NOTRE DAME HIGH SCHOOL

NDHS

SURREY ST., NORWICH, NR1 3PB

Notre Dame High School

Examinations Guidance for Students

2026/27

www.ndhs.org.uk

Name:
Form:

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Introduction

This booklet contains important information relating to all aspects of Public Examinations that will take place at Notre Dame High School this summer.

Please ensure that you and your parent/guardian read this booklet carefully before the start of the examination period.

If you have any queries, please contact the Exams Office.



During exams you are permitted to look down for inspiration and up in exasperation,
but you are not permitted to look side to side for information!

Key Contacts

School Telephone Numbers

Main Reception	01603 611431
Exams Office	01603 753756

Key Staff

Exams Office staff

Mrs Anna Brett	
Mrs Maria Snelson	
Miss Ruth Barrett	

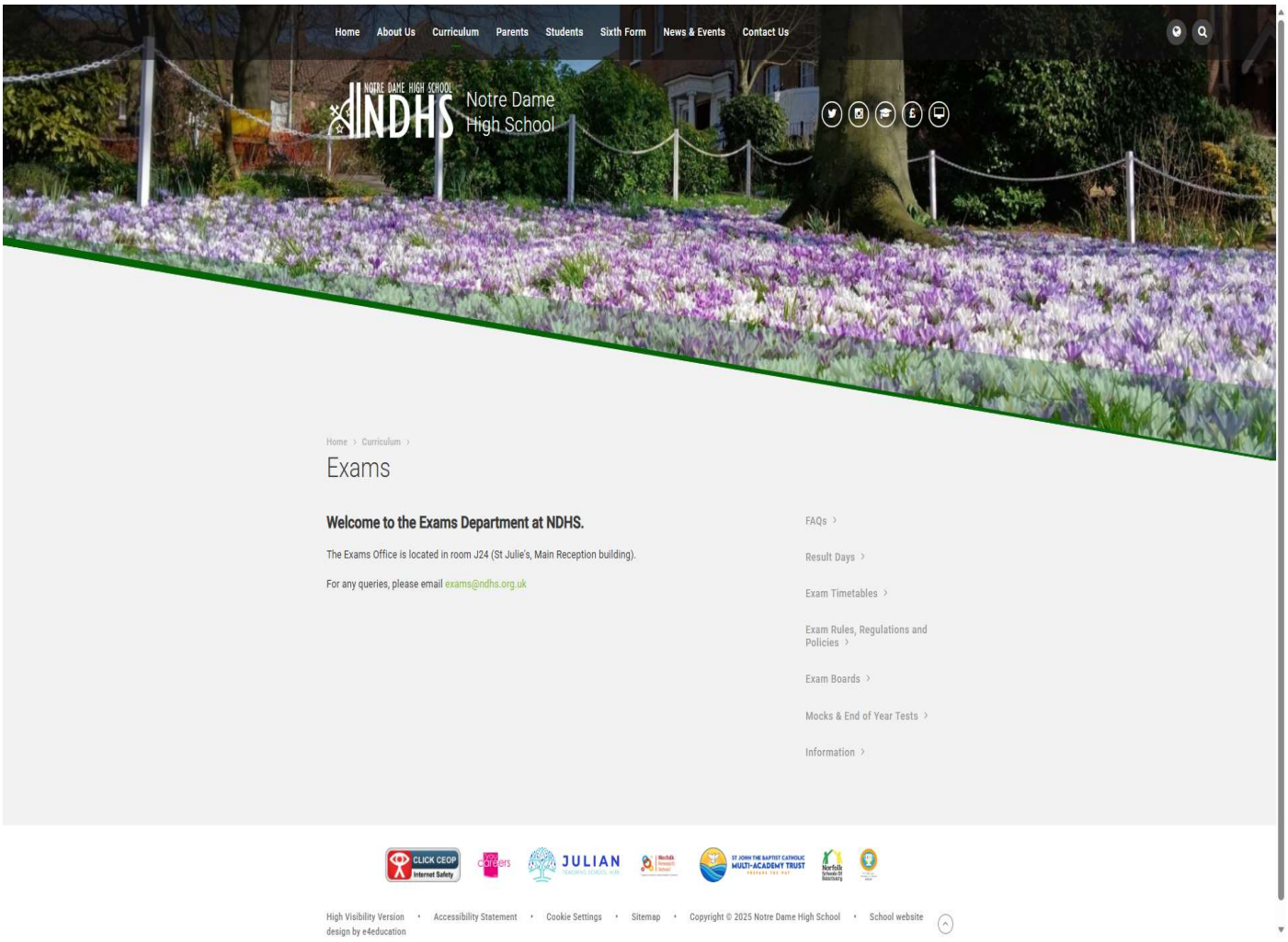
SEN Coordinator	Mrs Bunn
Head of Year 11	Ms Bates
Head of Year 13	Mr Q Harper
Director of Sixth Form	Mr J McKay
Deputy Head (Exams)	Mr J McKay

If you are unable to sit an exam for any reason (e.g. illness) please contact the Exams Office on 01603 753756 <u>asap</u>.
Put the number in your mobile phone now.
Leave a message if there is no answer.

The Exams Webpage

www.ndhs.org.uk/exams

The school website holds lots of information for you. Use the above link, or from the Main Menu, click on the Curriculum tab and you will find the path to the Exams section. This contains sub-sections showing exam timetables, links to the exam boards, frequently asked questions, results days, post results services and other exam-related information.



All exam policies and procedures can also be found on the exams webpage. We encourage you to check it on a regular basis.

The Exam Season

For summer 2027, the public timetable for written exams starts on Monday 10th May and ends on Friday 18th June.

Contingency day

The awarding bodies have collectively agreed a contingency day for several years now which is always scheduled at the end of the GCSE, and A-level exam timetables.

The contingency day is in the event of national or significant local disruption to exams in the United Kingdom, being part of the awarding bodies' standard contingency planning for exams.

For the June 2026 exams, the contingency day remains at the end of the timetable being scheduled on **Wednesday 23rd June 2027.**

Parents and students should consider the contingency day of Wednesday 23rd June 2027 when making their plans for the summer. **Candidates should be encouraged to remain available until Wednesday 23rd June 2027 should examinations need to be rescheduled.**

There will be no allowances for students who are not available for any rescheduled exams.

Exam Entries

Before each exam series, the Heads of Departments notify the Exams Office which exams each student should be entered for.

Candidate Entry Forms are sent to parents/students in February to allow you to check that you are enrolled for the correct exams. We ask that these Candidate Entry Forms are thoroughly checked (**especially** the spelling of names, date of birth, etc.), by both student and parent (if the student is under 18 years).
Exam Boards charge fees for late amendments to these personal details and the charges will be passed onto the students.

Any queries or errors must be brought to the Exams Office as soon as possible. This process is very important as it enables the Exams Office to address any anomalies/mistakes and rectify them at the earliest opportunity. Late entries/changes to exams are very costly to the school and can also be very unsettling and disruptive to the students concerned.

Personal individual **timetables** will also be issued. Students are asked to keep these safe but if they mislay their copy, they can obtain a replacement from the Exams Office. A master (complete) timetable will also be put onto the exams webpage (www.ndhs.org.uk/exams) on the timetables tab.

Clashes

If you have a “clash” of exams during a morning or afternoon you will be contacted by the Exams Office in the next few weeks to tell you about the arrangements. Please note that if you are timetabled to take two exams totalling less than three hours in one morning or afternoon, the Exams Board will expect you to sit one paper immediately after the other.

Exam Timing and Venues

Morning exams start at 9am and afternoon exams start at 1.30pm. You should assemble at the times, and in the areas, detailed below.

If you are late (or think you are going to be), you should telephone the Exams Office on 01603 753756. If there is no answer, please leave a message. Please put this number in your mobile phone now!

GCSE Exams

The majority of GCSE exams are held in the Sports Hall.

Students should line up for registration in The Gym by **8:45 am** for morning exams and by **1.15 pm** for afternoon exams.

A Level Exams

The majority of GCE exams are held in L31/L32 and sometimes in the Sports Hall. Students should congregate by the Year 11 garden, or, if wet, at the bottom of the stairwell of the Lady Julian building (Viva's) and wait to be called into the exam. When A Levels are held in the Sports Hall, students should congregate on the paved area by the Astro court, or if wet, go straight to S19.

Assemble at **8:45 am** for morning exams and **1.15 pm** for afternoon exams.

Exam notice boards are on the outside wall of the Sports Hall, in the covered seating area. Seating plans will be placed there in the days leading up to the exams, and students should **note their seat number** well in advance of each exam.

Internal Assessment Appeals (NEA)

Non-examination assessments (NEA) measure subject-specific knowledge and skills that cannot be tested by timed written papers. They are marked internally and moderated externally.

Notre Dame is committed to ensuring that internal assessments are marked and administered fairly, consistently and in accordance with the awarding body specifications and subject-specific documents.

Students are informed of their marks (not grades) in good time, to request a review of the centre's marking before submission of marks to the exam board, if it is felt that the mark is not justified.

They also need to know that their centre marks could change after the centre review and after external moderation.

Requests for reviews, to check that the mark is justified, must be made in writing using the form IA1.

Form IA1, along with the Internal Assessment Appeals Procedure can be found on the exams section of the school website.

Special Arrangements for Exams

Some students will have been identified by the SENCo as needing additional help and support with their exams for various reasons, and special arrangements are made for them.

25% Additional Time/Rest Breaks

Students with these arrangements will sit their exams with the rest of the students in the Sports Hall or L31/L32. The invigilators will be aware of your arrangement and will place a card on your desk informing you of the adjusted finish time of your exam.

Human Readers/Scribes

Students with these arrangements will take their exam in another room as arranged with the SENCo. Details and arrangements will be passed to the students at the start of the season.

Plagiarism

It is extremely important that all coursework or non-examined assessment that you submit is your own. Plagiarism involves using someone else's words, thoughts or ideas and trying to pass them off as your own, which is a form of cheating, and this is always taken very seriously. If you are doing any coursework or non-examined assessments and feel that you may have mistakenly used someone else's work, or someone has used yours, **please speak to your subject teacher immediately.** For further details, please see the appendices towards the back of this book, which contain the JCQ/Exam Board rules and regulation and guidance on the use of AI.

Entering the Exam Room

Full school uniform must be worn by Year 11. Students in Year 13 are reminded to dress appropriately. Headwear is only permitted if needed for religious reasons.

Students must note that as soon as they enter the exam room, they are **under exam conditions** and must not talk or communicate in any way with other students. This includes looking around and non-verbal communication.

If the exam is in the Sports Hall, bags are placed (and room locked) in S19 before entering the Hall. For exams in L31/L32, bags are left and secured in the small adjacent room before entering the exam room. Please ensure that you have all the equipment that you need for the exams and have it out ready to present to the exam staff for checking, before entry into the hall.

While we make every effort to look after your belongings, all personal items are left at the students' own risk.

Students must ensure that mobile phones/MP3 players etc. have been ***turned off and left in bags along with all watches*** **- FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION**.

Students must then enter the exam room and find their allocated seat as quickly and as quietly as possible and await further instructions from the Lead Invigilator.

Water Bottles – Please ensure that all water bottles are made of a clear, colourless plastic and that **labels have been removed** prior to entering the exam room. No logos are allowed. **Only water is permitted.**

Calculator Lids etc. These are **not** allowed into the exam room.

Watches – Watches of any kind **are not permitted** into the exam room.

Pencil Cases – Please ensure that they are the **clear plastic variety** and are totally transparent (e.g. Not opaque or coloured) and that you have all the equipment needed for the exam.

Sixth Form Lanyards – Although you are required to wear your lanyard ID around the school site, for the purposes of the exams, please **remove** your lanyard and leave it in your bag.

Starting the Exam

Once students have found their seats they must sit in silence, face the front and await further instructions. **Students must not look inside or turn over their exam paper until told to do so.**

Students must **NOT WRITE ANYTHING** (including filling in names and other details on the front of the paper) until instructed to do so by the Lead Invigilator as this constitutes as malpractice.

When all students are seated, the Lead Invigilator will advise students on exam procedures and ask students to check that they have the correct paper in front of them. **If a student thinks that they have an incorrect paper, have not been given all of the materials listed on the front of the paper, or have a query about access arrangements they must raise their hand immediately and an Invigilator will assist them.**

Students will be advised of the start and finish time of the exam and these times are displayed on the noticeboard at the front of the exam room. Clocks are clearly displayed so that students can keep a check of the official times. Invigilators cannot give time reminders.
When all procedures have been relayed and all queries answered, the Lead Invigilator will advise students when they may start the exam.

During the Exam

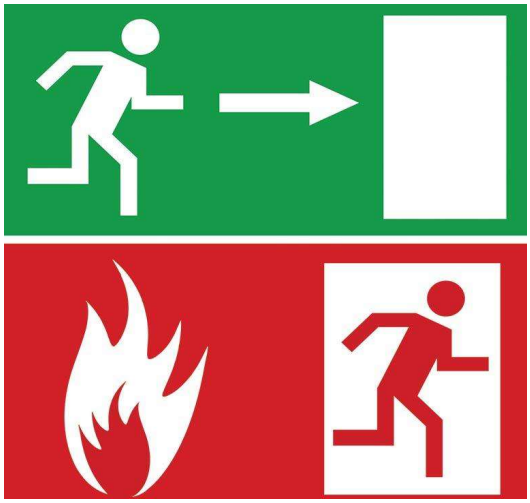
Students must not talk to, or communicate in any way, with each other. If they do, this may result in disqualification from the exam. If a student has any queries during the exam, they must raise their hand and wait for an Invigilator to assist them.

Toilet Breaks

Students are expected to go to the toilet before entering the exam but, in **exceptional circumstances,** if you need to go during the exam then please raise your hand and you will be escorted to the toilet by an Invigilator. You will not be allowed a toilet break during the **first** and **last** 15 minutes of the exam. Blazers must be removed before leaving the examination room. Any time taken for a toilet break will be lost from your exam time.

Fire Evacuation Procedures

In the unlikely event of a fire alarm going off during an exam, all students should remain seated and await instructions from the Lead Invigilator. Students are to remain in full exam conditions in the Hall and for the entire duration of the evacuation if we have to leave the building.



Finishing the Exam

When the end of the exam time has been reached the Lead Invigilator will instruct students to finish writing **immediately** and to put down their pens. (Students who have additional time may continue writing up to the time that is stated on the yellow card on their desk).

If a student finishes the exam early they must remain seated until the official end of the exam (remember, this would be a good opportunity to check through the paper and ensure they are happy with their answers). **Students may not leave the room early.**

If students are sitting another exam immediately after an exam they have just sat, they must remain in their seats and wait for their finished papers to be collected and the new paper to be distributed. Start and finish times will be relayed again by the Lead Invigilator. **Students must not start the new exam until instructed to do so by the Lead Invigilator.**

Students will remain under exam conditions throughout, and as such, must not communicate with, or disturb other students.

Exam Equipment for Written Exams

All exams require students to **bring a black pen (and, we advise, a spare!)** – gel pens may not be used. Students must write their answers clearly and in black ink only. Coloured pencils may only be used for diagrams, maps, charts etc. unless the instructions printed on the front of the question paper state otherwise.
Some units require students to bring additional materials including rulers, erasers etc. Students may not use correcting pens, fluid or tape, or erasable pens.
Calculators may be used in any exam, unless specified otherwise (e.g. the GCSE Mathematics non-calculator paper). Calculators **must be cleared of any data** and must be presented showing the 'reset' screen on entering the exam room. Students must also remove any cases, lids or covers for calculators before entering the exam room and are not permitted to bring into the room any operating instructions or prepared programs.

Your teacher will be able to advise in advance if you require additional equipment. Please note that highlighter pens cannot be used on your answers (but may be used to highlight words on the question paper).

Pencil cases and water bottles must be presented on entering the exam room for the exams staff to check.

It is each student's responsibility to bring their own equipment to each exam. (In emergencies, there may be additional equipment available, but this is not guaranteed).

STUDENTS MAY NOT BORROW EQUIPMENT FROM EACH OTHER IN THE EXAM ROOM.

Results Days

Results will be issued to students on the following dates:

A-LEVEL	Thursday 12th August 2027
GCSE	Thursday 19th August 2027

Full details regarding the arrangements of how students will receive their results will be sent to students and will be put onto the Exams pages of the school website (www.ndhs.org.uk/exams), in July.



Post Results Services

If you have a concern and believe that a result may not be accurate, then a clerical check or review of marking may be requested. Written consent (on the correct form only) is required as the marks could go down and can only be accepted after the publication of results. You may also request a copy of your script if you are considering applying for a review. All of these services must be requested through the centre/school and must be paid for at the time.

Full details, forms, prices and deadlines will be available on the website before the school breaks up in the summer. Advice, guidance and support will be available to you on the day by senior staff, teachers and the Exams Office staff.

All requests must be handled through the Exams Office and **will not** be processed until the correct JCQ form (on the school website) is received along with the BACs payment.

Certificates

Exam Certificates are presented to current Year 11 and 13 students at our Prize Evening which is typically held in December.

You will be invited to attend this celebratory evening by letter in the Autumn term following your results. If you are unable to attend this event, please contact the Exams Office as soon as possible to arrange for collection or postage of your certificates. If you wish to receive your certificates via post, please inform the Exams Office of the name and address the certificates should be sent to and they can advise of the costs involved.

Information for Candidates for Written Examinations – effective from 1 September 2026

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, ask your teacher. You should also check with your teacher which calculator you may use in your exams

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 any unauthorised material, including:
   (a) Notes;
   (b) earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
   (c) a mobile phone
   (d) a watches (e.g. analogue, digital, smartwatch);

   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 sanctions and possible disqualification.

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

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

1. Know the dates and times of all your exams. Arrive at least 10 minutes before the start of each exam.
2. If you arrive late for an exam, report to the invigilator running the exam.
3. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4. Only take into the exam room the pens, pencils, erasers and any other permitted equipment needed 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.

B. 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 its memory and make sure it is in exam mode;

(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.

C. 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.

   (c) you think you have not been given the expected access arrangement(s).

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.

D. 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 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.

E. 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 stationary from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

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Information for candidates
AQA, City & Guilds, CCEA, OCR, Pearson and WJEC - coursework assessments.

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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2027.

Where AI has been used, your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2027. You should also acknowledge the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s)/prompts used to generate the AI content as well as the AI generated content itself non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used

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 information you have is the same, the description of how that information 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 not crediting the source. This includes outputs from AI tools. **Plagiarism 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 are copying 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.

Sanctions for breaking the regulations

If it is discovered that you have broken the rules, one of the following sanctions 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 sanction is appropriate.

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

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Information for candidates: non-examination assessments

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

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

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

Preparing your work – good practice

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

If you worked as part of a group on an assignment, for example undertaking field research, you **must** write up your own account of the assignment. Even if the information you have is the same, you **must** describe in your own words how that information 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 pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

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

Research and using references

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

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

> 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’.

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.

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/ onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2027.

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You **must** retain a copy of the question(s)/prompts used to generate the AI content and the AI generated content itself in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used.

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. This includes outputs from AI tools. **Plagiarism 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 will be 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 for detecting plagiarism 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

Sanctions for breaking the rules

If it is discovered that you have broken the regulations, one of the following sanctions 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

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Information for candidates
Using social media and examinations/assessments

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

JCQ CIC

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



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

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Information for candidates
AI (Artificial Intelligence and assessments)

What is AI?

AI stands for artificial intelligence and can be used to create text, images, videos, music and artwork based on instructions given to an AI tool.

What is an AI tool?

AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*

*The list of certain suppliers of AI-related products is for information purposes only and does not constitute an endorsement by JCQ and awarding bodies. It is each centre's responsibility to investigate and verify any suppliers they use, including any terms and conditions which govern the sale or use of the supplier's products. The list provided is not exhaustive.

When can I use AI?

- Your teachers may use it in class when teaching the course, but remember teaching in the classroom is not an exam!
- There are some assessments where you can use AI – your teachers will tell you if you can or cannot use an AI tool.
- Remember, the rules are different for different assessments and subjects, so always check with your teachers first!
- When an AI tool is allowed, **you must acknowledge**** the AI tools and the material produced by the AI tool that you have used in your work. If you do not acknowledge AI use, it will be **considered as cheating**.

When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply.
- This is what exam boards call **AI misuse and is a form of cheating.**

**Acknowledgment – 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, for example, *ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2025.*

IF YOU USE AN AI TOOL, YOU CANNOT GET MARKS FOR WHAT THE AI TOOL HAS PRODUCED, AS IT IS NOT YOUR OWN WORK

If I'm allowed to use AI, how is this breaking the rules?

- AI misuse is when you use an AI tool in an exam or assessment where you are not allowed to; and/or
- Where you use an AI tool to create work and then say it's your own.

How to make sure you don't misuse AI

DECLARE

- Remember to sign your declaration form when handing in your work for final assessment.
- Your signature on the declaration form tells your teacher and the exam board that you are saying all the work you're handing in is your own.
- If you have used an AI tool, **you must declare***** that you have used it before signing the declaration form!

***Declare** – this means that 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.

ACKNOWLEDGE

If you are allowed to use an AI tool in your assessment (remember to check!), you must do the following:

- reference the AI tool you have used
- give the date of when the AI tool generated the content
- give details of how you used it.
- save screenshots of what you have asked or instructed the AI tool to do and what answer the AI gave you, and include this with the work submitted.

LAST CHECKS — Know the rules — Check with your teachers — ACKNOWLEDGE and DECLARE

EFFECTIVE FROM 1 SEPTEMBER 2025

Information for candidates - Information About You and How The Exam Boards 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 below. To be able to provide examinations and assessments, the awarding body needs to collect and use information about you. You are advised to read the boards' Privacy Notices for further information:

AQA
https://www.aqa.org.uk/privacy-notice/student-privacy-notice

OCR
https://www.cambridge.org/legal/candidate-privacy-notice

Pearson
https://qualifications.pearson.com/content/dam/pdf/Support/Centre%20administration/information-for-candidates-privacy-notice.pdf

WJEC
https://www.wjec.co.uk/media/xv4pb3ik/230222-wjec-privacy-notice.pdf

Summary of use of student materials

Awarding bodies are permitted to use students' assessment materials as an essential part of running and regulating qualifications, including through automated or AI-enabled systems. This covers activities such as marking, moderation, standardisation, grading, awarding, quality assurance and malpractice detection, and candidates **cannot** opt out of these uses.

Student materials may also be used for teacher/examiner training, examiner reports and assessment-related research, but they must first be anonymised. Candidates **can** opt out of these additional uses by notifying their centre.

If you wish to opt out of this use of your assessment data, please contact the Exams Office.

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 examination or 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 during your examination, raise your hand to speak to an invigilator. Do not speak to or disturb anyone else

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Unauthorised Items

NO MOBILE PHONES

NO SMART GLASSES

NO WATCHES

NO STORAGE OR WEB-ENABLED DEVICES



Possession of unauthorised items

is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

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And remember…

be prepared

keep calm

Do your very best - it is your opportunity to show the Examiner what you can do.

