your seating plan at all times and try to remain focused on your exam.

If you are in a small exam room, you will follow the same procedure but will line up by the Learning Zone sign by boundary fence.

When the all clear is given, you will be escorted back into the exam in reverse order of the above. The exam will then start up again, ensuring that you are given the time lost from the fire alarm procedure. The school later informs the exam board of the fire alarm interrupting the exam.



Fire Alarm Procedure:



Line outside in silence.
You are still under exam
regs.

Letters are on the fence
nearest to the Sports Hall
on the same side Y11
line up currently.



21. What if I feel ill during the exam?

If you feel ill, put your hand up and speak to an invigilator. They are there to support you. Please do not put your head on the table when you have finished the exam; the invigilators need to know if you are unwell.

22. What happens if I am too ill to come to school and sit the exam?

If you experience difficulties during the exam period (e.g. illness, injury, personal problems) you must inform school at the earliest possible point so we can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special considerations for absence from any part of an exam. In all cases where an application is to be made for special consideration, it is essential that **medical or other appropriate evidence is obtained on the day** by the candidate or parent/carer and given to the Exam Officer without delay. *A self-certification form (JCQ/Form 14 self-certification form) should be downloaded and completed and sent to nif@gilberd.com.*

For the award of a grade by special consideration, where a student misses' part of an exam through illness or personal misfortune, a minimum of 15% of the exam (including controlled assessment) must be completed.

23. What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). You should be aware that any adjustment is likely to be small and no feedback is ever provided to the school. Candidates will only be eligible for Special Consideration if they have been fully prepared and **covered the whole course** but performance in the exam or in the production of coursework is



affected by adverse circumstances beyond their control. Examples of such circumstances may be serious illness, accident or injury, bereavement, or a domestic crisis. The Exams Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide compelling evidence to support such an application.

24. If I am late, can I still sit the exam?

Ring the school (01206 842211) to say you are going to be late. Ask for the message to be given to the Exams Officer or Head of Year/ Assistant Head of Year. You should get to school as quickly as possible and report to student reception who will then contact the Exams team / Year Team. *Provided you are not more than 1 hour late, it may still be possible for you to sit the exam.* You must not enter an exam room without permission after an exam has begun. You must ensure that you hand over your mobile phone and check that you do not have any prohibited items on you before you enter the exam hall. Make sure that you speak to the Senior Invigilator after the exams so that relevant paperwork can be completed for the Exam Board.

It may not be possible to allow you **any extra time if you start the exam late**. You should also be aware that if you start the exam more than 1 hour after the published starting time, the school must inform the exam board and it is likely that the Exam Board may decide not to accept your paper.

Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

25. If I miss the exam, 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.

After the Exam

1. When are GCSE results issued?

GCSE results will be posted to students on Thursday, 21st August 2025. It is important, therefore, to check that your home address on our system is up to date.

2. Post Results Services

If you did not get the grade you were expecting then it may be possible to request a review of marking, depending on how close you are to the next grade boundary. You may wish to seek the advice of the relevant subject leader to help you decide. Marks can go up and down or stay the same. A review of results is also costly, as reviews are for each exam paper, not the overall exam. You can request copies of your exam scripts to help guide your decision about a review of results. Members of staff will be on hand on results day to advise you what course of action to take. Further information will follow about this when you receive your results in August.

3. When are GCSE Exam Certificates issued?

A GCSE Presentation Awards' Evening will take place in November 2026 to celebrate the achievements of the year group. At this event, you will receive your exam certificates, including your RE Short Course GCSE certificate.



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

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are not sure about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.



F. At the end of the exam

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

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional 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.



Information for candidates

Coursework assessments

Effective from 1 September 2024

Produced on behalf of:



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

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

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

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

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

The regulations state that:

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

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

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

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

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



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

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

Preparing your coursework – good practice

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

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

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

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

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

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

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



Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Information for candidates

Non-examination assessments

Effective from 1 September 2024

Produced on behalf of:



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

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

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

Preparing your work – good practice

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

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

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

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

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

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



Research and using references

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

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

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

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

The regulations state that:

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

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

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

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



AQA

City & Guilds

CCEA

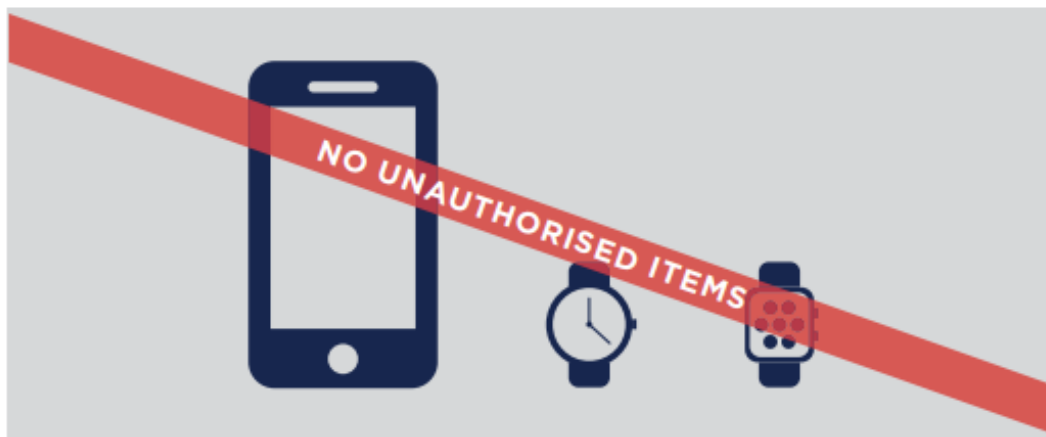
OCR

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.



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.





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?

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

What happens if I misuse AI?

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

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly

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

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




Things to do on social media:

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

Things not to do on social media:

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

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

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

Please take the time to familiarise yourself with the JCQ rules:
jcq.org.uk/exams-office/information-for-candidates-documents





Information About You and How Awarding Bodies Use It

To be able to provide examinations and assessments, the awarding bodies (examination boards) need to collect and use information about you. Each awarding body is a separate organisation, and each has their own full **Privacy Notice**. These can be found via the links below:

AQA <https://www.aqa.org.uk/about-us/privacy-notice>

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/>

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 in England (<https://www.gov.uk/government/organisations/ofqual>).

You will receive a statement confirming the qualifications you have been entered for and which awarding body early in the Spring Term 2025.