



# EXAMINATIONS BOOKLET

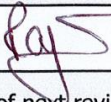
## 2024 - 5

INFORMATION AND INSTRUCTIONS  
FOR CANDIDATES  
School arrangements  
Exam Board Notices

Exam Board Contingency Days – 11<sup>th</sup> & 25<sup>th</sup> June 2025  
Students must be available until 25<sup>th</sup> June 2025.

Please note that this booklet contains important information regarding your examinations during the year. Please read this carefully and keep it in a safe place so that you can refer to it later.

This handbook is reviewed and updated annually

Produced/reviewed by	
	
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## Introduction

Hanley Castle High School is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

## Purpose of this handbook

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

## Malpractice

- To maintain the integrity of qualifications, strict Regulations are in place
- Malpractice means any act or practice which is in breach of the Regulations
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information regarding what constitutes malpractice:
  - Introduction of unauthorised material into the examination room
  - Breaches of examination conditions
  - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
  - Offences relating to the content of candidates' work
  - Undermining the integrity of examinations/assessments

Refer to ICE 24 and the *Indicative sanctions against candidates* (Appendix 6, Suspected Malpractice: Policies and Procedures)

### Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

### Research and using references

...Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.

**If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

### Plagiarism

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

## Personal data

- The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.
- Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies...
- To understand what information is collected and how it is used, you must read the Privacy Notices on the exam board websites.
- OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/candidate-privacy-policy/>
- Edexcel <https://qualifications.pearson.com/en/privacy-policy.html>
- AQA <https://www.aqa.org.uk/about-us/privacy-notice#the-data-we-collect>
- WJEC/Eduqas <https://www.eduqas.co.uk/home/privacy-policy/>
- NCFE <https://www.ncfe.org.uk/customer-and-learner-support/legal-information/privacy-notice/>

## Copyright

- Candidates should be informed that they may access Student Materials (including examination scripts) through the access to scripts arrangements

## Coursework assessments/non-examination assessments

- Relevant JCQ information for candidates' documents - coursework, non-examination assessments, social media & use of AI can be found on the Hanley Castle High School website under the exams section
- Dates of assessments will be given by the Head of Department/Subject teachers and/or exams office
- Depending on the subjects you are taking, coursework/NEA will either be moderated by your teacher with the exam board verifying the mark, or directly marked by the Exam Boards
- Candidates are informed of their centre assessed marks by their teacher prior to them being submitted to the Exam Board (also refer to the internal appeals procedure - internal assessment decisions and requesting a review of the centre assessed marks)

## Written timetabled exams

- Candidates will be given a statement of entry (to check that personal details and exam entries are correct)
- What to do if this information is incorrect tell your tutor or the exams officer
- Check that you know the date and times of your exams on your timetable
- Check where your exam will take place on your exam timetable. Check with your tutor if you are unsure of anything.
- Make sure you know the JCQ regulation for written examinations, coursework, non-examination assessments, on-screen tests, and social media. Know that you are not allowed to bring any electronic devices, mobile phone, watches or other technology into exams. Ask your teacher to go through this with you if you are unsure. These documents are located on the Hanley Castle website under exams
- Exam room posters – Warning to candidates, Unauthorised items can be found on the exam section of the Hanley Castle High School website

## Contingency sessions - Summer 2025

Exam Board Contingency Days – 11<sup>th</sup> & 25<sup>th</sup> June 2025  
Students must be available until 25<sup>th</sup> June 2025

## On-screen tests

- Make sure you know the JCQ regulations Information for candidates – on-screen tests, this document is located on the Hanley Castle website under exams. Ask your teacher to go through it with you.
- Check with your teacher where your exam will take place

## What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)

- Speak to the exams officer about what arrangements are being made
- If you have two exams totalling 3 hours or less they will be sat together with a small supervised break in between
- For two exams which total more than 3 hours you will usually sit the longer one in the morning and the other will be sat in the afternoon. You will be kept supervised under formal exam conditions between the exams

## Where you will take your exams

- Most examinations will take place in the sports hall. Other rooms around school will be used and advised as necessary on your exam timetable.

## What time your exams will start and finish

- Most morning public exams start at 9.15am, afternoon exams at 1.00pm
- Internal mock exams start at 9.00am, 11.35am & 2.00pm but will vary for 6<sup>th</sup> form
- **If your exam finishes after 3.15pm you are responsible for making arrangements to get home**

## Supervision during your exams

- Exams are supervised by invigilators from outside the school
- The invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies

## Exam room conditions

- Make sure that you bring all the equipment you need for the exam (black pens, pencils, calculator, protractor, compass & ruler)
- Candidates should assemble outside the exam venue 10 minutes before the beginning of the exam.
- Candidates are under formal exam conditions from the moment they enter the sports hall exam room until they are given permission to leave by the invigilator. Exam conditions remain until you have left the building.
- Candidates must listen to and follow instructions from the invigilator at all times.
- Candidates must not communicate with or disturb other candidates in any way. If they do, they will be reported to the relevant exam board
- There will be notices displayed in the exam room
  - centre number
  - subject title and paper number
  - actual starting and finishing times, and date, of each exam
- There will be notices displayed outside the exam room
  - Warning to candidate's poster
  - Unauthorised items poster
- Candidates must only complete their details on the question paper books (full name, candidate number and signature) when the invigilators announcement instructs them to do so.
- You should raise your hand if you need additional answer sheets or booklets

- If you have forgotten some equipment (pens, calculator) raise your hand and ask the invigilator, they may be able to help you. We will not however, provide equipment during mock examinations
- Candidates must not open the question paper until the exam begins

### **Where you will sit in the exam room**

- The Exams Officer plans where candidates sit.
- If you cannot find your desk, check your timetable for your seat number or ask the invigilator

### **How your identity is confirmed in the exam room**

- Your school exam card with your photograph on will be placed on your exam desk before the exam. Please ensure that you are sat at the correct desk

### **What equipment you need to bring to your exams**

- Check with your teacher what equipment you should or should not take to the exam
- All pencil cases must be transparent
- Permanent black pens only are to be used (make sure you understand the rules regarding authorised equipment in JCQ information for candidates – written exams)

### **Using calculators**

- You must be aware of awarding body instructions regarding the use of calculators in your exams
- 10.4 Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations
- 10.5 Candidates must be told these regulations beforehand and be familiar with the Information for candidate's documents
- 10.6 During an examination a calculator must not be able to offer any of these facilities:
  - a) language translators;
  - b) symbolic algebra manipulation;
  - c) symbolic differentiation or integration;
  - d) communication with other machines or the internet;
- 10.7 During an examination a calculator must not give access to pre-stored information. This includes: a) databanks; b) dictionaries; c) mathematical formulae; d) text.
- 10.8 A calculator must not be borrowed from another candidate during an examination.
- 10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements
- 10.10 An invigilator may give a candidate a replacement calculator.
- 10.11 Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.
- A series of FAQs on the use of calculators in examinations may be found at:  
<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

### **What you must not bring into the exam room**

- You are not allowed to bring any electronic materials or watches into exams
- If you bring a forbidden item into an exam, you may be disqualified from that exam, or from all exams in that series, depending on the offence

## **Food and drink in exam rooms**

- Water in transparent bottles with a sports cap lid and no labels/writing may be brought into the exam. No other food or drink is allowed, except for medical reasons

## **What you should wear for your exams**

- School uniform should be worn for all written and on-screen exams
- If you arrive in unsuitable clothing, you may be asked to leave

## **Where your personal belongings will be stored during your exam**

- You should leave all personal belongings in your locker or tutor room
- If you have forgotten to leave your electronic equipment in safe safekeeping, you can leave it with the invigilator. You should remember to ask for it back at the end of the exam. Hanley Castle High School accepts no responsibility for possessions left with the invigilator

## **What to do if you arrive late for your exam**

- If you think you are going to be late you should contact your Head of Year or exams officer to let them know, they can then advise.
- If you arrive late, go to your exam venue and wait for the invigilator to show to your place
- You will be allowed the full length of the exam if possible
- If you are very late (more than half an hour after the exam began) You should go straight to the exam office to see if it is possible to take the exam, depending on the situation your exam paper may still be accepted

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

- If you are unwell and unable to attend the exam, ask your parent/carer to tell the exams officer or head of year
- If you are unwell but can attend the exam, tell the invigilator and ask your parent/carer to tell the exams officer or head of year
- If you feel unwell during the exam, put your hand up. If you need a short break, you will be escorted out and you will be able to return. If you leave the exam alone you will not be allowed to return.
- The exams officer may be able to apply for special consideration for you, depending on the circumstances. Try to arrange evidence such as a doctor's certificate

## **What happens if you have an unauthorised absence from your exam**

If you are absent from your exam without a good reason you will be charged for the exam

## **What happens in the event of an emergency in the exam room**

- In case of emergency follow the directions of the invigilator
- Never take your exam paper out of the exam venue
- If you need to leave the building, do not speak to anyone, you are still under exam conditions.
- The evacuation assembly point is on the sports field by the hedge/road for the sports hall, the MFL car park for MFL, staff car park for Aspire

## **Candidates with access arrangements/reasonable adjustments**

- Students with access arrangements (SAA) will have had these assessed & granted in years 10 & 12
- Parents are informed of the outcome of SAA and told which SAA you qualified for
- Hanley Castle High School cannot assign particular reader/scribes to particular candidates

## If you are unhappy with the exam arrangements

- Tell the invigilator about the problem **BEFORE** you leave the exam venue
- We can only apply for special consideration if you tell us before leaving the exam
- If your problem is with a reader/scribe, tell us at once so that it can be sorted out immediately
- If the problem is to do with a disturbance, tell the invigilator at once

## Results

- AS & A level results are published on Thursday 14<sup>th</sup> August 2025
- GCSE Results are published on Thursday 21<sup>st</sup> August 2025
- Students can collect their results from the 6<sup>th</sup> Form centre, times will be confirmed
- If you are going to be absent on results day you may ask the exams officer to
  - send your results electronically to your school email
  - nominate someone to collect them on your behalf
  - provide a large letter stamp for them to be posted to you
- Senior members of centre staff will be available immediately after the publication of results to support students with future decisions
- If you fail to collect your results on results day they will be emailed to your school email address. You should contact the exams officer should you wish to collect a hard copy

## Post-results services

- If you think there has been an error in the mark you have received, you can request a review of results:
  - Clerical check (service 1)
  - Review of marking (service 2)
- If you want to see how you could have done better before you decide whether or not to request a review of marking you can ask to see your paper (Access to Scripts)
- There are charges for these services, but if your Grade is found to be wrong, you will get a refund of the fee
- You cannot appeal coursework marks as those have to be appealed at the time you are given them by your teacher. See the internal appeals procedure below.
- Requests for post-results services must be made through the centre
- The exams officer will inform you of all costs and deadlines. You must pay the fee and give your consent before any of these services can be requested
- The exams officer will process all requests and advise you of the outcomes as soon as possible

## Certificates

- Certificates are usually sent to us in November, depending on the exam board
- Certificates will be distributed in December through year 12 tutors and will be signed for
- If you have left the school you should come back in December to collect your certificates
  - You may nominate someone to collect your certificates on your behalf if you unable to attend the centre
  - You may pay to have them posted via a secure registered method, but the school takes no responsibility should these not arrive
- Unclaimed certificates are kept in school for up to 5 years

## Internal appeals procedure

- Your teacher will tell you the mark you have been given for your coursework/NEA, if you are unhappy with the mark you receive you can appeal
- The appeal must be made within 5 days of receiving the mark and must be in writing
- The Appeals against assessment policy is available from the exams officer



## Complaints policy

- If you have a problem or complaint, tell the invigilator about the problem **before** you leave the exam venue
- We can only apply for special consideration, if you tell us before leaving the exam
- Usually a concern can be resolved straight away by sharing it with a member of staff. If it cannot be resolved and you wish to raise a complaint then please follow our complaints policy on the school website

## JCQ Information for candidates - coursework

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

- This information is for qualifications which include coursework
- You must follow the instructions from your teacher
- You must make sure all the work you submit is your own
- Any material you copy from the internet, must be credited with its source. If you do not do this, you are plagiarising

For further information, see information for candidates – coursework assessments 2024-25 on the Hanley Castle High School website

Or Information for candidates - Coursework 2024-2025 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

## JCQ Information for candidates – non-examination assessments

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

- This information is about taking any of the new GCSE or GCE qualifications, which include non-examination assessments (NEA)
- You must follow the instructions from your teacher
- You must make sure all the work you submit is your own
- Any material you copy from the internet, must be credited with its source. If you do not do this, you are plagiarising

For further information, see information for candidates – non-examined assessments 2024-25 on the Hanley Castle High School website

Information for candidates – non-examination assessments 2024-2025  
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

## JCQ Information for candidates – on-screen tests

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

- Guidelines for on-screen tests is the same as for written exams
- In addition, tell the invigilator at once if:
  - You have the wrong exam title on your screen
  - Someone else's name is on the screen
  - Your computer is delayed or malfunctioning
- Unless you are told otherwise you must not have access to the internet
- You must follow the instructions from your teacher or invigilator

For further information, see information for candidates – Information for candidates – on-screen 2024-2025 on the Hanley Castle High School website

Information for candidates – on-screen 2024-2025 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

## JCQ Information for candidates – written exams

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

- Most of the information for written exams is contained in the main body of this booklet  
For further information see *Information for candidates – written exams 2024-2025 on the school website*  
Or Information for candidates – written exams <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

## JCQ Information for candidates – social media

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

- The JCQ Regulations can be found Information for candidates – social media 2024 on the school website
- Information for candidates – social media 2024 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

### JCQ *Unauthorised items* poster

- This poster will be displayed outside each exam room. You **must** note that “Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.”

Unauthorised items poster can be found on the school website or at <http://www.jcq.org.uk/exams-office/exam-room-posters>

### JCQ *Warning to candidates* poster

- This poster will be displayed outside each exam room. You **must** note all the warnings  
Unauthorised items poster can be found on the school website or at *Warning to candidates’ poster* <http://www.jcq.org.uk/exams-office/exam-room-posters>

## JCQ AI poster for students

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



# AI and Assessments

## A quick guide for students



### What is AI?

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



### How can AI be misused in assessments?

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

**THIS IS CHEATING!**



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



#### 1 Know the rules

- o You're **not allowed** to use AI tools when you're in an exam
- o Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- o 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!

- o If you're allowed to use AI tools, you must reference them clearly
- o Name the AI tool you used
- o Add the date you generated the content
- o Explain how you used it
- o 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