



YEAR 11



EXAM NEWSLETTER

EXAM REGULATIONS

Examinations 2023 2024

Exams can be a stressful time so it is important that everyone who is involved in them are kept as well informed as possible. The aim of this newsletter is to explain the main exam procedures which will be in place for all mocks and real examinations for your child this year. Please read carefully so you are aware of exam procedures and regulations. If you are unsure of anything, please contact the Kelvin Hall Exams team who will be happy to help on exams@kelvinhall.net.

At Kelvin Hall School, we expect the highest standards of behaviour during all exams from every student. The Awarding Bodies/Exam Boards have strict rules and regulations that we, as a school, are required to adhere to. It is important that you are aware of these regulations. All regulations are available on the JCQ website <https://www.jcq.org.uk/>.

We have included the JCQ 'Information for Candidates' and the 'Warning to Candidates' notices in the back of this newsletter for your information. These will also be displayed outside each examination room to remind students. **Failure to follow the rules and regulations can result in disruption to exams for some students and in the most serious cases can lead to disqualification from the exam, the entire qualification or the exams board.**

Some subjects have non-examined assessments (NEA) as part of the course. Before submitting any of these assessments for marking, all students will be asked to sign a document saying that they have read and followed the official regulations. It is essential that any work submitted is their own; they must not copy work from anyone else (students, parents, carers, teachers, authors of textbook or information from the internet). If they are caught breaking these regulations, they could be disqualified from that subject. Once marked, students will be informed of the mark awarded for their work before submission to the exams board. All students are entitled to appeal an NEA mark, but the appeal must be based on the marking criteria for that subject. Please speak to your child's subject teacher if you have any questions.

EXAM DATES

Mock Exams:

There will be mock MFL speaking exams held between the 16th October – 27th October; students will be given an individual timeslot for these exams closer to the time. The written mock exams will run from the 7th November until 23rd November. Year 11s will be sitting mock exams in all of their subjects. A timetable for these exams is included in this newsletter. Further mock exams will take place in the Spring term, between the 19th February 2024 and the 1st March 2024.

January Vocational Examinations:

Between the 10th January 2024 and 16th January 2024, there will be a vocational exam season. A timetable is included at the end of this newsletter so you can check whether your child will be taking part in this series. These exams are real, not mocks.

Summer GCSE and Vocational Exam Series:

This series has now been confirmed and will run between 2nd May 2024 until 19th June 2024. The MFL speaking exam window will be between the 15th April and 17th May. There are also two provisional contingency afternoons, 6th & 13th June, and one full contingency day on 26th June. All students must be available to sit exams up to and including this date. In the event of any updates to the timetable, it will be shared again with parents/carers and students.



EXAM PREP

Before the Exams

Before the exam season starts, your child will be given an individual timetable showing their exam entries. They will receive a paper copy of their timetable, and a digital copy will also be sent to their school email address. Parents will also receive a copy to their email address that we hold on file (It is essential that you provide any change of email or mobile number to ensure you receive vital information). For mock exams, timetables are issued at least one week before exams and will include their allocated seat numbers. For the final GCSE exams in the summer, students will be given a statement of entry timetable between February half-term and Easter, and then an individual exam timetable which will include their exam room and seat, after the Easter Holidays.

Statement of Entry

The timetable is your statement of entry and will include all the exams you have been entered for and will be sitting during the summer term. For some subjects, exams are tiered and you will therefore be entered for either the higher or the foundation tier. It is important that you check everything on your statement of entry very carefully.

Personal details: please check that the date of birth and the spelling of their name is accurate as this is how it will appear on the official certificates.

Entries: please check you have been entered for all of your exams in every subject. If anything is incorrect, you must inform the Exams Officer as soon as possible. If you do not let a member of staff know, it could result in you not receiving a result for your exam. As an example, if you are entered for the wrong exam, you may be sent the wrong paper and a replacement paper may not arrive in time.

Exam Clashes

An exam clash is when a student has two or more exams scheduled at the same time. In this instance, it will usually mean the student will sit one of the exams either earlier or later than the scheduled time. Students will receive a letter along with their individual timetable stating the arrangements that have been made for this clash. If your child is involved in a clash they will not be allowed to access their mobile phone or to be in contact with anyone who may have already sat the exam.

NAME

Candidate name: It is a requirement of the exam boards and JCQ that all exam papers have the LEGAL FORENAME and LEGAL SURNAME of the candidate written on the front. It is important you use your legal name on all your exam papers even if you have a preferred name that you use in school. Your legal name is the one as shown on your passport or birth certificate. If a candidate's name has recently been legally changed (e.g.: by Deed Poll), you must bring evidence into school so we can update our records. This will then ensure that the certificates received will have the correct name entered. If anyone has a query regarding this, please contact the exams office.

CANDIDATE

Candidate Number: Your candidate number is a 4-digit number that is shown at the top of your statement of entry. Please remember this number as you will be asked to write it on each of your exam papers.

CENTRE

Centre Number: You will also have to write the school centre number on each exam paper. For Kelvin Hall School, this is 44169. This number will be displayed in each exam room.

Equipment

All equipment is provided by the school. If students choose to bring in their own equipment, please make sure they only use a black pen. Any pencil cases must be see-through. Scrap paper and revision notes must not be taken into the exam room. Students are not allowed to use correcting pens, fluid or tape, erasable pens or gel pens. They are allowed to highlight parts of the question but not their answers. Answers will not be marked by the exams board if they are highlighted.

Calculators

The school will provide a scientific calculator or students may use their own calculator in an exam, unless this is prohibited by the awarding body. The instructions on the front of the question paper will specify whether calculators are not allowed or if they are expected to be used in the exam. There are certain regulations regarding calculators that are used and it is the students' responsibility to be aware of these.

Calculators must be:

of a size suitable for use on the desk; either battery or solar powered; free of lids, cases and covers which have printed instructions or formulas.

Calculators must not be:

designed or adapted to offer any of these facilities: language translators; symbolic algebra manipulation; symbolic differentiation or integration; communication with other machines or the internet; be borrowed from another candidate during an exam for any reason; have retrievable information stored in them, which includes: databanks; dictionaries; mathematical formulas; text.



Mobile Phones, Watches or other Electronic Devices

All students are not allowed to bring a mobile phone, watch, or any other potential technological or web enabled source of information into an exam room. All earphones are also to be removed. (See warning poster at the end of this handbook). If a mobile or any watch has been accidentally brought into the examination room, your child must hand it in when the invigilator asks. It will be locked away during the exam. Please note that the school cannot be held responsible for the safe keeping of your phone. **It is best to leave it either at home or ensure it is switched off in your bag and leave it in their school locker.** Anyone found in the possession of a mobile phone, watch or any other unauthorised materials that connects to the internet, during the examination will be reported to the Examination Board and is likely to be disqualified from that examination and any subsequent exams.

Food & Drink

No food or sweets are allowed in the examinations halls. Water bottles are allowed in the halls but must be free of all labels or writing. The container **MUST** be see-through, and only water, not juice, is allowed.

Dress Code

The School Uniform Policy is to be maintained at all times – full school uniform must be worn. **NO** jackets or bags will be allowed into the Examination Hall. They must be placed in a **locker** before the start of the exam.

Social Media & AI Use

At the end of this document, there is an '*Information for Candidates: Using social media and examinations/assessments*' information sheet and '*JCQ AI Poster for Students*'. It is easy to share ideas and experiences around exams using social media or AI (Artificial Intelligence) but you need to be careful what information you share or copy, as you don't want to break the rules. You cannot copy others' work, or allow them to copy yours. You cannot copy from AI sites without referencing this work. You cannot allow others to help produce your work or vice versa. You cannot ask others about what is contained in the exam papers. You cannot share details about what is contained in the exam paper before the exam (whether these details are real or fake). You also must report to the school whether any information about the exam is being shared on social media.



Entering the Exam Room

Your child should not enter the exam room until they are called in. As soon as they enter an exam room, they are under exam conditions and your child must not communicate with any other student in any way. Any communication will be deemed as potential malpractice and will be reported to the Exam Boards. Students must sit at the correct desk as stated on their timetable. Please ask them to check this before they enter the exam room if they have forgotten their seat. There will be an Exam ID card on all desks – please instruct them to check that it is correct.

During the Exams

Students must listen carefully to instructions and notices that are read out by the invigilators as there may be amendments to the exam paper that they need to know about. They must check that they have been given the correct question paper and an answer booklet if required. If they think they have the wrong paper, they must raise their hand and ask an invigilator. Students must read through the instructions on the front of the exam paper before starting the exam and make sure they are clear as to how many questions they are required to answer. **They MUST not start writing anything until the invigilator instructs them to fill in all their details required on the front of the question paper and/or the answer booklet before they start the exam. This would be classed as malpractice if they started writing before given the instruction.**

Lateness

Official exams are scheduled to start in school at 09:30 am and afternoon exams at 13:30 pm (these are subject to change). Please allow extra time for journeys. Students must arrive outside the exam room at least 10 minutes before the exams. This is to ensure sufficient time for seating students, distribution of materials, going over instructions etc. Once an exam has finished we expect students to go to their normal lesson. If your child will be late for an examination, please contact the School Office immediately to advise the examinations staff. A decision will be made on arrival as to whether they can still sit the examination.

Absence from Exams

If your child feels ill on the day of their exam, it is always best to try and attend school to sit the exam. Remember these exams cannot be taken at another time and missing an exam may result in them not gaining a grade in that subject. If your child is too ill to take their exam, you should ring the school reception by 8:30 am to say that they are not attending. A valid note will be needed from a parent or carer, a member of staff or a medical professional. If your child does not attend an exam without a valid reason **they may be charged for that exam**. Misreading the timetable **will not be accepted** as a valid explanation of absence.

Invigilators

Invigilators are the staff in the exam room who ensure the school adheres to Exam Board regulations. They cannot help your child with any of the questions on their exam paper, but they can help them with any other queries they may have. For example, if they think something is missing from their paper, they do not have the correct equipment or they think they have the wrong paper, they must put their hand up and wait for an invigilator to come to them. They **MUST** not leave it until after the exam as it is then too late for anything to be done about it.

“Missing an exam may result in you not gaining a grade in the subject.”



At the end of the Exam

Students are not allowed to leave an exam early, even if they have finished. If they finish before the time allowed for the exam, they should carefully check all their answers, check that their name and candidate number are on every piece of paper used and sit in silence. At the end of the exam all work must be handed in. **If anything inappropriate is written on an exam paper, or if the paper has been defaced in any way**, the Exam Board can refuse to mark your script and it will be classed as malpractice. Invigilators will collect all exam papers and any equipment before students leave the exam venue. Students are still under exam conditions until they have left the room. Any student who is disruptive or behaves in an unacceptable manner will be removed from the exam room and will be reported to the Exam Board.

RESULTS

Arrangements for the Receipt of Results

For Year 11s, results will be available to collect from school on 22nd August 2024. Please see the exams section on the school website nearer to the time for further details. If your child is not able to come in to school on that date to collect their results, they will be posted home at the end of the day. The Exams Office will also email a form to be completed and returned specifying whether they would like their results emailing, or collected by another named family member or friend if they cannot attend on the day. The named person must bring photo ID on results day to prove their identity. Results will not (**under any circumstances**) be given out over the telephone.

Students should try not to worry if they do not receive the results they were expecting. Staff will be available on results days to help and support them in their next steps.



Enquiries about Results

All information about post results queries will be made available on the school website before results day. Each exam board will also have information about enquiries about results. For each post results service, the Exam Boards set deadlines by which any enquiry has to be received. Any enquiry after these times will not be able to be processed so it is important to make yourself aware of the deadlines.

Review of Result

If your child would like to query a mark or grade upon receipt of their exam results, they should contact the relevant Head of Department or subject teacher as soon as possible. Teachers will review your marks and grades with them and look at the breakdown of marks and grade boundaries before requesting the review. Please be aware that grades can be either increased, remain the same or lowered. If they wish to go ahead, a consent form must be signed by the student before the application can be processed. We cannot process requests from parents. If this request is supported by the school, the school will pay the fees.

Access to scripts

Students or the school may receive the script back, which will help to support a review of result. Consent is required.

Exam Certificates

Certificates should be available to collect by the end of November 2024. If your child is unable to collect their certificates in person, they can send a representative but they must show ID and have a letter from the student stating that they give permission for them to collect the certificates.

We would like to wish all students the ***best of luck*** in their examinations.



If you still have any queries, please contact the Exams team on exams@kelvinhall.net

Y11 Autumn Mock Exam Timetable 2023

Week 1 (wc 06/11/23)	06/11/2023 (no exams)	Tuesday 7/11	Wednesday 8/11	Thursday 9/11	Friday 10/11				
Period 1 - 8:45am		Biology 1/Comb Sci P1 (1h 45m/1h 10m)	Maths P1 (1h 30m)	Chemistry 1/Comb Sci P2 (1h 45m/1h 10m)	Maths P2 (1h 30m)				
Period 2 - 9:45am									
Break - 10:45am						Break	Break	Break	Break
Period 3 - 11:05am									
Lunch - 12:05pm						Lunch	Lunch	Lunch	Lunch
Period 4 - 12:45pm									
Period 5 - 13:45pm	English Literature P1 (1h 45m)	Y11 C2 Options Comp Science P1(1h30m) Childcare (2h) Health and Social (2h) Ent&Marketing (1h15m) iMedia (1h30m) Drama (1h45m) Music GCSE (1h15m) Food Tech (1h45m) Religious Studies P1(1h45m) Sport Science (1h15m) Sport Studies (1h15m)	English Literature P2 (2h 15m)	Geography P1 (1h 30m) History P1 (1h 15m)					
Period 6 - 14:45pm									
Week 2 (wc 13/11/23)	Monday 13/11	Tuesday 14/11	Wednesday 15/11	Thursday 16/11	Friday 17/11				
Period 1 - 8:45am	Physics P1/Comb Sci P3 (1h 45m/1h 10m)	English Language P1 (1h 45m)	Geography P3 (1h 30m) History P3 (1h 20m)	Statistics P1 (1h 30m)	Further Maths P1 (1h 45m) Comp Science P2(1h30m) Religious Studies P2 (1h45m) Sociology P2(1h45m)				
Period 2 - 9:45am									
Break - 10:45am						Break	Break	Break	Break
Period 3 - 11:05am									
Lunch - 12:05pm						Lunch	Lunch	Lunch	Lunch
Period 4 - 12:45pm									
Period 5 - 13:45pm	Geography P2 (1h 30m) /History P2 (1h 45m)	MFL Writing/T&T (1h 15m/1h 20m/2h)	Biology 2/Comb Sci P4 (1h 45m/1h 10m)	Y11 C3 Options Ent&Marketing (1h15m) Childcare (2h) Health and Social (2h) iMedia (1h30m) Drama (1h45m) Food Tech (1h45m) Sociology P1(1h45m) Sport Science (1h15m) Sport Studies (1h15m) Digital IT (1h 30m)	English Language P2 (2h)				
Period 6 - 14:45pm									
Week 3 (wc 20/11/23)	Monday 20/11	Tuesday 21/11	Wednesday 22/11	Thursday 23/11	Friday 24/11				
Period 1 - 8:45am	Chemistry 2/Comb Sci P5 (1h 45m/1h 10m)	Maths P3 (1h 30m)	Statistics P2 (1h 30m)	Further Maths P2 (1h 45m) Comp Science P2(1h30m) Religious Studies P2 (1h45m) Sociology P2(1h45m)					
Period 2 - 9:45am									
Break - 10:45am						Break	Break	Break	Break
Period 3 - 11:05am									
Lunch - 12:05pm						Lunch	Lunch	Lunch	
Period 4 - 12:45pm									
Period 5 - 13:45pm	Spanish Reading & Listening (1h 20m/1h 45m)	French Reading & Listening (1h 20m/1h 45m)	Physics P2/Comb Sci P6 (1h 45m/1h 10m)						
Period 6 - 14:45pm						Further Maths P2 (Clash Students) (1h 45m)	Further Maths P2 (Clash Students) (1h 45m)		

January Vocational Exam Timetable 2024

Date	Exam Time	Duration	Board/Qualification	Subject	Title
10/01/2024	AM	1h 15m	OCR CNAT	Sport Studies	Contemporary Issues in Sport
10/01/2024	PM	1h 30m	OCR CNAT	Creative iMedia	Creative iMedia in the media industry
10/01/2024	PM	2h	Pearson BTEC	Health and Social Care	Health and Wellbeing
11/01/2024	AM	1h 15m	OCR CNAT	Sport Science	Reducing the risk of sports injuries and dealing with common medical conditions
12/01/2024	AM	1h 15m	OCR CNAT	Enterprise & Marketing	Enterprise and marketing concepts
15/01/2024	PM	1h 30m	Pearson BTEC	Digital Information Technology	Effective Digital Working Practices
15/01/2024	PM	2h	Pearson BTEC	Travel and Tourism	Influences on Global Travel and Tourism
16/01/2024	PM	2h	Pearson BTEC	Child Development	Supporting Children to Play, Learn and Develop



SPRING MOCKS

W E E K 1 AT A GLANCE

	MON 19/2	TUE 20/2	WED 21/2	THURS 22/2	FRI 23/2
08:00					
09:00		Maths Paper 1	History & Geography Paper 1	Chemistry Paper 1 <i>Combined & Separate</i>	Maths Paper 2
10:00					
11:00		Biology Paper 1 <i>Combined & Separate</i>			Physics Paper 1 <i>Combined & Separate</i>
12:00					
13:00	English Literature Paper 1		Choice 3 Options <i>Digital Information Technology Sociology, Drama</i>	Choice 2 Options <i>Computer Science Religious Studies, Drama</i>	
14:00					
15:00					

Please note, a number of mock exams will take place in your child's classroom. These are not shown on this timetable.



SPRING MOCKS

W E E K 2 AT A GLANCE

	MON 26/2	TUE 27/2	WED 28/2	THURS 29/2	FRI 1/3
08:00					
09:00	History & Geography Paper 2	Maths Paper 3	Chemistry Paper 2 <i>Combined & Separate</i>	MFL Writing <i>Foundation & Higher</i>	
10:00					
11:00		Biology Paper 2 <i>Combined & Separate</i>			Physics Paper 2 <i>Combined & Separate</i>
12:00					
13:00					
14:00	English Literature Paper 2				
15:00					

Please note, a number of mock exams will take place in your child's classroom. These are not shown on this timetable.

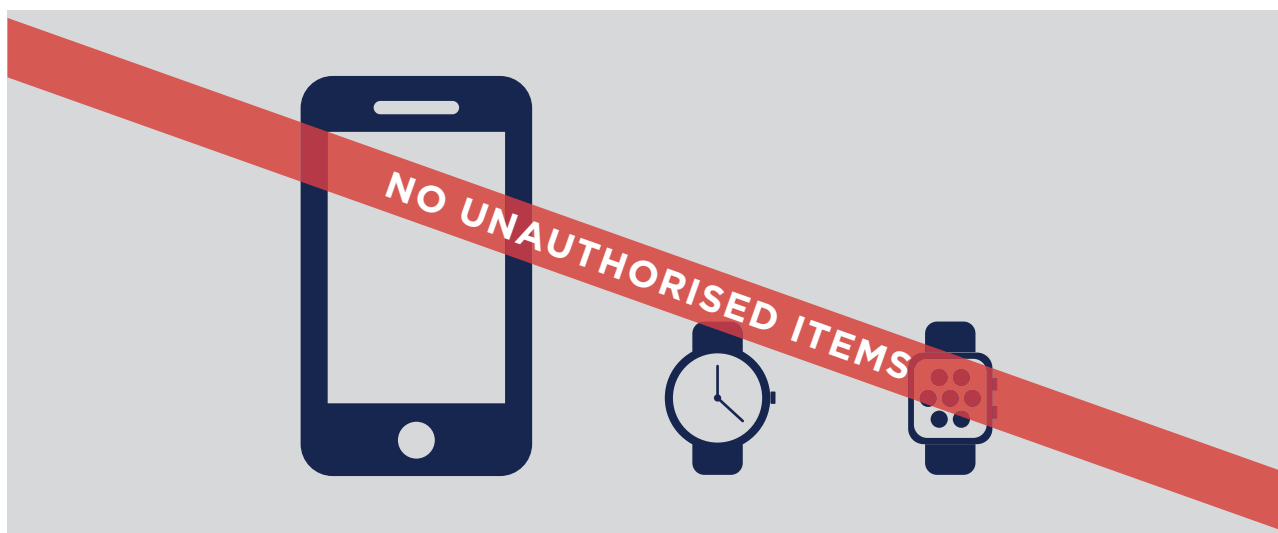
SUMMER 2024 Final Examination Timetable

Date	Time	Duration	Subject	Title	Board	Qual
WEEK 1						
02/05/2024	PM	1h 30m	Digital Information Technology	Effective Digital Working Practices	Pearson	BTEC
03/05/2024	PM	2h	Travel and Tourism	Influence on Global Travel and Tourism	Pearson	BTEC
WEEK 2						
07/05/2024	AM	2h	Health and Social Care	Health and Wellbeing	Pearson	BTEC
07/05/2024	AM	1h/30m	Number and Measure	Award in Number and Measure	Pearson	Edexcel Award
09/05/2024	AM	1h 45m	Religious Studies	Paper 1	AQA	GCSE
09/05/2024	PM	1h 45m	Drama		AQA	GCSE
10/05/2024	AM	1h 45m	Biology	Paper 1 Higher Tier	Pearson	GCSE
10/05/2024	AM	1h 10m	Combined Science	Paper 1: Biology 1 F/H	Pearson	GCSE
10/05/2024	PM	2h	Child Development: Component 3	Supporting Children to Play, Learn and Develop	Pearson	BTEC
10/05/2024	PM	1h 45m	Sociology	Paper 1	AQA	GCSE
WEEK 3						
13/05/2024	AM	1h 45m	English Literature	Paper 1	AQA	GCSE
13/05/2024	PM	1h 15m	Sport Studies	Contemporary Issues in Sport	OCR	CNAT
13/05/2024	PM	45m/1h5m	Turkish	Listening/Reading and Understanding in Turkish	Pearson	GCSE
14/05/2024	AM	35m/45m 45m/	French	Listening/Reading and Understanding in French	Pearson	GCSE
14/05/2024	PM	45m/1h5m	Chinese Listening & Reading	Papers 1 & 3	Pearson	GCSE
15/05/2024	AM	1h 15m	History	Thematic Study and Historic Environment	Pearson	GCSE
15/05/2024	PM	1h 30m	Computer Science	Computer Systems	OCR	GCSE
16/05/2024	AM	1h 30m	Maths	Paper 1 F/H	OCR	GCSE
16/05/2024	PM	1h 45m	Religious Studies	Paper 2	AQA	GCSE
17/05/2024	AM	1h 45m	Chemistry	Paper 1 Higher Tier	Pearson	GCSE
17/05/2024	AM	1h 10m	Combined Science	Paper 2: Chemistry 1 F/H	Pearson	GCSE
17/05/2023	PM	1h 30m	Geography	Paper 1	AQA	GCSE
WEEK 4						
20/05/2024	AM	2h 15m	English Literature	Paper 2	AQA	GCSE
20/05/2024	PM	1h 15m	Sport Science	Reducing the Risk of Sports Injuries and Dealing with Common Medical Conditions	OCR	CNAT
20/05/2024	PM	1h 25m	Turkish	Writing in Turkish	Pearson	GCSE
21/05/2024	AM	1h 15m	Enterprise and Marketing	Enterprise and Marketing Concepts	OCR	CNAT
21/05/2024	PM	1h 30m	Computer Science	Computational Thinking, Algorithms and Programming	OCR	GCSE
21/05/2024	PM	1h 45m	Sociology	Paper 2	AQA	GCSE
22/05/2024	AM	1h 45m	Physics	Paper 1 Higher Tier	Pearson	GCSE
22/05/2024	AM	1h 10m	Combined Science	Paper 3: Physics 1 F/H	Pearson	GCSE
22/05/2024	PM	1h 25m	Chinese Writing	Paper 4	Pearson	GCSE
23/05/2024	AM	1h 45m	English Language	Component 1	WJEC EDUQAS	GCSE
24/05/2024	AM	1h 15m/1h 20m	French	Writing in French F/H	Pearson	GCSE
HALF-TERM						
31/05/2024	AM	2h 50m	Swahili Paper 1 and 2	Reading, Writing, Translation and Listening	Pearson	IGCSE
WEEK 5						
03/06/2024	AM	1h 30m	Maths	Paper 2 F/H	OCR	GCSE
03/06/2024	PM	45m/1h5m	Russian	Listening/Reading and Understanding in Russian	Pearson	GCSE
04/06/2024	AM	35m 45m 45m 1	Spanish	Listening/Reading and Understanding in Spanish	Pearson	GCSE
04/06/2024	PM	1h 45m	History	British Depth and Period Study	Pearson	GCSE
05/06/2024	AM	1h 30m	Geography	Paper 2	AQA	GCSE
05/06/2024	PM	1h 30m	Statistics	Paper 1 F/H	Pearson	GCSE
06/06/2024	AM	2h	English Language	Component 2	WJEC EDUC	GCSE
06/06/2024	PM	CONTINGENCY AFTERNOON				
07/06/2024	PM	1h 45m	Biology	Paper 2 Higher Tier	Pearson	GCSE
07/06/2024	PM	1h 10m	Combined Science	Paper 4: Biology 2 F/H	Pearson	GCSE
WEEK 6						
10/06/2024	AM	1h 30m	Maths	Paper 3 F/H	OCR	GCSE
10/06/2024	PM	1h 30m	Creative iMedia	Creative iMedia in the Media Industry	OCR	CNAT
10/06/2024	PM	1h 15m/1h 20m	Spanish	Writing in Spanish	Pearson	GCSE
11/06/2024	AM	1h 45m	Chemistry	Paper 2 Higher Tier	Pearson	GCSE

11/06/2024	AM	1h 10m	Combined Science	Paper 5: Chemistry 2 F/H	Pearson	GCSE	
11/06/2024	PM	1h 20m	History	Modern Depth Study	Pearson	GCSE	
11/06/2024	PM	1h 45m	Further Maths	Paper 1	AQA	L2 Cert	
12/06/2024	PM	45m/1h	Polish	Listening & Reading Higher Tier	AQA	GCSE	
12/06/2024	PM	45m/1h	Portuguese	Listening/Reading and Understanding in Portuguese	Pearson	GCSE	
12/06/2024	PM	45m/1h5m	Persian	Listening/Reading and Understanding in Persian	Pearson	GCSE	
13/06/2024	PM	CONTINGENCY AFTERNOON					
14/06/2024	AM	1h 30m	Geography	Paper 3	AQA	GCSE	
14/06/2024	PM	1h 45m	Physics	Paper 2 Higher Tier	Pearson	GCSE	
14/06/2024	PM	1h 10m	Combined Science	Paper 6: Physics 2 F/H	Pearson	GCSE	
WEEK 7							
17/06/2024	AM	1h 25m	Russian	Writing in Russian	Pearson	GCSE	
17/06/2024	PM	1h 30m	Statistics	Paper 2 F/H	Pearson	GCSE	
17/06/2024	PM	1h 15m	Music	Component 3	WJEC EDUCATION	GCSE	
18/06/2024	PM	1h 15m	Polish	Writing Higher Tier	AQA	GCSE	
18/06/2024	PM	1h 20m	Portuguese	Writing in Portuguese	Pearson	GCSE	
18/06/2024	PM	1h 25m	Persian	Writing in Persian	Pearson	GCSE	
19/06/2024	AM	1h 45m	Food Preparation and Nutrition		AQA	GCSE	
19/06/2024	AM	1h 45m	Further Maths	Paper 2	AQA	L2 Cert	
26/06/2024	CONTINGENCY DAY						
22/08/2024	GCSE /VOCATIONAL RESULTS DAY						

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.



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.



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2023

Produced on behalf of:



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

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

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

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

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

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

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the exam

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

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

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

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



Joint Council for
Qualifications^{CIC}

Information for candidates

Non-examination assessments

Effective from 1 September 2023

Produced on behalf of:



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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.

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.

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.

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



Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

Effective from 1 September 2023

Produced on behalf of:



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, 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.

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 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 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 who 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 data you have is the same, the description of how that data 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 or share it with anyone, including posting it on social media. You **must always** keep your coursework 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.

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 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.

Penalties for breaking the regulations

If your work is submitted and 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 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 penalty is appropriate.

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



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.

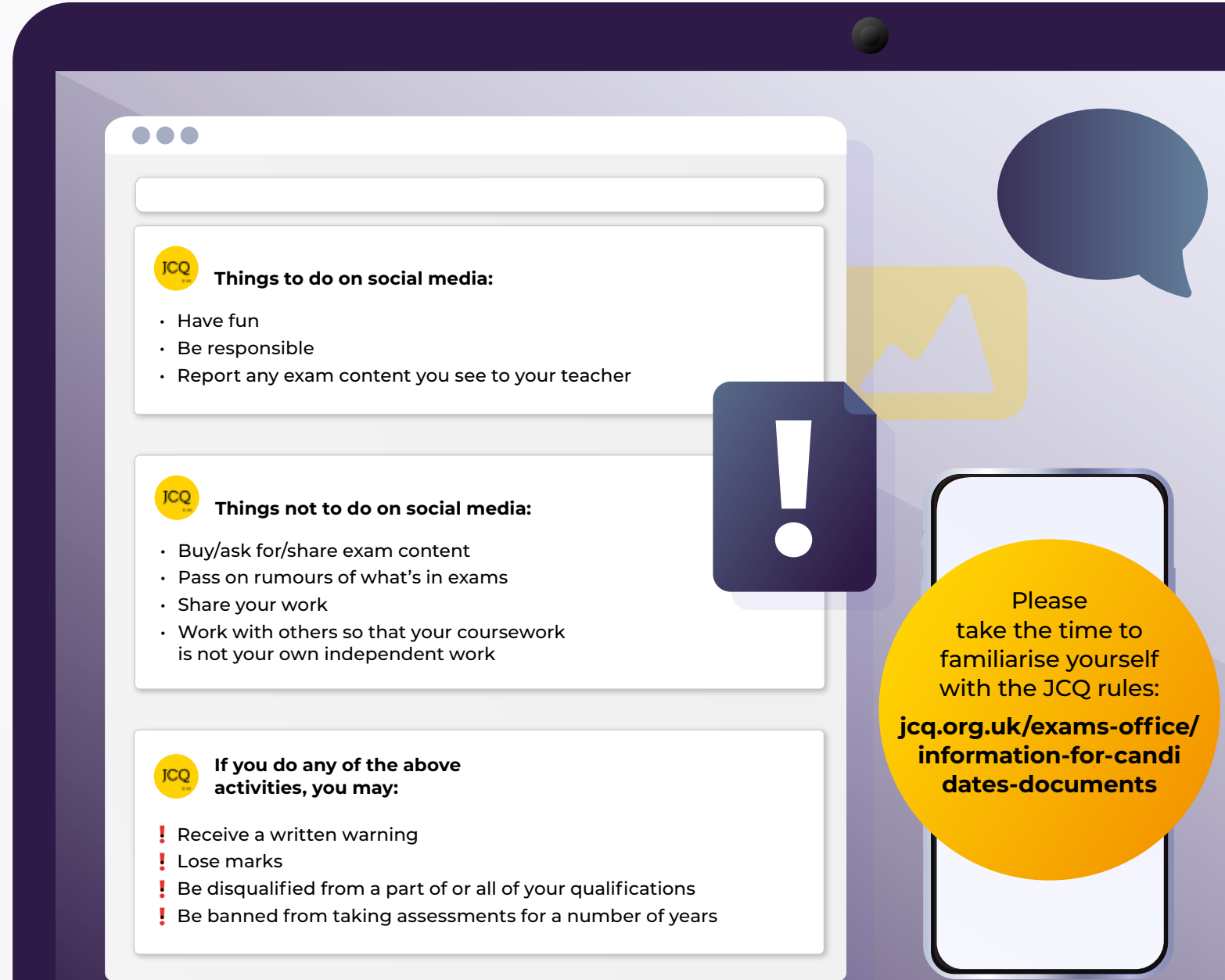
DON'T RISK IT!




REMEMBER
Misusing AI is cheating!
Know the rules
Talk to your teachers
Reference clearly

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:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)



Information for Candidates

Information About You and How We Use It

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

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

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

Please note

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