



EXAMINATION GUIDANCE 2024-2025



This information is to help you with valuable advice for examinations held at
Ash Hill Academy

**You are required to read this document carefully
and retain it for future reference**

If you have **ANY** questions or concerns, please contact Mrs. Bromilow, Exam Officer
01302 562541 – bromilowt@ashhillacademy.org.uk

INTRODUCTION

It is the aim of Ash Hill Academy to make the examination experience as stress-free and successful as possible for all candidates.

This booklet will prove informative and helpful for you and your parent/carers. Please read it carefully and show it to your parent/carers so that they are also aware of the examination regulations and the procedures that must be followed in the event of any problems occurring.

The Awarding Bodies set down strict criteria that must be followed for the conduct of examinations and we are required to follow them precisely. You should, therefore, pay particular attention to the **JCQ INFORMATION FOR CANDIDATES** that is printed at the end of this booklet. The JCQ governs how Awarding Bodies and schools run the examination process and their website (www.jcq.org.uk) has lots of useful information on it.

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 NOW!**

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for you. If you or your parent/carers have any queries or need help or advice at any time before, during or after the examinations please contact a member of the exams team:
- The school telephone number is: 01302 562541
- The Examination Officer is Mrs Bromilow, and she is based next door to the bridge on the second floor of the Porter building.
- Email: bromilowt@ashhillacademy.org.uk

Remember – we are here to help.

GOOD LUCK!

INTERNAL EXAMINATIONS (MOCK EXAMS)

Dear Student,

Mock examinations are designed to give you, your teachers and your parents an indication of how you are progressing in your GCSE and Vocational subjects.

They are also an ideal opportunity for you to get first-hand experience of what your GCSE and Vocational exams will be like and allow you to develop effective revision strategies in plenty of time for the real thing.

The main message is simple, preparation is everything! If you begin your revision early and give yourself plenty of time to prepare, you are far more likely to be successful.

The results of these mock exams will be used to assess whether you are in the most appropriate set and will contribute to any decision made regarding a move to a different set. For some subjects, mock result data will provide the evidence to determine which tier, higher or foundation, you will sit.

This booklet contains information about the exam process, our expectations of our students during this time and some key dates.

If you or your parent/carers have any questions not answered in this booklet, please ask your teachers, your tutor or Mrs. Bromilow.

Work hard and good luck!

Mr. Hicks
Associate Principal
Ash Hill Academy

Year 11 Mock Exam Timetable 2024/25

Ash Hill Academy is part of Delta Academies Trust, and a Core Assessment Schedule is set by Delta for all their schools to follow. Please see below a provisional guide to when Year 11 will be examined using mock exam papers and in a formal exam setting. ***Please note these dates are an approximate guide and may be subject to change.***

Year 11

Main Mock Exam Cycles

07/10/24 – 11/10/24

25/11/24 – 13/12/24

03/03/25 – 23/03/25

There may also be additional assessments throughout the year that take place in a formal exam setting and within the classroom. You will be made aware of these in advance either via the exams officer or the subject teachers directly with their classes.

Key information for students – Mock Examinations

Mock examinations will be conducted as closely as possible to how final external examinations will be. Therefore, the rules, regulations and guidelines in the external examination section of this handbook also apply to mock exams. This is so our students get plenty of practice in this setting and are well versed with exam board regulations ready for final external exams.

Please continue to read through all of the external examination information attached in order for you to know what is expected of you during your mock examinations.

If you have any questions or concerns, please see Mrs. Bromilow, Exams Officer or your tutor.

EXTERNAL EXAMINATIONS

Summer Exams

Summer 2025 Exam dates:

External, timetabled examinations start from 1st May 2025, see at the end of this handbook a copy of this summer's timetable. (This does not include exam windows for Art, Photography, Dance and Language Speaking tests. These subjects will schedule a date within the exam window they are to complete in and will communicate this with students when confirmed)

Please note, students will be issued with their individual exam timetable shortly after the final entries have been made on 21st February 2025.

GCSE Contingency Day

JCQ states the last day of the Summer 2025 examination series is **25 June 2025**, which includes the contingency day should sustained national or local disruption arise during the June 2025 examination series.

Therefore, students must remain available up to and including 25 June 2025 should an awarding body need to invoke its contingency plan. There is also a contingency **afternoon** session for which students must remain available for: **11 June 2025**.

GCSE Results Day

Thursday 21st August 2025

School will be open to students from 9.00am – 11am for the collection of results.

Teaching staff and members of the Senior Leadership Team will be accessible to candidates during this time on results day

BEFORE THE EXAMINATIONS

Non-Examination Assessments

Some of your subjects require you to complete assessments in school, under varying levels of security. You will follow the regulations (copy attached) and you will also be asked to sign a declaration to confirm that the work is your own. When you have completed your assessments, if you are not happy with the **process** by which the marks have been awarded (not the actual mark itself), there is an appeals policy you can follow. This is available from the Examinations Officer upon request.

For Pearson BTEC qualifications, there is also an appeals procedure to invoke if you are unhappy with any aspect of the assessment and award **process**. This is also available from the Examinations Officer upon request.

Exam Timetables:

All Candidates receive an Examination Timetable from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher Tiers. Particularly check that all personal details (legal names and date of birth) are accurate as these will appear on certificates and it will be difficult to change them once certificates are awarded.

Awarding Bodies

Ash Hill Academy uses the following Awarding Bodies: AQA, OCR, Pearson Edexcel and Eduqas (WJEC). Our Centre Number is 36295 and you will enter this on examination papers. It will be printed on the ID card on your desk.

Candidate Name:

Please check your name is your legal name and is spelt correctly on your timetable.

Candidate Number:

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. This will be on the ID card on your desk.

UCI/ULN:

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (UCI) and a Unique Learner Number (ULN) that is shown on the top of statements of entry. Your UCI/ULN is used for administration purposes and it is not necessary for you to remember it. However, if you go to sixth form or college, they will need your UCI for examinations there.

Timetables

Make sure you know the dates and times of your examinations. If you miss a Public Examination, **you cannot take that paper at another time.**

Unless notified otherwise:

- Morning examinations start at **9.00am**
- Afternoon examinations start at **1.30pm**

It is your responsibility to turn up on time for the examination so make sure that you and your parent/carers know the dates and times of each of your examinations. If you are late for an examination, you may not get the full time and the Awarding Body may not accept the script depending on the circumstances. **If you know that you are going to be late contact the school (01302 562541) and inform Reception why you are going to be late, how long you will be and confirm that you will have no contact with anyone other than your parent/carers. Do not access the internet or use your mobile phone once you have called us.**

Your timetable is your proof that you have been entered for a particular examination. If your timetable contains any errors, you must see Mrs. Bromilow. In any dispute about whether you have been entered for an examination you will not be allowed to take the examination unless it shows on your examination timetable. As soon as you receive your timetable, speak to your tutor and Mrs. Bromilow if there are any omissions or errors.

Examination Clashes

A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see the Mrs. Bromilow immediately if you think there is a clash on your timetable that has not already been resolved.

Access Arrangements

Access arrangements may have been approved with exam boards for candidates with:

- Physical difficulties;
- Language difficulties;
- Specific learning difficulties.

Any eligible student will have had access to these arrangements in class and will be their normal way of working. Students with access arrangements will be notified prior to exams what has been put in place for them to meet their normal way of working and their approved access arrangement.

Special Consideration

There is no substitute for completing the examination papers, but if you are too ill to attend school on the day of an examination, you must contact school as early as possible on the morning of the examination to discuss the best course of action. Subject to very strict criteria, it may be possible to apply for special consideration for the examination affected, but this is not guaranteed. Awarding Bodies decide on the validity of each application. To support the application for Special Consideration, you will be required to satisfy their requirements of providing evidence of being unfit for an examination and complete a form. In any event, always contact school.

Equipment

We will provide you with all equipment needed – this will be on your desk upon arrival to the exam.

If you prefer to bring in your own equipment it must be in a clear plastic bag or transparent pencil case. You must present for inspection purposed to an invigilator on entry to the exam room. If you bring in any items that are not permitted, you will be reported to the Awarding Body for malpractice. This will result in your disqualification.

Essential Items

Pencil Case / Plastic wallet

*** Must be completely see-through ***



⇒ Black Biro Pens



⇒ Pencil



⇒ Rubber



⇒ Pencil Sharpener



⇒ Ruler



Other items that will be required, dependant on the exam

⇒ Scientific Calculator



⇒ Protractor



⇒ Compass



Optional Items

⇒ Highlighter Pen (to highlight text in the question paper only—cannot be used in your answer)



DURING THE EXAMINATIONS

Examination Regulations

A copy of the JCQ 'INFORMATION FOR CANDIDATES', which is issued jointly by all the Awarding Bodies, is attached. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body. As soon as you enter the examination room there must be complete silence; you must not speak, distract or communicate with other candidates in any way. You must face the front at all times.

Attendance at Examinations

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped.

Candidates who arrive late for an examination may still be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the Centre. If the candidate arrives late, they will be allowed the full time for the examination if there are Invigilators available, but the Awarding Body may not accept your script.

Full School Uniform must be worn by all students attending school for examinations.

All items of equipment, pens, pencils, mathematical instruments, etc. should always be visible to the invigilators.

Pens should be black ballpoint. Correction pens/fluids are NOT allowed. Highlighters MUST NOT be used in your answers but may be used on question papers.

For mathematics and science examinations, students should make sure that your calculator conforms to the examination regulations. If in doubt, check with your teacher well in advance of the examination date. Remove any covers (which must NOT be brought into the examination room) and make sure batteries are new. Calculators with a memory function should be cleared before entering the examination room.

Please make sure that all of your pockets are empty before entering the exam room.

Do not attempt to communicate with, or distract other candidates.

Prohibited Items

Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules, you will be disqualified from the examination. Mobile phones and any other electronic storage device, including any kind of watches **MUST BE SWITCHED OFF AND PLACED IN YOUR BAG - THEY MUST NOT BE KEPT ON YOUR PERSON** even if they are turned off. If you accidentally retain one with you, you should leave it with the Invigilator prior to the start of an exam.

If you are found with a mobile phone/watch/earphones/earpods/smart glasses or any other prohibited device once the examination has started, the Awarding Body must be informed, and you could be disqualified from this and possible future examinations.

No food is allowed in the examination rooms. Water bottles are allowed in the examination room if necessary. **These MUST be plain, clear bottles. There MUST be no label on the bottle or any other markings i.e. measurements.**

- If you have a medical condition, we will have discussed a plan with you, together with agreeing how we will manage any medication you may need. Any questions or problems, please always speak to Mrs. Bromilow as soon as you can – there is no issue that we cannot resolve.

Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage. REMEMBER WE HAVE A PLAN, WE KNOW WHERE YOU WERE SITTING.

Do not draw graffiti or write offensive comments on examination papers – if you do, the Awarding Body may refuse to accept your paper.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the paper that you need to know about.

Check you have the correct question paper – check the subject, paper and tier of entry.

Read all instructions carefully and number your answers clearly.

You will not be allowed to leave an examination room early. If you have finished the paper, use any time remaining to check your answers and 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, you will be given a tag to fasten them together in the correct order.

Invigilators will collect your completed 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 room.

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

If the FIRE ALARM sounds during an examination, the Invigilators will tell you what to do. If you have to evacuate the room, you MUST leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the examination room, do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

The school employs staff as 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 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, tell you how long you have left 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.

ABSENCE FROM EXAMINATIONS

What to do if you are ill on the day of an examination

If you are ill and are unable to attend an examination, it is vital you phone the school first thing in the morning (01302 562541) to inform us.

You must also provide proof that you are not fit to sit the examination, but you will be given full information when you contact school. If you are feeling unwell, but still able to travel, you must come into the School and we can assess the situation then. In most cases, it is better to take the examination if you can.

If in doubt – TELEPHONE THE SCHOOL

If you do not attend an examination without a valid reason, you may be charged for it.

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

Although we encourage all students to arrive in plenty of time for all examinations, so that there is not a last minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents, or anybody else who might be able to help in an emergency.

If you are late for an examination, we may not be able to get the paper accepted by the Awarding Body.

We also suggest that your parents save the school telephone number on their mobile phone so you they can call in if you have a serious problem on your journey to school: **01302 562541**.

UNDERSTANDING EXAMINATION PAPERWORK

Examination paperwork can be confusing and understanding the numbers and codes used by the Awarding Bodies is not an easy task.

Exam Timetable

You will be given an individual timetable. This document lists all the examinations that you have been entered for. This document should be checked carefully once received, if any of the information is incorrect, please inform Mrs. Bromilow, Examinations Officer IMMEDIATELY.

Dates for final entries are set by the Awarding Bodies and are beyond our control.

When you get your timetable, check that their personal information is correct. It is important that your name and date of birth are correct as it is the LEGAL name that will be printed on their FINAL certificate.

Timetable example:

Name:	Joe Bloggs	Tutor Gp:	Ad11 (Y11)
DoB:	01/01/2001	UCI:	411380207004B
Candidate No:	1000		

Date	Start	Board	Level	Option Title	Option Code	Exam	Unit Code	Length
13/05/2022	1:30PM	BTEC Entries	BTNG	Promotion And Finance For Enterprise	21429K	Promotion And Finance For Enterprise	21429K01	2h00m
17/05/2022	9:00AM	AQA	GCSE	Combined Sci: Trilogy Tier H	8464H	Combined Sci Trilogy Biology P1h	8464/B/1H	1h15m
18/05/2022	9:00AM	WJEC GCSE	GCSE	English Language	C700QS	Eng Lang Component 1 20th Cent Lit	C700U10-1	1h45m
19/05/2022	9:00AM	Edexcel GCSE	GCSE	History A Option Aw	1HIAAW	Medicine In Britain	1HIA 11	1h15m
20/05/2022	9:00AM	Edexcel GCSE	GCSE	Mathematics Option H	1MA1H	Non Calculator (h)	1MA1 1H	1h30m
23/05/2022	9:00AM	AQA	GCSE	Geography	8035	Geography Paper 1	8035/1	1h30m
24/05/2022	1:30PM	OCR	CNAT	Sprt Stidies: Cntmpry Issues In Sport	R051	Sprt Stidies:cntmpry Issues Sprr Wrtn	R051/01	1h00m
25/05/2022	9:00AM	WJEC GCSE	GCSE	19th Century Prose And Unseen Poetry	C722PC	English Lit Comp1 P-1914 Prose/drama	C722U10-B	1h00m
	9:00AM	WJEC GCSE	GCSE	19th Century Prose And Unseen Poetry	C722PC	English Lit Component 1 Shakespeare	C722U10-A	1h00m
26/05/2022	9:00AM	WJEC GCSE	L1L2	Engineering Solving Problems	979301	Engineering Unit 3: Written	97930001	1h30m
27/05/2022	9:00AM	AQA	GCSE	Combined Sci: Trilogy Tier H	8464H	Combined Sci Trilogy Chemistry P1h	8464/C/1H	1h15m
07/06/2022	9:00AM	Edexcel GCSE	GCSE	Mathematics Option H	1MA1H	Calculator (h)	1MA1 2H	1h30m
	1:30PM	AQA	GCSE	Geography	8035	Geography Paper 2	8035/2	1h15m

The Timetable will have all the exams that you have been entered for. You should know which examinations you are taking, however, if you have any queries, you should direct them to the Head of Department or Subject Teacher.

Date:

The date of the examination

Start:

The timetabled start time of the exam

Board:

The exam board

Level:

Level of qualification. I.e BTEC, GCSE or Level 1 / 2 Vocational award

Option Title:

The title of the overall qualification

Option Code:

The code of the overall qualification

Exam:

The title of the paper being sat

Unit Code:

The code of the paper being sat

Length:

Time allowed for the paper (excluding extra time that some students may be allowed if awarded special access arrangements)

Results

On results day you will receive a 'Statement of Results'. THIS IS NOT YOUR FINAL CERTIFICATE. The statement lists ALL the examinations you have taken and any components within the qualification along with final grades for each qualification.

FREQUENTLY ASKED QUESTIONS

Q. Why do I need to check the details on my Examination Timetable?

A: The details on your timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate, it could cause you problems if you are asked to show your certificates to a potential employer or for college/university in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. My name has been misspelt on my timetable. What can I do?

A: We can rectify this problem very quickly. Please come to the Examinations office and we will amend our records. This will ensure that your certificate is correct.

Q. What do I do if there is a clash on my timetable?

A: Candidates will normally sit one subject paper followed by the second paper. The exams officer will discuss arrangements directly with those affected and put the plan in writing for the student. If in doubt, contact the Examinations Officer.

Q. What do I do if I think I have the wrong paper or if there is an error on the exam paper?

A: Invigilators will ask you to check you have the correct paper and tier before the examination starts. If you think something is wrong with the paper you have been given or if you see an error on the paper, put your hand up and inform the invigilator immediately.

Q. What do I do if I forget my Candidate Number or Centre Number?

A: Candidate Numbers are on the ID cards on your desk. Invigilators will be able to help you find your number if you need assistance.
The Centre Number is 36295. It will be clearly displayed in the examination room and it is also on the ID card on your desk.

Q. What do I do if I have an accident or I am ill before the Examination?

A: Inform Ash Hill Academy at the earliest possible point so we can help or advise you (School Reception: 01302 562541). In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers or a word processor but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish us to make an appeal for Special Consideration on your behalf.

Q. What is Special Consideration?

A: Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but mark allowance not appropriate) up to a maximum 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be serious illness, accident or injury, or bereavement at the time of the examination. The Examinations Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last examination session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the Examination?

A: Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination and you feel this may have affected your performance.

Q. If I am late, can I still sit the Examination?

A: It may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the examination room. You must not enter an examination room, without permission.

You should also be aware that if you start the examination more than 60 minutes after the published starting time, the school is obliged to inform the Awarding Body and it is possible that they will decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the Examination, can I take it on another day?

A: No. Timetables are regulated by the Awarding Bodies and you must attend on the given date and time.

Q. Do I have to wear school uniform?

A: Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my Examinations?

A: A full list of required equipment is included in this guide.

You must NOT attempt to borrow equipment from another candidate during the examination. If you need anything, you should put up your hand and wait for an Invigilator to assist you.

Q. What items are not allowed into the Examination room?

A: Only authorised material is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate Awarding Body. In such circumstances, a student would normally be disqualified from the paper or the subject concerned. If in doubt ask!

Q. Why can't I bring my mobile telephone into the Examination room?

A: Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, Smartwatch, Smart glasses or a regular watch, MP3/4 Players, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies.

Q. How do I know how long the Examination is?

A: The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. They will write the start & finish time of the examination on a board at the front of the room. There will be clocks visible to all in the room.

If you have been given the approved access arrangement of extra time, the finish times including extra time will also be shown at the front of the examination room.

Q. What do I do if the fire alarm goes?

A: The Invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the examination?

A: If you have been issued a toilet pass or it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

Q. If I have more than one examination on a day, can I get lunch?

A: Students who have exams in both morning and afternoon sessions will obtain lunch from the dining hall in the usual way or bring a packed lunch.

Q. What do I do if I do not get the grades I need?

A: If you feel strongly that it is necessary to make an enquiry about your result, you should first consult the Head of Department/Subject teacher to obtain their advice as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up or even stay the same. A review of marking request must be submitted to the Examinations Officer via the Head of Department. You must also complete a Candidate Consent Form. We have a policy covering the review of marking process; please contact the Examinations Office if you wish to see it.

Q. When will I get my Results?

A: You can collect results from the School on results day in August. If you wish any other person to collect your results on your behalf, you must give your written authorisation to us before results day, either in writing or by emailing Mrs. Bromilow bromilowt@ashhillacademy.org.uk

Q. When will I get my Certificates?

A: You will be informed by the School how you can collect your certificates when they have all been delivered to us, (this is usually around November). Certificates will not be given to anyone other than the candidate without the candidate's written authorization. Schools are only obliged to keep certificates for a period of one year after issue. If you lose your certificates, they can only be replaced at a cost to yourself, by direct application by you to the appropriate Awarding Bodies. You are therefore urged to collect your certificates and to keep them safe.

EXAMINATION NOTICES

On the pages that follow are the JCQ REGULATION documents and any other forms/documents which you need to familiarise yourself with. If you have any questions, please contact Mrs. Bromilow, Exams Officer.



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



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

DISQUALIFICATION

from your examination and your overall qualification.

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

Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an invigilator.

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

AI and Assessments

A quick guide for students



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks.
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased.



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



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

ALL CANDIDATES MUST MAKE THEMSELVES
FAMILIAR WITH THE JCQ INFORMATION ABOVE

THIS CAN BE ACCESSED ON EITHER THE JCQ
WEBSITE OR THE ACADEMY WEBSITE UNDER
THE EXAMS SECTION