

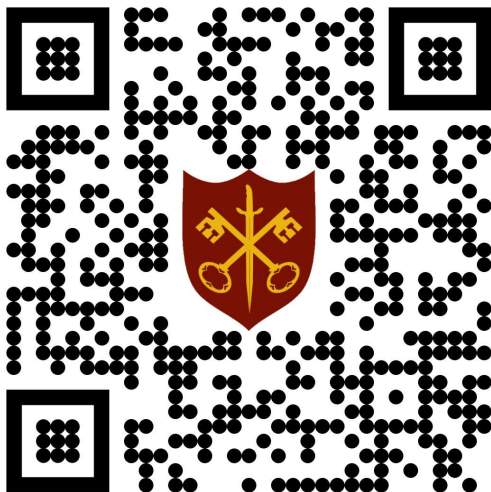


St Peter & St Paul
Catholic Voluntary Academy
Pro Petro Paulo Patria

**CANDIDATE EXAM
HANDBOOK**

2024/25

<https://tinyurl.com/SSPPExams>



This handbook is reviewed and updated annually

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Introduction

St Peter and 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

- To support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures they need to be made aware of

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.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and St Peter and St Paul Catholic Voluntary 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, including maladministration, means any act, default or practice which is a breach of the regulations that apply to the exam or assessment being taken.**

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

Strict regulations apply nationally and are not set 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.

- JCQ provides information regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room
 - Breaches of examination conditions
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
 - Offences relating to the content of candidates' work
 - Undermining the integrity of examinations/assessments

The JCQ Instructions for Conducting Examinations (ICE 24) and the *Indicative sanctions against candidates* (Appendix 6 of JCQ's [Suspected Malpractice: Policies and Procedures](#)) list the standard sanctions for candidates who are found to have performed malpractice. These range from a warning to candidate debarment from all exams. These documents can be found at www.jcq.org.uk

This handbook references information from JCQ's [Information for candidates documents](#), which provide further information to candidates, such as social media, as example:

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

and/or non-examination assessments and coursework, as example:

Research and using references

...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.

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...**



Personal data

- Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies...
- The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.
- Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.

Coursework assessments/non-examination assessments

- JCQ information for candidates documents - coursework, non-examination assessments, social media, and the use of AI (e.g. what it is, the risks of using it, what AI misuse is, how this will be treated as malpractice, when it may be used and how it should be acknowledged) are available from the JCQ website.
- Assessments will take place throughout the school year as required and candidates will be informed by their subject teacher as to when the assessments will take place.
- Assessments will be marked by a the subject teacher and moderated by either a visiting moderator from the appropriate awarding body or by upload of their work to the awarding body.

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.

Exam room posters – Candidates must be aware of the contents of the Warning to candidates and Unauthorised items posters. These are clearly placed at the entrance to each written exam and copies are located in Appendix 6 & 7 of this booklet.

Contingency sessions - Summer 2025

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 2025, 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 afternoon on **11/06/2025** and morning/afternoon of **25/06/2025**. 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.

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

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 and outside the Sports Hall.

- 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. Please check your timetable upon receipt and identify if any of your exams run over. It is the responsibility of the candidate/parent to ensure arrangements are made to get you 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.

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. You will also have a Photo ID card provided on your desk to aid in identification. Do not remove the photo ID card from the exam room or deface it.

Where you will sit in the exam room

- Candidates are seated in candidate number order, though this may vary depending on which exam. Each desk will have a set table number and a candidate ID card will be placed on the desk for that particular exam.
- 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.

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. It may also be regarded as malpractice and dealt with accordingly.
- 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, place them, in order, inside the front page of your answer booklet.
- 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.

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

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:

ICE, Section 10: Using Calculators

1. 10.1 In this section a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.
2. 10.2 This is the published guidance on calculators unless specifically varied by an awarding body in a qualification specification.
3. 10.3 The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.
4. 10.4 Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
5. 10.5 Candidates must be told these regulations beforehand and be familiar with the Information for candidate's documents.
6. 10.6 During an examination a calculator must not be able to offer any of these facilities:
 1. language translators.
 2. b. symbolic algebra manipulation.
 3. c. symbolic differentiation or integration.
 4. d. communication with other machines or the internet.
7. 10.7 During an examination a calculator must not give access to pre-stored information. This includes:
 1. databanks, such as the periodic table (with the exception of scientific constants).
 2. b. dictionaries.
 3. c. mathematical formulae.
 4. d. text.
8. 10.8 A calculator must not be borrowed from another candidate during an examination.
9. 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. 10.10 An invigilator may give a candidate a replacement calculator.
11. 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.
12. 10.12 A series of FAQs on the use of calculators in examinations may be found on the JCQ website

What you must 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/pocket that you must put your phone into before entering the hall/room.
- Wrist watches must be removed before entering the exam hall/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

Ideally, all personal belongings other than exam equipment should be stored in your school bag and placed at the back of the sports hall in the preparatory area or in a section of the exam room where they will not present a hazard.

If you do not wish to store your mobile phone or any other item in your bag, you are required to put your them in the pocket with your corresponding seat number.

If you are in a classroom, items will be kept in a tray in individual clear pockets.

What to do if you arrive late for your exam

Arriving late can impact a candidate's own and potentially other candidate's exams. As such, **entry to exams when arriving after the exam start time is at the discretion of the school.**

On arrival, you should report to reception in the first instance and if you are permitted to sit the exam you will be escorted to the exam room where you will be read the regulations and taken to your seat.

Be aware that even if you arrive very late and are permitted to sit the exam, the examining body may not accept your paper for that exam.

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

1. Please let the Academy know as soon as possible if you are unwell
2. Try to attend to take the exam.
3. Let the Exams Officer know that you do not feel well
4. 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 evacuation during an exam

If the **fire alarm** sounds during an examination:

DON'T PANIC

STOP WRITING AND AWAIT INSTRUCTIONS FROM THE INVIGILATOR

If you have to evacuate the room:

1. Close your exam booklet and leave everything on your desk.
2. You will be asked to leave **in silence** and in the order in which you are sitting.
3. You will be escorted to a designated assembly point where you must remain **in silence**
4. **You will remain under formal exam conditions and must not attempt to communicate with anyone else during the evacuation, this will be considered malpractice.**
5. When you return to the exam room, locate your seat but **do not open your answer booklet and start writing** until the invigilator tells you to.
6. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Results

Year 11 results will be available for collection on GCSE results day on:

Thursday 21st August 2025

Year 11 students may collect their results after 9.00am 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 14th August 2025

Year 13 students may collect their results after 9.00am on results' day. Priority is given to year 13 students and therefore **Year 12** students are requested to attend Academy after 10.30am 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 14th or 21st 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 the 6th Form Block, adjacent to the vehicle entrance gate, 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, the examinations officer and teaching staff will be available on Results Day.

The post results services available are:

1. Clerical check – This is a re-check of all clerical procedures leading to the issue of a result
2. 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.**
3. Priority Review of results – available if a university place is dependent on the outcome, **it is not a remarking of the script.**
4. Access to Scripts – to support teaching and learning or to support a Review of Result request.

To request a post results service, a candidate will need to discuss the application with the appropriate subject leader who will decide upon the best course of action per the Examinations Office guidelines and assist in completing a request/consent form.

Be aware a Review of Results could result in marks being removed and potentially downgrading the candidate's awarded grade.

Request/consent forms will be available after the release of results and one of these will need completing appropriately and in full before **any** application can be submitted. The candidate is required to sign, consenting to the request.

A cost to the candidate/parent may be incurred if a request is still made despite the subject leader determining that a review is not applicable. Costs are qualification and awarding body dependant.

After a request has been submitted, the candidate will be notified by a member of teaching staff or Examinations Officer of the outcome when it has been returned.

Whilst awarding bodies try to process requests as quickly as possible, they are allowed up to a 20-calendar day window after they confirm receipt. If you have not heard anything after this period has elapsed, please 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 at the school or send the cost of Recorded Delivery for your Certificates to be posted.

If you need someone to collect on your behalf, you **must** let the school know the details of the person collecting and they **must** bring their own photo ID card for identification.

We are required by the Examination Boards to keep certificates for a period of 12 months, after which time they may be destroyed. A record of destroyed certificates is kept for no less than 4 years.

It is important that you collect your certificates and keep them safe as these will be required for job opportunities and/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.

Internal appeals procedure

If you have any concerns with results regarding internal assessment decisions or after the outcome of Review of Results has been received, please refer to the centre's **Internal Appeals Procedure**. This will be available online on the school's website or on request from the Examinations Office and will outline details of the area's covered and how to make an appeal.

Complaints policy

If you have any complaints, please refer to the centre's **Complaints Policy** (Exams). Again, this will be available from the school's website or on request from the Examinations Office.

JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).

JCQ Information for candidates – written exams


You **must** read this information before you take any externally assessed written exams.

All the above documents are available as .PDF downloads from the JCQ website from the following address: <http://www.jcq.org.uk/exams-office/information-for-candidates-documents> or via QR code below.



JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.




Information for candidates

Using social media and examinations/assessments

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

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



JCQ Things to do on social media:

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

JCQ Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in 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

JCQ *Unauthorised items* poster

This poster will be displayed outside each exam room. You **must** note that "*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.*"



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.

©JCQ CIC 2022 - Effective from 1 September 2022

JCQ *Warning to candidates* poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

Warning to candidates						JCQ c r c
 Questions matter AQA	 City & Guilds	 Rearranging Learning CCEA	 Oxford Cambridge and RSA OCR	 Pearson	 wjec cbac WJEC	



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.

JCQ AI poster for students

This poster is a quick guide to help you to better understand the rules for use of AI 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

JCQ Preparing to sit your exams

This poster is a quick guide to help you to prepare for 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 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 

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.

What you cannot take into exams:

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



Other important information:

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

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

AQA MFL Speaking Test Warning to Candidates Notice

The poster below for AQA MFL speaking tests is in addition to the JCQ Warning to candidates poster

Appendix A



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.**

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