

CANDIDATE EXAM HANDBOOK 2023/24

Introduction

Silverdale School is committed to ensuring that candidates (students) are fully briefed on the examination and assessment process and are made aware of the required JCQ/awarding body instructions and information.

Purpose of this handbook

- To reinforce messaging from staff, invigilators and year group assemblies
- To inform candidates about malpractice
- To inform candidates about the processes and procedures of exam entries, exam days and results days
- To inform candidates about the use of their personal data and copyright
- To comply with JCQ requirements for specific documents to be shared with candidates
- To answer some frequently asked questions about exams

If there is anything about exams you do not understand, you should ask the Exams Managers, Mrs Kenyon and Mrs Bridle, for clarification.

They can be found in the exams office on A2 corridor, or contacted by email on exams@silverdale.chorustrust.org.

Malpractice

Malpractice means anything which is a failure to follow the rules and regulations that apply to exams and assessment, including non-examined assessments (coursework).

Malpractice doesn't necessarily involve an **intention** to cheat or gain an unfair advantage. Even when malpractice is unintentional, the consequences can be significant.

Malpractice also doesn't necessarily only affect the students involved – a breach of the regulations could potentially impact everyone sitting exams at Silverdale, or even other schools across the country. Any suspected or actual incidents of malpractice **must** be reported to the exam board(s) involved.

Examples of malpractice include:

- Unauthorised items in the exam room – e.g. mobile phones, watches, notes, ear buds
- Talking in the exam room (even before the exam starts)
- Plagiarism (copying) or use of AI in exams or coursework without providing full references
- Sharing or viewing (or even attempting to) exam content in advance – e.g. on social media

Examples of sanctions that can be given to candidates include:

- Loss of some or all marks for that paper/component
- Disqualification from that qualification
- Disqualification from all qualifications sat in that exam series
- Barred from entering for any exams for a set period

Further information about malpractice and the sanctions which may be imposed can be found at www.jcq.org.uk/exams-office/malpractice

Personal data

The awarding bodies (exam boards) and JCQ collect information from Silverdale School about candidates in order to process their exam entries, mark exams and issue certificates. They will also collect information on any candidates where malpractice is suspected and to process applications for access arrangements or special consideration. To understand what information is collected and how it is used, you must read the *JCQ Information for candidates – Privacy Notice*, which is included at the end of this booklet in Appendix 1.

Contingency sessions - Summer 2024

Contingency sessions are set by JCQ in case of an event nationally which causes major disruption during exams, e.g. the death of a monarch or a terrorist attack. **All** candidates **must** keep these dates free until they have sat their last exam.

The Summer 2024 contingency sessions are:

6th June 2024 – PM session

13th June 2024 – PM session

26th June 2024 – all day

Types of Assessment

Coursework/non-examination assessments

Non-examination assessments are an important part of your qualifications and should be treated as seriously as your written exams.

Your class teachers will inform you of any non-examined assessments for your subject, including deadlines for completing it. The work is usually then marked by teachers, and you will be informed of your marks before they are submitted to the exam board.

You have the right to appeal the mark you have been given but must do so in writing within 10 days and give clear reasons why you feel the mark is incorrect. For more information on this, see the school's Internal Appeals Policy, published on the exams section of our school website.

Some NEA work is externally assessed and all NEA work is moderated externally, which means the mark your teacher gives you may not be the final mark you receive for that work.

Please see Appendices 2, 3 and 8 for the JCQ regulations on non-examination assessment, social media and AI.

Written timetabled exams (dates apply to Summer exams)

You will be issued with a Statement of Entry in early February and should check carefully that all your personal details are correct and that you are planning to sit exams in all the subjects listed.

You will be issued with a Candidate Exam Timetable in April. This lists all the dates, times and locations of your exams.

If either document has any errors, please speak to Mrs Kenyon or Mrs Bridle in the Exams Office ASAP.

Please see Appendices 4, 5 and 7 3 for regulations on Written Examinations and the rules in the exam room.

On-screen tests

Currently the only subject that sits online tests is Y11 Hospitality and Catering, but this may become more common in the future.

Please see appendix 5 for full regulations for on-screen tests.

Exams FAQs

Where will I take my exams?

Most students will sit their exams in the Sports Hall (summer exams) or Main Hall (mock exams).

For some smaller exams, you may be in a classroom or meeting room. It is important you check your timetable for each exam and don't assume you will be in the same room as last time!

If you use a laptop, or have other access arrangements like a scribe, you will usually be in a smaller room.

What time will my exams start and finish?

Morning exams start at 9am.

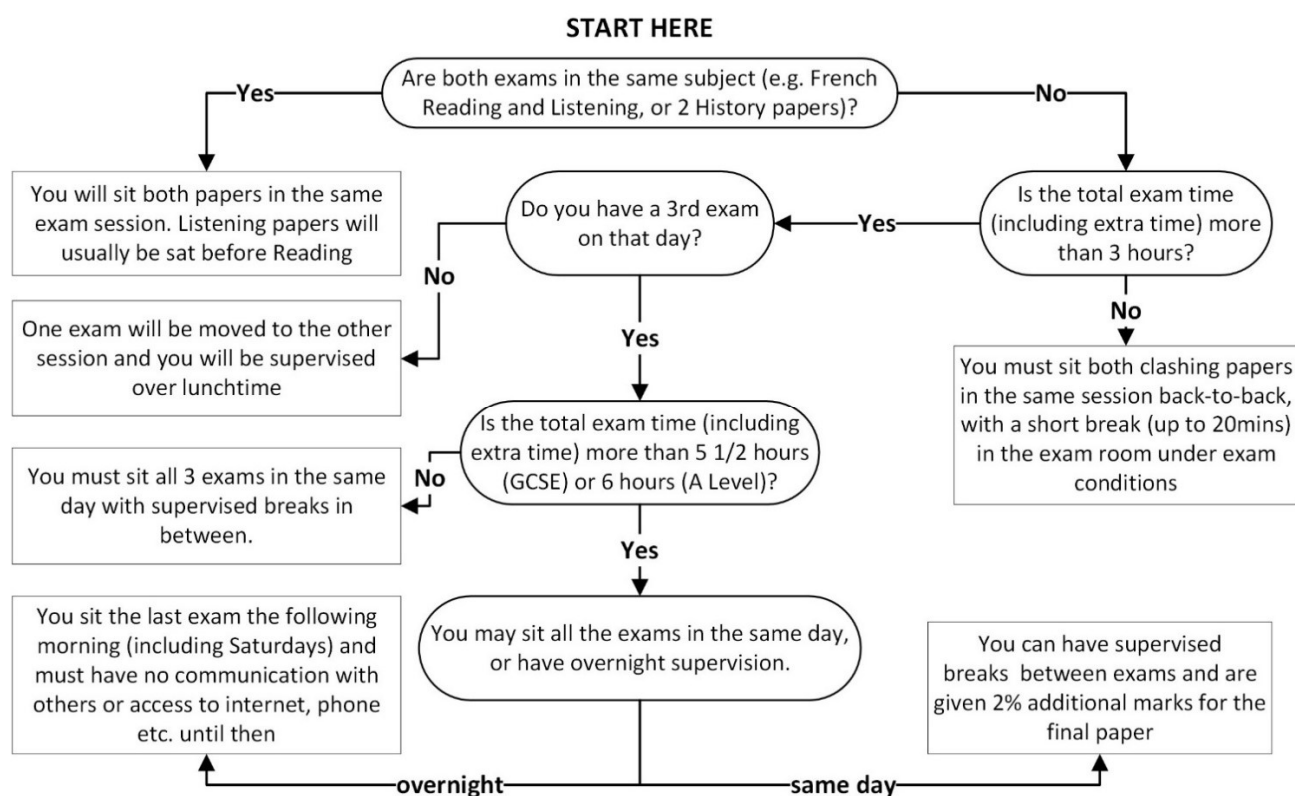
Afternoon exams start at 1.30pm.

These times may be slightly different for mock exams – please check your timetable for details.

You must stay in the exam room for the full duration of the exam. If you finish early, use the time to check your answers.

What if I have two or more exams timetabled at the same time (a timetable clash)?

Please see the flow chart below for details on how exam clashes are handled:



If you have any clash involving 2 different subjects, you will be asked to sign a clash form to confirm your specific arrangements.

Who will supervise the exams?

Exams are supervised by a team of invigilators, not your usual teachers. Invigilators must follow strict rules and regulations when supervising exams.

Refusal to follow an instruction from an invigilator is a form of malpractice.

What are exam conditions?

You must wait outside your exam room until invited in. Formal exam conditions start as soon as you enter the exam room. This means you cannot communicate with or disturb another candidate from this time.

You must sit in your assigned seat (as noted on your timetable and the seating plan displayed outside the room) unless told to move by an invigilator.

You must only complete the front of your answer booklet when instructed by the invigilator. You must use your full legal name and correct 4 digit candidate number. You must not open your question paper or answer booklet until clearly instructed.

If you have any questions during the exam or need additional paper, raise your hand for an invigilator.

Please use the toilet before your exam starts. Toilet breaks are not added on to your exam time and are not permitted in the first or last 30 minutes of the exam.

What do I bring with me?

You must bring your student ID card to every exam and place it on your desk

Answers must be written in black ink

You can use highlighters on question papers but not in your answers

Any pencil cases must be see-through

Any water bottles must be transparent with no labels.

If you bring tissues, you should remove them from any packaging.

You may bring a calculator to any exam unless it is explicitly prohibited (e.g. Maths non-calculator papers). Remove any lid, case or cover and ensure your calculator is in "exam mode", if applicable.

Food is only allowed in exam rooms for medical reasons which must be authorised in advance. Any food brought in must be free of labels and in a transparent container.

What can't I bring?

Mobile phones

Watches of any kind

Headphones/Earphones of any kind

Paper, even with nothing on it

For full details of banned items, see the poster included at Appendix 6.

Any bags, coats or other personal belongings will be stored securely in the locked bike storage areas. Please take all items there before going to your exam room.

If any items are brought into the room, it will be reported as malpractice.

What should I wear?

Y7-Y11 students must wear school uniform for exams, as listed on the school website.

Sixth Form students should wear appropriate clothing for the school environment, following the sixth form dress code policy. Avoid any clothing with large amounts of writing on.

What if I am late?

Please make every effort to be on time for your exams.

If you are going to be late for a reason out of your control (e.g. bus cancelled), call the school as soon as you can to let us know.

It is crucial that you are in school, or under school supervision (i.e. with a staff member) before **10am** for a morning exam or **2.30pm** for an afternoon exam. If you are, you will be allowed to sit your exam and will be given the full exam time.

If you arrive at school after 10am/2.30pm, we will have to report this as a very late arrival and the exam board may (and usually do) give you 0 marks for that paper.

What if I am ill?

If you are unwell, your parent/carer must contact school as soon as possible.

If you are too ill to attend the exam, you must provide medical evidence, such as a doctor's note. If the qualification has other papers, we may be able to apply for you to be given a grade based on your marks in the paper(s) you did complete.

If you are unwell but do manage to attend the exam, we may be able to apply for special consideration, where you are awarded an additional 2-3% of marks to reflect the disadvantage you had.

If you feel unwell during an exam, please make an invigilator aware.

What happens in an emergency?

If there is an emergency (e.g. a fire alarm) during your exam, you must follow instructions from the invigilators.

If you need to evacuate, you must not speak to or communicate with other candidates. You will be evacuated to the usual assembly point and asked to stand separately from other students, spaced out and remaining silent.

As long as you follow these instructions and it is safe to do so, you will be allowed to return to the exam and continue, with the time for the evacuation added on. A report will be sent to the exam board.

What are access arrangements? Can I have them?

Access Arrangements are agreed in advance and allow candidates with specific needs and disabilities to show what they know and can do without making the exams easier. They include extra time, supervised rest breaks, use of a laptop, readers, scribes and various other adjustments.

Mrs Brocklesby makes the final decisions on which candidates are entitled to access arrangements. You will be told of anything you are entitled to before the exams start.

Candidates with access arrangements will be issued with a green card, which must be brought to all of your exams.

After the Exams

Results

Results for the Summer 2024 exams will be available to students on:

A Level: Thursday 15th August 2024 – 8am-1pm

GCSE: Thursday 22nd August 2024 – 8.30am-1pm

Statements of results will be printed and can be collected from Silverdale School.

Key Stage teams, some subject teachers and senior staff members will be available for you to talk to at school on the day.

If you are unable to collect your results on the day, you can nominate a friend or family member to do so on your behalf but must complete a form (available from the exams office) giving your consent. If you would like results posted home, you must provide a stamped, addressed envelope to the exams office.

Results for exams taken at other points in the year will be given to you on an individual basis.

Post-results services

Post-results services include access to scripts (your completed exam papers) and reviews of results.

Scripts are your completed exam papers. Access to them is free of charge, although the school may charge a small admin fee, but we must have your written permission to do it. You will be asked for this on results day.

Reviews of results include someone checking that marks have been added up correctly and/or checking the marking of a paper to see if it was marked correctly. Your marks may go up or down. There are costs to this service, which are only refunded if your grade is changed. In 2023, the costs ranged from £18-£106 per paper, which is usually paid by the student or their parent/carer.

Certificates

Certificates are the official documents confirming your qualifications and grades. You need them for future employers, so they are very important!

Certificates for the Summer exams are usually delivered to school during the Autumn term.

If you are still a Silverdale student (e.g. Y11 going into Y12), you will be told when and where to collect your certificates in late December or early January.

Departing Y13 students will be invited to a certificate presentation evening in December.

All other students may collect their certificates from the main school reception. Please contact us in advance to ensure they are ready for you. You may nominate someone else to collect your certificates but must do so in writing.

Any uncollected certificates will be retained for at least 1 year but after this time may be destroyed and replacement certificates are expensive and difficult to obtain. Many awarding bodies refuse to issue replacement certificates at all.

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Information for candidates

Non-examination assessments

Effective from 1 September 2023

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 who 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** each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and you **must independently 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 or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; **do not** share it with your classmates. 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.

Plagiarism

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

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

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

Research and using references

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

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

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

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

The regulations state that:

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

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

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is 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 2024.

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/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography 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.

Penalties for breaking the regulations

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

- the piece of work will be awarded zero marks;
- 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

Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, 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 content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework 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 assessments for a number of years

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to candidates

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

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

Information for candidates for written examinations – effective from 1 September 2023

Appendix 5

This document has been written to help you.
Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams: If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, **AirPods, earphones/earbuds.**Any pencil cases taken into the exam room **must** be see-through.
Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

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

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the exam

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

E. Advice and assistance

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

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. **For CCEA examinations, any loose additional answer sheets should be placed behind your script.**
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.

Information for candidates for on-screen tests – effective from 1 September 2023

Appendix 6

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.

A. Regulations – Make sure you understand the rules

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 Only take into the exam room the materials and equipment which are allowed.
- 5 You **must not** take into the exam room:

- (a) notes;
- (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, **AirPods, earphones/earbuds**.

Unless you are told otherwise, you **must not** have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

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

- 6 If you have a watch, the invigilator will ask you to hand it to them.
- 7 **Do not** talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

- 1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.
- 3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4 Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are instructed that the exam has begun.

E. Advice and assistance

- 1 If on the day of the on-screen test 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 on-screen test if:
 - (a) you have a problem with your computer and are in doubt about what you should do;
 - (b) you do not feel well.
- 3 You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.



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.



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