



St Peter & St Paul

Catholic Voluntary Academy
Pro Petro Paulo Patria

Candidate Exam Handbook 2023/24

This handbook is reviewed and updated annually

Produced/reviewed by	
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Introduction

St Peter & St Paul Catholic Voluntary Academy is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Purpose of this handbook

External examinations can be a stressful time for students and parents/carers and it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

St Peter & St Paul Academy will 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 to achieve their best.

This booklet is intended to inform you about examination procedures, to answer some of the most frequently asked questions and to help, guide and support students and parents through the examination process.

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

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and St Peter & St Paul Academy is required to follow them precisely. You should therefore, pay particular attention to the JCQ Notice to Candidates and the Warning to Candidates that are available on the Academy website in the exam information section for students and parents.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations please contact the Exams Office:

The Academy telephone number is: 01522 871400.
Centre Number: 26140

Remember – we are here to help.

GOOD LUCK!

Malpractice

- Malpractice' means any act, default or practice which is a breach of the Regulations or which compromises or may compromise the process of assessment.

It is really important that candidates adhere to the regulations set down in this booklet because a breach of the regulations will have to be reported to the relevant Awarding Body and once it is reported it is out of the hands of the Academy.

The regulations apply nationally and are not set down by the Academy. A breach of the regulations can have serious consequences for a candidate and therefore it is important that they know the regulations.

If there is a suspicion of malpractice the candidate will sit the exam for the full duration however after the exam there will be a conversation regarding the incident and the candidate will be given an opportunity to complete a statement. The relevant paperwork will be prepared and submitted to the Awarding Body.

They will investigate the incident and if it is found to be malpractice then a penalty will be applied.

The sanctions and penalties that can be applied are listed below:

1. Warning
2. Loss of all marks for a section
3. Loss of all marks for a component
4. Loss of all marks for a unit
5. Disqualification from a unit
6. Disqualification from all units in one or more qualifications
7. Disqualification from a whole qualification
8. Disqualification from all qualifications taken in that series
9. Candidate debarral

Some examples of malpractice are as follows:

- Introduction of unauthorised material into the examination – These can include spare paper, notes, calculators (when prohibited) and mobile phones
- Breach of examination conditions – a breach of the instructions or advice of an invigilator, disruptive behaviour in the examination room
- Exchanging information – turning around or trying to communicate with other candidates, verbal or written communication

Candidates will have Mock exams, an exam assembly, this candidate booklet and further exam assembly sessions. Candidates are read the regulations at the beginning of every exam and therefore they should be aware of the rules contained in this booklet

Written timetabled exams

You will receive a candidate statement of entry and you need to check that personal details and exam entries are correct. If they are incorrect you will need to speak to the Exams Officer as soon as possible.

- Make sure you **know your timetable**. A copy of the Academy's exam timetable is published on the Academy website and a copy is displayed on the exam notice board near the Exams Office. You will also receive an individual timetable showing your own specific examinations with details of date, time, duration of exam, venue and seat number, please check it carefully. If you think something is wrong see the Exams Officer immediately. Please write the details of your exams in your Academy diary.
- Put your timetable in a prominent place and work out a scheme of revision for each exam.

You will be informed by your teacher of the date and time of any speaking tests, practical exams or controlled assessments that you are taking.

Contingency days - Summer 2024

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

In the highly unlikely event that there is national disruption to a day of examinations in summer 2024, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the contingency afternoons/days on **06/06/2024**, **13/06/2024** and **26/06/2024**. Centres will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of this contingency arrangement so that they may take it into account when making their plans for the summer. However, the awarding bodies will not insist upon candidates being available throughout the entire timetable period as a matter of course.

What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)

Some candidates may have a clash where two or more subjects are timetabled at the same time. The Academy will make special timetable arrangements for these candidates only. You should receive a form letting you know that you have a clash and what the arrangements will be however you must check your individual timetable and see the Exams Officer if you are unsure of what to do.

If there are two exams that clash that total less than 3 hours, you will have to do the exams in the same session with a break of up to 20 minutes. If the exams total more than 3 hours, then one of the exams can be moved to the previous or next session on that day. In both circumstances you will need to be supervised at all times. If you think there is a clash on your timetable that has not been resolved, please see the Exams Officer immediately.

Where you will take your exams

Your exams will take place in the Sports hall, Main Hall or in a classroom.

What time your exams will start and finish

Morning examinations start at **9.00 am**, and afternoon examinations start at **1.30 pm**. Your timetable should state which room you will sit your examination, although, very occasionally, these may change before the day. A seating plan will be on display on the notice board in the corridor near RE3.

You should be outside the exam room **15 minutes before the start time**; make sure you arrive at the Academy **at least 20 minutes beforehand** so you can get yourself organised. Allow enough time to get to the Academy so that if you are delayed for any reason, eg traffic, you will still arrive in good time.

The Centre policy is for students to remain in the exam room for the duration of the examination.

Exams may run over the end of the academy day. Check your timetable and identify these exams and ensure you make arrangements to get home.

Supervision during your exams

- The Academy employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators have to follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

Exam room conditions

- Candidates are called into the exam room by the Invigilator or member of Senior Leadership Team.
- Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator
- 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 awarding body may refuse to accept your paper.
- Do not write anything on your hands/wrists even if it is unrelated to the examination. You may be asked to remove wristbands and jewellery by exams staff/invigilators
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Check you have the correct question paper – check the date, time, subject, paper and tier of entry.
- You must not write on the front of your booklet until you are advised to do so. You must write your details on the question paper correctly including your candidate number.
- Candidates must not open the question paper until the examination begins
- Read all instructions carefully and number your answers clearly
- Candidates must not attempt to communicate with or distract other candidates.
- Candidates are responsible for producing legible handwriting in their exams
- Candidates must stay in the examination room until the end of the examination. You will not be allowed to leave an examination room early. If you have finished the paper early 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 exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.

Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

Where you will sit in the exam room

- Candidates are seated in candidate number order. The location of your desk will remain the same throughout the exam series. You will have a candidate ID on your desk.
- Please make sure you know where your seat is located before entering the exam room. There will be a seating plan available as a reminder to check that there are no unforeseen changes.
- If you can't find your desk please ask an invigilator – it is important you are seated in the correct place

How your identity is confirmed in the exam room

Members of staff will be in the exam room at the start of the exam to confirm identity of students.

What equipment you need to bring to your exams

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.
- 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 or ballpoint. No correction pens are allowed.

Using calculators

- 10.4 Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- 10.5 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.
- 10.6 During an examination a calculator must not be able to offer any of these facilities:
- a) language translators;
 - b) symbolic algebra manipulation;
 - c) symbolic differentiation or integration;
 - d) communication with other machines or the internet;
- 10.7 During an examination a calculator must not give access to pre-stored information. This includes:
- a) databanks;
 - b) dictionaries;
 - c) mathematical formulae;
 - d) text.
- 10.8 A calculator must not be borrowed from another candidate during an examination.
- 10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.
- 10.10 An invigilator may give a candidate a replacement calculator.
- 10.11 Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

The candidate is responsible for the following:

- Making sure the calculator works correctly; check that the batteries are working properly
- Clear anything stored on it
- Remove any parts such as cases, lids or covers which have printed instructions or formulae
- Ensure that they DO NOT bring into the exam room any operating instructions or prepared programs

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams as above.

What you should not bring into the exam room

- **Mobile telephones and watches MUST NOT BE BROUGHT INTO 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 it is turned off) it will be taken from you and a report made to the appropriate Awarding Body. No exceptions can be made.
- There will be a box that you must put your phone into before entering the hall.
- Wrist watches must be removed before entering the exam room.
- Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you may be disqualified from the examination.

Food and drink in exam rooms

You may bring a drink into the examination room. Only **water** is allowed, and it must be in a clear bottle, with a sports-style top, and the label must be removed. Unless there is a particular medical reason, which has been discussed with the Examinations Manager in advance, **NO OTHER KINDS OF DRINK AND FOOD ARE PERMITTED.**

What you should wear for your exams

Full Academy Uniform must be worn by all students attending for examinations with the exception of Sixth Form students who should wear smart clothing.

Where your personal belongings will be stored during your exam

When you are in the sports hall your belongings will be stored at the back of the room. You are required to put your mobile phone in the tray with your corresponding seat number.

If you are in a classroom they will be locked in the Exams Office cupboard.

What to do if you arrive late for your exam

- Candidates who arrive late for an examination may still be admitted but may not receive any additional time.

Report to reception and you will be taken to the exam room where you will be read the regulations and taken to your seat

What to do if you are unwell on the day of your exam

- Please let the Academy know as soon as possible if you are unwell
- Try to attend to take the exam.
- Let the Exams Officer know that you do not feel well
- Let the invigilator know if you feel unwell during the exam

What happens if you have an unauthorised absence from your exam

If you do not attend the exam without a good reason, you will receive an invoice for full payment of the fees the Academy has paid for your exams.

What happens in the event of an emergency in the exam room

If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't 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 exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Candidates with access arrangements/reasonable adjustments

- You will receive a form confirming the arrangements and which exams they apply to
- Your timetable will show the room where the exam is taking place

Results

- Year 11 results will be available for collection on GCSE results day on:
Thursday 22nd August 2024
- Year 11 students may collect their results after 8.00am on results' day. The cut off point for collection of results is 11:00am.
- Year 12 & 13 results will be available for collection on GCE results day on:
Thursday 15th August 2024
- Year 13 students may collect their results after 8.00am on results' day. Priority is given to year 13 students and therefore **year 12** students are requested to attend Academy after 9.30am to collect their results. The cut off point for collection of results is 11:00am.
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to Academy before results day.
- Candidates who do not collect their results on 15th or 22nd August will need to provide a stamped addressed envelope before the end of the academic year in order to receive notification through the normal postal service.
- No results will be given out by telephone or email under any circumstances

On the day of collecting results, you will go to RE3 where there will be teaching staff available to give you your results. They will be available to discuss your results and what to do next.

Post-results services

- If you need post-results advice regarding review of marking or appeals, exams office and teaching staff will be available on Results Day.
- The post results services available are:
 - Clerical check – This is a re-check of all clerical procedures leading to the issue of a result
 - Candidate consent is required.
 - Review of results – This is a review of the original marking to ensure the mark scheme is applied correctly. It is not a remarking of the script. Candidate consent is required. The mark can go up or down so the Academy will only submit requests for students that are close to the next grade boundary.
 - Priority Review of results – available if a university place is dependent on the outcome
 - Copy of script – to support teaching and learning or to support a Review of Result. Candidate consent is required.

Consent forms will be available after the release of results and one of these will need completing before an application can be submitted.

The candidate will be notified by a member of teaching staff when the result has been returned.

If you do not hear anything within a specified period, you should contact the Academy.

If you are joining the Sixth Form or require any advice regarding further education, then please see the members of staff responsible for sixth form.

Certificates

- Certificates are awarded to students at Awards' Evening in the December following the summer series of examinations.
- If, for some reason, you are unable to attend Awards' Evening, you must arrange to collect your Certificates or send the cost of Recorded Delivery for your Certificates to be posted. We are required by the Examination Boards to keep certificates for a period of 12 months, after which time they may be destroyed.

It is important that you collect your certificates and keep them safe as these will be required for job opportunities or further education. You may not need them straight away but you may need them in the future and they can be costly and time consuming to replace if destroyed or lost



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to candidates

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

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



AQA

City & Guilds

CCEA

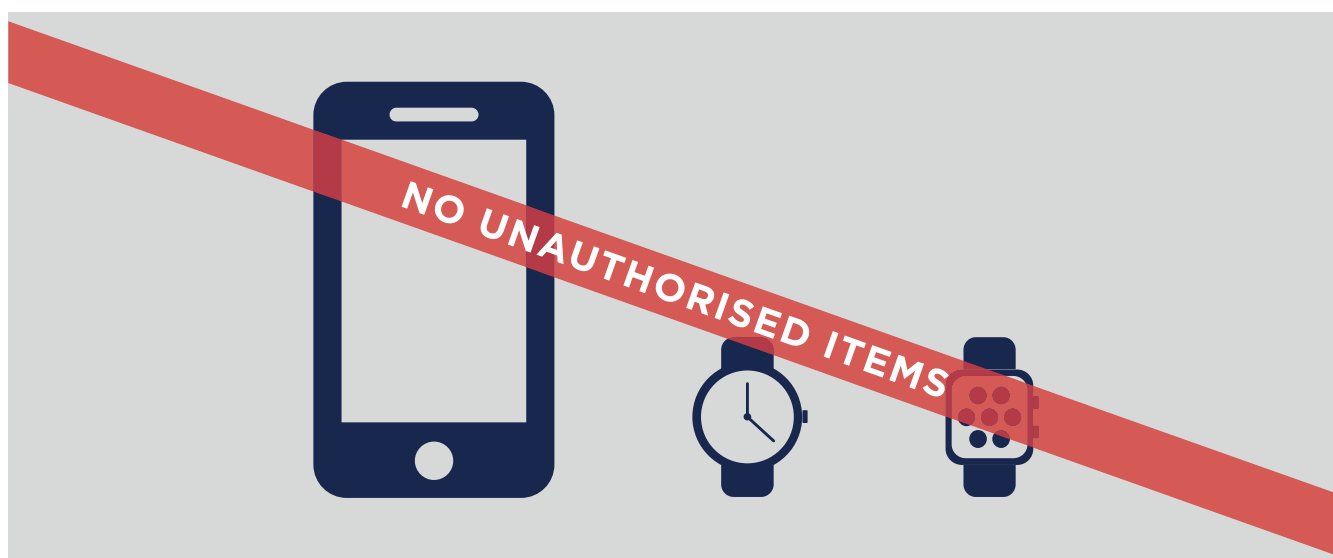
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



**Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in**

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.



Information for Candidates

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/>.

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.



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2023

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 subjects.
- 4** You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

Any pencil cases taken into the exam room **must** be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 5** If you have a watch, the invigilator will ask you to hand it to them.
- 6 Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8** You **must not** write inappropriate, obscene or offensive material.
- 9** If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least 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 before you start the exam. **Do not** open the question paper until you are instructed 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 in doubt 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.

- 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.

On your exam day

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

Before sitting your exams, ensure you know:

- ☐ the date, time and location 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.
- ☐ 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 too.
- ☐ 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.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. 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.



Modern Foreign Languages Speaking Tests

Warning to candidates notice

You must not:

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

Sharing information about Speaking tests can create an unfair assessment and could impact on your grades in this exam. Failing to report to your teacher any assessment-related information being shared may also lead to a malpractice investigation which could result in:

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

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

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

What is AI misuse?

As has always been the case, and in accordance with section 5.3(j) of the *JCQ General Regulations for Approved Centres* (<https://www.jcq.org.uk/exams-office/general-regulations/>), students must submit work for assessments which is their own. This means both ensuring that the final product is in their own words, and isn't copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work. Students are expected to demonstrate their own knowledge, skills and understanding as required for the qualification in question and set out in the qualification specification. This includes demonstrating their performance in relation to the assessment objectives for the subject relevant to the question/s or other tasks students have been set. Any use of AI which means students have not independently demonstrated their own attainment is likely to be considered malpractice. While AI may become an established tool at the workplace in the future, for the purposes of demonstrating knowledge, understanding and skills for qualifications, it's important for students' progression that they do not rely on tools such as AI. Students should develop the knowledge, skills and understanding of the subjects they are studying.

AI tools must only be used when the conditions of the assessment permit the use of the internet and where the student is able to demonstrate that the final submission is the product of their own independent work and independent thinking.

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies.

AI misuse constitutes malpractice as defined in the *JCQ Suspected Malpractice: Policies and Procedures* (<https://www.jcq.org.uk/exams-office/malpractice/>). The malpractice sanctions available for the offences of '*making a false declaration of authenticity*' and '*plagiarism*' include disqualification and debarment from taking qualifications for a number of years. Students' marks may also be affected if they have relied on AI to complete an assessment and, as noted above, the attainment that they have demonstrated in relation to the requirements of the qualification does not accurately reflect their own work.