

# Candidate Handbook

Class of 2025



# Introduction & Purpose of this handbook

Co-op North Manchester 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.

This handbook has been produced to help prepare you for your forthcoming examinations. There are a number of rules and regulations that you **MUST** make yourselves familiar with.

Please remember, most of these regulations are set by the Joint Council for Qualifications for the exam boards and must be adhered to.

Failure to adhere to the JQC regulations may result in disqualification from your examinations.

If there is anything included in this handbook that you do not understand or if you have any questions about sitting your exams, please do not hesitate to speak to your Head of Year, Pastoral Manager or the Exams Officer.

A copy of this handbook is available on the school website.

## Contingency Days 2025

Contingency days for the summer 2025 season are: Wednesday 11th June (afternoon) and all day Wednesday 25th June 2025.

The Joint Council for Qualifications (JCQ) require all pupils to be available, up to and including Wednesday 25th June 2025, in case any exams need to be rescheduled due to unforeseeable circumstances that may have occurred.

# Malpractice

Co-op Academy North Manchester will maintain the integrity of the examination process and will inform the awarding bodies immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation.

## What is Malpractice?

Malpractice, means any act, default or practice which is a breach of the regulations that apply to the exam or assessment being taken.

Malpractice doesn't necessarily involve an intention to cheat or gain an unfair advantage. The vast majority of allegations that JCQ awarding bodies deal with involve unintentional breaches of the regulations, usually caused by a lack of knowledge of the requirements contained in the JCQ Instructions for Conducting Examinations (ICE). However, even when malpractice is unintentional, the consequences can be significant.

Malpractice also doesn't necessarily only affect the pupils involved – a breach of the regulations could potentially impact all pupils at every centre taking that assessment.

When an awarding body has received a credible allegation of malpractice they have a duty to establish whether the malpractice or maladministration has occurred. The process that awarding bodies follow so is set out in JCQ Suspected Malpractice Policies and Procedures. A copy of this document is available in the exams section of our website.

A copy of the JCQ 'Warning to Candidates' and 'Information for Candidates' will be located outside each examination room and copies are enclosed in this booklet. Please read this guidance thoroughly.

# Malpractice cont.

Malpractice also includes the misuse of Artificial Intelligence (AI chatbots and other AI tools). If the work you submit for assessment is not your own, you will have committed malpractice, in accordance with JCQ regulations, you may attract severe sanctions.

## 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. You should familiarise yourself with our malpractice and behaviour policy. A copy of this document is available in the exams section of our website.

## Key Malpractice points to note:

- Why does Malpractice exist? To maintain the integrity of qualifications, strict regulations are in place
- 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

# Personal Data & Copyright

## Personal Data

- 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
- 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.
- Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data ("Student Materials").
- Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment.
- They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms.
- Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body. This information is available on the exams section of our website.

## Copyright

- Candidates may access Student Materials (including examination scripts) through the access to scripts arrangements set out in paragraph 5.13 of JCQ General Regulations. There is more information regarding this process in our post results policy. A copy is available in the exams section of our website.

# Non-examination Assessments

The use of AI (what AI misuse is, how this will be treated as malpractice)

You will be notified by your subject teacher when your assessments will take place

Please ensure that you meet any deadlines set by your teacher

The assessment will either be marked by your teacher and then moderated by the awarding body (centre assessed marks) or will be sent directly to the awarding body for marking

Your subject teacher will advise you of your centre assessed marks before the marks are submitted to the awarding body. If you wish to appeal against your mark, please see your subject teacher immediately. More information is contained in the Internal Appeals Procedure that is located on the school website.

Please read the following JCQ Documents at the back of this handbook:

JCQ Information for candidates – coursework

JCQ Information for candidates – non-examination assessments

# Written Timetabled Exams

All candidates receive a statement of entry from the school in the Spring Term indicating the subjects they are being entered for and the levels of entry, where applicable.

Please check that these are correct. Some subjects have one tier of entry, some have two, Foundation and Higher tiers.

You must check everything on your statement of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates, and you will be charged to change them later once the certificates are awarded. Your legal forename and surname must appear on your statements, please inform us if your preferred names are recorded, as it will need to be amended.

You must inform the Exams Officer of any errors or omissions before the deadline and keep your Statement of Entry safe for your records.

You are responsible for checking your exam timetable and subject entries are correct.

## Examinations Boards

The school uses the following Examination Boards: AQA, Pearson, OCR and WJEC.

## Candidate Name

Candidates are entered under the format of First Name + middle name/s + (Legal) Surname, e.g. Adam John Smith.

## Candidate Number

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on your candidate desk cards and on your statements of entry, individual candidate timetable and on your provisional results information.

# Timetable Clashes

An exam clash is when you have two exams in the same subject or different subjects scheduled for the same time.

If you have an exam clash we will write to you letting you know how that clash will be resolved. If you have a clash the following information explains what will happen.

- You will be kept under supervision in between your two exams
- During this time, you can revise, however you must not have access or have on your possession any electronic communication/storage devices or have access to the internet. (All revision material should be left with an Invigilator at the beginning of your first exam.)
- During this time, you cannot have contact with other pupils, except those pupils who are being supervised in the same room as you

# Start & Finish Times

Morning exams start at 9.00am.

You **MUST** ensure you are outside the exam location by 8.45am.

Afternoon exams start at 1.00pm.

You **MUST** ensure you are outside the exam location by 12.45pm

The length of an exam is determined by the awarding body. You will not be allowed to leave before the scheduled end time of the exam.



# Where you will take your exams

Most exams will take place in the Sports Hall. Some exams will take place in alternative rooms. For example, if you are taking a listening exam or you have approved access arrangements in place. Your room and seat number will be given to you on your exam timetable.

You can speak to the Exams Officer at any point if you have any questions.

You must not enter an exam room until instructed to do so by a member of staff or an invigilator.

Please ensure you are sitting at the correct desk to avoid sitting an incorrect exam paper or being marked as absent.

## Alternative rooming & Access Arrangements

Alternative rooming arrangements (for example, a room for a smaller group of candidates with similar needs) is an available access arrangement as defined in the JCQ regulations.

This is an arrangement where a candidate with an established difficulty may be eligible to take their examinations in a smaller environment away from the main examination room. You will be notified of your final confirmed access arrangements when your statement of entry is produced.

Decisions are based on:

- Whether the candidate has a substantial and long-term impairment which has an adverse effect
- The candidate's normal way of working within the centre
- Ensuring the proposed arrangement does not disadvantage or advantage the candidate

Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre

# Uniform Expectations & Personal Belongings

You must wear your full school uniform to all examinations. This includes correct footwear.

If you have any issues with your uniform, you must speak to your Head of Year or Pastoral Manager before your exam.

All personal belongings should be secured in your bag and left in the secure storage facility attached to the Sports Hall. There is also the option to store your phone in a ticketed envelope for collection at the end of the exam.

# Supervision during your exams

Exams are supervised by a team of invigilators who must follow strict rules and regulations when conducting exams, as directed by JCQ awarding bodies

pupils are expected to behave in a respectful manner towards all invigilators and always follow their instructions.

The invigilators will distribute and collect the examination papers, hand out extra writing paper if required, and deal with any problems that occur during the examination

Invigilators cannot discuss the examination paper with you or explain the questions

Any unacceptable, rude or disruptive behaviour will result in you being removed from the examination. Removal from an examination will result in a malpractice report being sent to the awarding body and possible disqualification from your examinations

# How your identity is confirmed

It is essential that we ensure the right student is sitting the right exam paper. We will confirm your identity as follows:

Head of Year, a member of SLT or Pastoral Manager are present at the start of each exam, to identify candidates as they arrive for this exam.

Each candidate has their own ID card, which contains photo, exam number, centre name, centre number and access arrangements

ID cards are placed on the candidate's desks for each exam. Do not deface these cards, they are a JCQ requirement.

## Food & Drink

Water bottles only are allowed in the exam rooms.

All bottles **MUST** be completely clear with no text or numbers printed on the plastic.

All labels **MUST** be removed prior to entering the exam room.

# Exam Room Conditions

pupils will gather in the Gym.

Seating plans will be on display in the Gym and outside the Sports Hall. They will also be displayed on the Head of Year office and in the canteen.

All personal belongings should be placed in your bag and left in the secure storage facility attached to the Sports Hall. There is also the option to store your phone in a ticketed envelope for collection at the end of the exam.

Please collect an envelope for your phone if you are leaving them with the exam team.

pupils in Access Arrangement rooms should go and wait quietly outside their room, with your belongings and wait for instruction from your invigilator (you will be informed of your room in advance).

You are under formal exam conditions from the moment you enter the exam room until you are given permission to leave. You must not talk to, attempt to communicate with or disturb other candidates once you have entered the examination room. If you do, this must be reported to the relevant awarding body.

Looking around and smiling at other candidates is classed as communication, so please always sit and face the front.

You should find your seat quickly and silently. There will be letters and numbers on the walls to help you find the row you will be sat on. Invigilators will help you if you can't find your seat. Do not ask another candidate.

Candidates must listen to and follow the instructions of the invigilator at all times in the exam room.

The following information is displayed in the exam room on the white boards at the front: centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam.

# Exam Room Conditions

## Cont.

The exam paper will have been placed on your desk before you enter the room. You must not open the question paper until the examination begins. If you do, this must be reported to the relevant awarding body.

When you are instructed to do so, and not before, you should complete any relevant information on the front of your answer books (first name and surname that matches their entry information, candidate number etc.).

Any relevant information regarding the use of additional answer sheets/answer books etc will be given at the time, exam board stationery will be provided.

### Toilet breaks & leaving the exam room

Remember to go to the toilet before the exam and in plenty of time of the exam starting. Once the exam has started, you will only be allowed to go to the toilet if you have a toilet pass (we have the most recent list of toilet passes issued). There will be no toilet breaks in the final 30 minutes of an exam.

The regulations now state that centres must restrict the instances of leaving the examination to where this is absolutely necessary. As an exam centre we must ensure that candidates who leave the room temporarily do not have access to unauthorised materials. You will be asked to remove your blazer and check your pockets once outside the exam room.

### Medication

Inhalers are permitted in the exam; however, we must have knowledge of your condition and have it registered with the school office. Inhalers are to be kept in a clear plastic bag on the desk and may be inspected by an invigilator at any time. If you are prescribed with any other medication, or use any medical monitoring equipment (e.g. blood sugar monitoring/prescription cream etc) that may be required in the exam, please discuss this with the Exams Officer as soon as possible, as an application to the examining boards may be required.

# Equipment

Only authorised material can be brought into the exam room.

You can bring all your own equipment to every exam, however there will be equipment provided for you.

Remember that you need to write in black ink. Your exam papers are scanned to be marked so they must be able to read what you have written.

Do not use any of the following in your answers:

- Correcting pens, fluid or tape
- Erasable pens / friction pens or highlighters (can be used in printed questions)
- Gel pens

Your pencil case must be see through / clear

Your water bottle must be see through and have no label, writing or measurements on it – only water is permitted.

You may use coloured pens or inks for diagrams, maps, charts etc. only if your exam allows them. The instructions at the front of your paper will tell you if these are/not allowed.

As a minimum, your clear pencil case will include:

- Black pens
- Pencil
- Eraser
- Highlighter
- Ruler

If permitted in your exams we will also ensure you have access to:

- Protractor
- Compass
- Calculator (if permitted for your exam)
- Tracing paper

# What you must not bring into the exam room

We cannot stress enough the importance of not bringing into an exam room any unauthorised material or equipment.

These include:

- Mobile phones.
- MP3/4 players.
- Any watch (Smart or not!).
- Smart glasses or any other smart device.
- iPods.
- Any other similar electronic devices.
- Electronic earphones/earbuds or Air pods.
- Notes and study guides.
- Own blank paper.
- Dictionaries, unless allowed for the exam.
- Miscellaneous items such as make-up, lip gloss/balm, bus passes, money and keys, student reports and exam timetables. (these items should be left in your bag)

We strongly advise that you do not bring as many of these items into school with you at all. This will ensure that you do not accidentally bring unauthorised items into an examination room.

A copy of the JCQ 'Warning to Candidates' and 'Information for Candidates' will be located outside each examination room and copies are enclosed in this booklet. Please read this guidance thoroughly. Please note any candidate that attempts to break any of the examination rules or regulations may be disqualified from some or maybe all subjects. The school must report any breach of regulations to the Awarding Body.

# End of the Exam

You must stay seated and silent until the invigilators have collected all the exam papers.

You will be dismissed from your desks one row at a time and any personal items can be collected outside the Sports Hall.

You **MUST** remain silent until you have left the room. You are still under formal exam conditions until you leave the exam room and any incidents will be reported for malpractice.

Please remember that other exams may still be in progress either in that room or other rooms in the building.

Please do not congregate outside exam rooms to talk to your friends.

# Unauthorised Absence

If you do not attend any part of an external exam for which you have been entered, you will receive a mark of zero for that paper and there is not another opportunity to sit the exam.

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



# Illness & Late Arrivals

## Illness

It is really important that you attend school for all exams unless you are seriously ill.

If you are extremely unwell and cannot attend your exam, please ask your parent/carer to contact Student Absence immediately. You will need to provide medical evidence to confirm your illness.

If you feel unwell during an exam, please put your hand up and an invigilator will assist you.

If you feel unwell before the exam starts, please tell the Exams Officer so that we are aware of your situation and invigilators can be advised.

The date and time of the exam is set by the exam board so that all pupils are sitting the exam at the same time. We cannot change the date of the exam; however, we may be able to put an alternative arrangement in place to enable you to still sit your exam – so try to come in!

Only in exceptional circumstances are candidates allowed special consideration for absence from any part of an examination. It is essential that medical, or other appropriate evidence, is obtained on the day by the candidate/parent and given to the Examinations Officer without delay, in all cases where an application is to be made for Special Consideration

## Arriving late

It is your responsibility to be on time for every exam.

Should you arrive late for an exam, you should report straight to reception and sign in.

Very late arrivals (after 1hr) have to be reported to the exam board with reason for your late arrival. You will be asked for specific information as to why you were late. The decision if your paper is marked is then up to the awarding bodies.

# Emergency incidents or evacuation

Should there be an emergency incident or evacuation of the exam room, i.e. the fire bell sounds, pupils will be directed by invigilators.

You should be familiar with the procedure if the fire alarm or lockdown message sounds during an examination. The Exams Officer and invigilators will supervise the evacuation of examination rooms, if necessary.

Don't panic.

You must remain silent and in the order in which you are sitting. You will be escorted to a designated assembly point. The fire assembly point during an exam is the tennis courts.

Leave everything on your desk.

You must not attempt to communicate with anyone else during the evacuation. This compromises the integrity of the examination and could lead to all examination papers being cancelled.

When you return to the exam room, do not start writing until the invigilator tells you to.

You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

It is imperative that formal examination conditions are maintained throughout as the exam can continue should the building be considered safe to return to. If this protocol is broken the entire exam paper will be at risk of being given a U grade.

# Results

Results will be available for collection from school on:

**Thursday 21st August 2025**

Details of the results day arrangements will be shared after the exam season has finished.

Results will not be given to any person other than the candidate.

If you are unable to attend results day and you would like your results emailing, this can be done with prior written consent from you (not your parent/carer!). These will not be sent until after the in-person collection has taken place.

If you are nominating another person to collect them on your behalf on the day, this can be done with prior written consent from you (not your parent/carer!)

Due to data protection, we are unable to give results over the telephone, or to any other person who has not been authorised beforehand.

# Certificates

Certificates will be available in the Autumn term following results day.

Certificates are all originals and cannot be replaced by the school. They cost around £70 each to replace via the exam boards. Keep them safe.

If certificates are not collected at the given time they will be available by appointment from the Exams Office. They must be signed for, and can only be collected by someone other than the person named on the certificate with written permission.

We only retain certificates for one academic year so please make sure these are collected asap! After this time, they are confidentially and securely destroyed and you will need to buy replacements

# Post Results Services

## Access to Scripts

We may wish to recall your script for teaching and learning purposes or to support and make an informed decision about whether to submit an enquiry about a result.

If you are willing to allow us access to your script, please sign the Access to Script for on results day before you leave. This will be available in your results envelope.

## Review of Marking

If a student feels that their external examination results do not reflect their performance and are significantly different from what was expected, then they may request an enquiry requesting the mark to be reviewed. Our post results policy is to access your script and then for this to be reviewed by the subject Head of Department. The majority of review requests do not result in a change to a grade. In most cases the review of marking has shown that the original grade was accurate.

Careful thought and consideration is taken before requesting a review of marking. If we feel it is in the best interest of the candidate to submit a review, we will request your consent to do so. You must be aware that your grades may go up, go down or stay the same.

Policies related to post results are available on our website.

# Complaints & Appeals

The complaints and appeals procedure can be in the exam section of our website.

# Frequently asked questions

## What time do my exams start?

Morning (AM) exams start at 9.00am

Afternoon (PM) exams start at 1.00pm

## What happens if my exam runs through into break or after school?

Exams are scheduled by the Awarding Bodies and must run at the same time in all centres across the country. We cannot move the times because of break time or the end of the day. Any student that misses their break time will be allowed some time to eat and rest before returning to their usual timetable.

## Do I have to wear my uniform?

Yes, normal uniform policy applies

## What do I do if I feel sick on the day of the exam?

You should try, if possible, to attend for your exam but let us know so immediately so we can give guidance as to what to do. Medical evidence is always required from exam boards if you miss a final exam.

## What do I do if I feel unwell during the exam?

Put your hand up and an Invigilator will assist you. You should tell an invigilator or the Exams Officer if you feel ill before the exam.

## What would happen if I injured myself or am too sick to attend on the day of the exam?

If it was an injury such as breaking your arm, but you felt able to attend the exam, then we could apply for an emergency access arrangement to enable someone to write for or to assist you. If you are unable to attend due to injury or sickness, then you will need to get a medical certificate from your doctor or a hospital discharge letter.

# Frequently asked questions

## What happens if I am late for an exam?

You must sign in and notify your Head of Year, Pastoral manager or the Exams Officer as soon as you are in. You will then be given the exam instructions and will be taken to the venue. You will be allowed the full time for your exam but will not be given extra time, unless you have an Access Arrangement that allows you extra time. If you are very late (1 hour after the published time) then you will still be allowed the full time, but a form will have to be sent with your paper to the exam board, they will then decide of whether to mark your paper. Being late could mean you are disqualified and don't receive a grade.

## Where should I leave my belongings during the exam?

All belongings must be left in the designated area. If possible, you should leave your valuables at home on the day of the exam.

## My timetable says TBA under the date, what is this?

This means To Be Advised. This applies to exams that can be sat in a window of time given by the Awarding Body, such as Language speaking exams. As soon as these dates are confirmed they will be communicated to You.

## What do I do if I have the wrong paper?

Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

## What do I do if I forget my Candidate Number?

Candidate numbers are printed on the seating plans which are displayed outside the exam room and on the picture card on your exam desk. Invigilators will be able to help you find your number.

## What do I do if I forget the Centre Number?

The Centre number is 32389. It will be clearly displayed in the Exam Room.

# Frequently asked questions

## What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional circumstances). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided.

Candidates will only be eligible for special consideration if they have been fully prepared and covered the whole course but performance in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness (affecting performance on the day of the exam), accident or injury, bereavement, or domestic crisis. The Exams Officer must be informed immediately, so that the necessary paperwork can be completed. The candidate will normally be asked to provide evidence to support such an application.

## If I miss an Exam, can I take it on another day?

Not in the current exam series. For GCSE most Exams are now taken at the end of a two-year course so there will not be another opportunity to re-take. You will be awarded 0 marks for the paper you have missed.

## What items are not allowed into the examination room?

Only material that is listed on the question paper is allowed. Bags and coats are not permitted and should be left in the designated area. No food or drink except for a small bottle of water in a clear bottle with no label. No stress balls, fidget toys, blue tac.

## How do I know how long the exam is?

The duration of each Exam is shown in minutes on student's individual timetables. Invigilators will tell you when to start and finish and will write the finish time on a board at the front of the Exam room.

## Can I leave the Exam Early?

No. If pupils finish early, they should use the time to check their answers and check that all their details are correctly filled in.

## Can I go to the toilet during an Exam?

No, JCQ rules state candidates can only leave the examination room where necessary or where supervised rest breaks have been granted by the SENCo.

# Frequently asked questions

## Why do I need to check the details on my Statement of Entry?

These are the details that will be printed on Certificates. If the name and date of birth on your Exam Certificates does not match your birth certificate it may cause you problems if you are asked to prove your qualification to an employer or college/university in the future. You should also check that you have been entered for all subjects that you are expecting to get a qualification in.

## I am entitled to extra time; how will this affect the way I take my exams?

Some pupils receive an allowance of up to 25% extra time for some of their examination. Where possible these pupils will sit together to minimise disruption from the other candidates who finish earlier. The Invigilators are aware of student requiring extra time.

## What do I do if I don't get the grades I need?

Staff will be available on results day to offer advice. Post results details will be shared.



# Top tips for revision

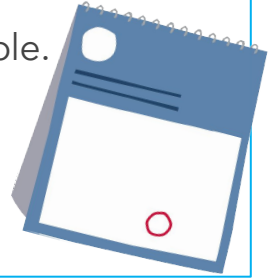
## 1 Make a plan

Work out how much time you have, and plan enough time for each subject.



## 2 Start early

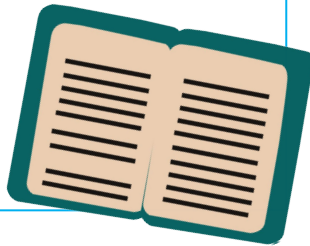
Your revision should start as soon as possible.



## 3 Know your stuff

Revise. This means taking notes and using past papers.

It is easier to remember material once you understand it!



## 4 Stay focused

Find a quiet place to study. Set up a reward after a session before getting back to your books.



## 5 Take breaks

Avoid stress. Take breaks and stick to your plan.

You cannot revise everything in a day, or even a week.



## 6 Find your way

Use the revision style that suits you. Mix strategies, work in a group for two hours, then listen to revision podcasts. Keep stimulated.



# Warning to candidates



 Questions matter <b>AQA</b>	 <b>City &amp; Guilds</b>	 Rewarding Learning <b>CCEA</b>	 Oxford Cambridge and RSA <b>OCR</b>	 <b>Pearson</b>	 <b>WJEC</b>
---------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------



**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.

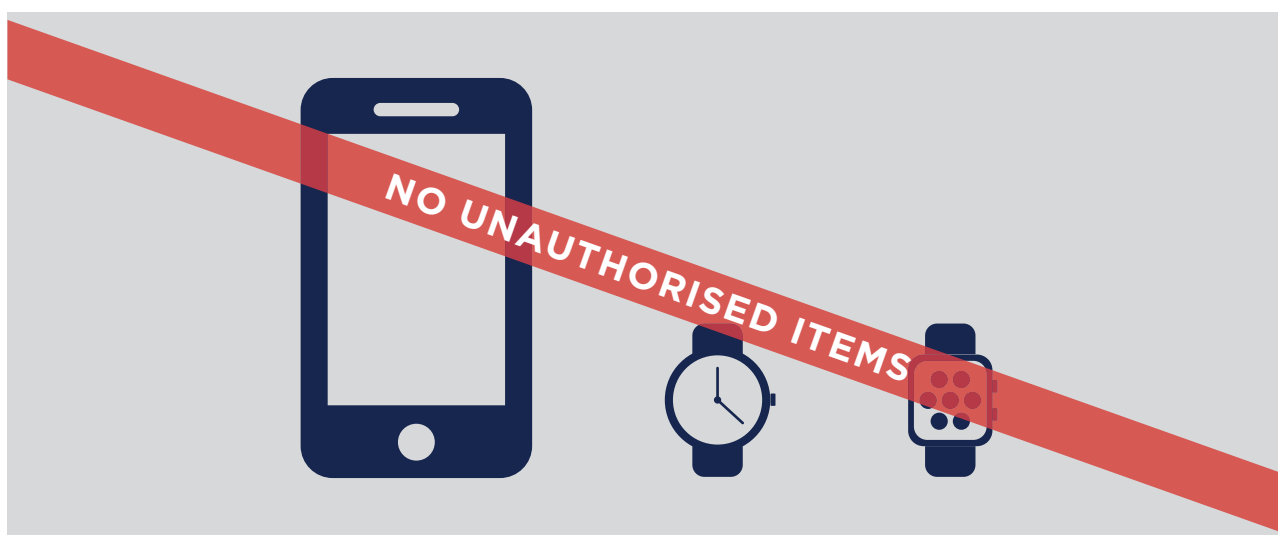
**7**

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.**

# 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.



Joint Council for  
Qualifications<sup>CIC</sup>

# Information for candidates

Coursework assessments

Effective from 1 September 2024

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 your work 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, information from these sources may be incorrect or biased. You **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2025.

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.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

## Preparing your coursework – good practice

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

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must** each write up your own account of the assignment. Even if the 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. **Don't** share it with anyone, including posting it on social media. You **must always** keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

**Don't be tempted to use any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating.** Electronic tools used by awarding bodies can detect this sort of copying.

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

# Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and 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. They can 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 rules, one of the following penalties will be applied:

- you will be awarded zero marks for your work;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

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



Joint Council for  
Qualifications<sup>CIC</sup>

# Information for candidates

Non-examination assessments

Effective from 1 September 2024

Produced on behalf of:



©JCQ<sup>CIC</sup> 2024

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 something that you do not understand, you **must** ask your teacher.

## Preparing your work – good practice

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

If you worked as part of a group on an assignment, for example undertaking field research, you **must** write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained. You **must draw your own conclusions from the data.**

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it. **Do not** share it with anyone, including posting it on social media. You must always keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

**Do not be tempted to use 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.

## 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, information from these sources may be incorrect or biased. You **must** take care how you use this material - you cannot copy it and claim it as your own work.

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 known as **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](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2025.

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.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

# Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. **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:

- you will be awarded zero marks for your work;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

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



Joint Council for  
Qualifications<sup>CIC</sup>

# Information for candidates

On-screen tests

With effect from 1 September 2024

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 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 exams.
- 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) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.

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 you have entered the exam room.
- 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 issues.
- 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 told 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 not sure 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.



Joint Council for  
Qualifications<sup>CIC</sup>

# Information for candidates

Written examinations

With effect from 1 September 2024

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 exams.
  - 4 You **must not** take into the exam room:
    - (a) notes;
    - (b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.
- 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 you have entered the exam room.
  - 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. **Do not** open the question paper until you are told that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

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

## 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 not sure 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

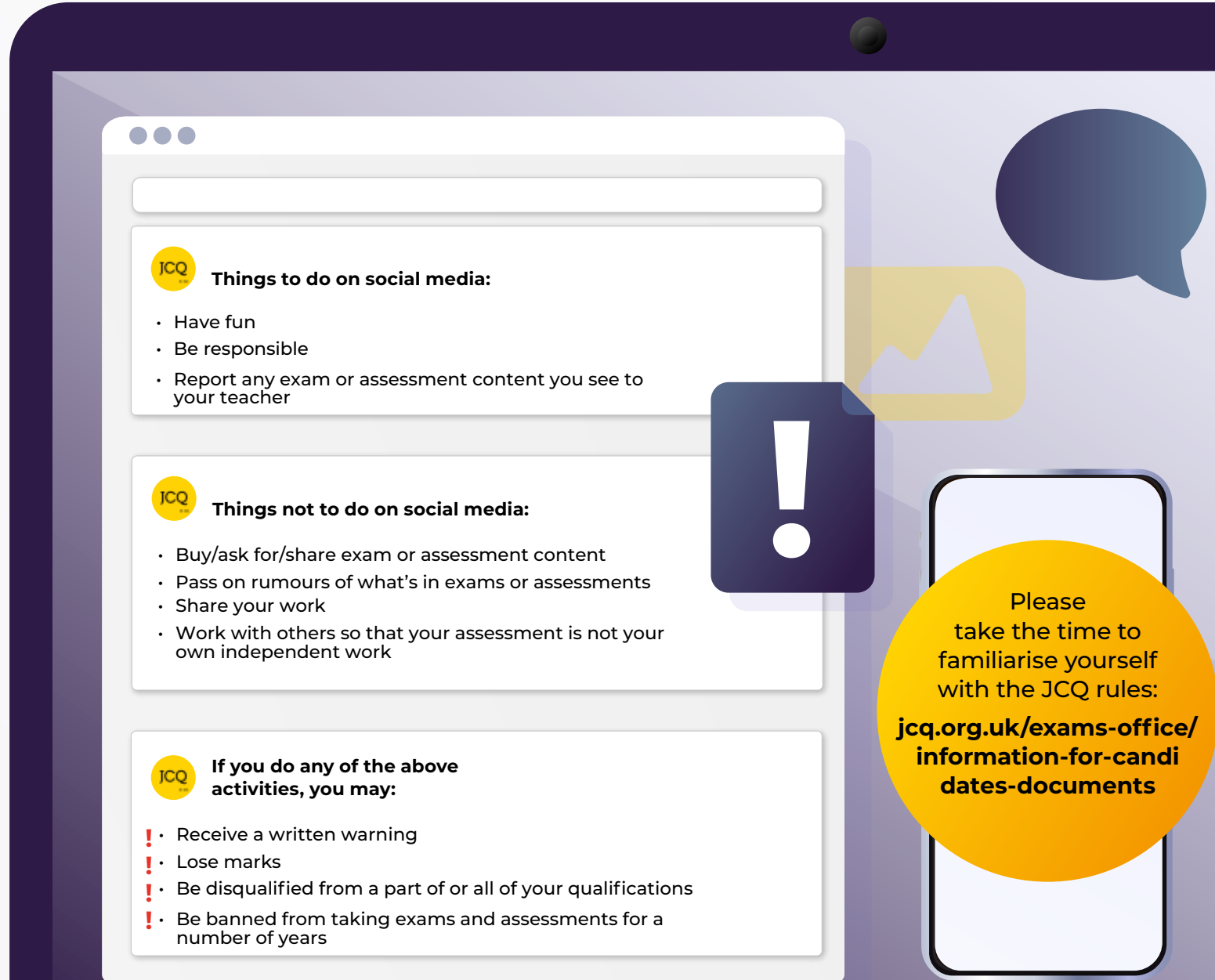
- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

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.

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



**Things to do on social media:**

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

**Things not to do on social media:**

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

**If you do any of the above activities, you may:**

- ! • Receive a written warning
- ! • Lose marks
- ! • Be disqualified from a part of or all of your qualifications
- ! • Be banned from taking exams and assessments for a number of years

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)


# On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

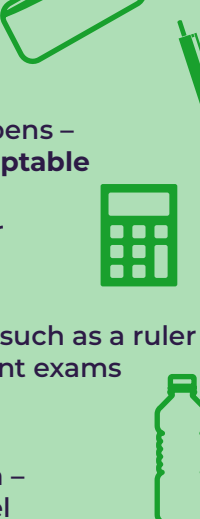
## Before sitting your exams, ensure you know:

- the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

## What you cannot take into exams:

- any type of phone
  - revision notes
  - any type of watch (this includes analogue, digital and smart watches)
- 

## What you will need:

- a clear pencil case
  - at least two black ink pens – blue pens are **not acceptable**
  - an approved calculator for relevant exams
  - appropriate apparatus such as a ruler or protractor for relevant exams
  - a clear water bottle if you wish to take one in – it **must not** have a label
- 

## Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

## Contingency sessions:

- There are contingency sessions within the Summer 2025 exam timetable – the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.





### 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





Co-op Academy  
North Manchester

Co-op Academy North Manchester

[noma-enquiries@coopacademies.co.uk](mailto:noma-enquiries@coopacademies.co.uk)

[www.northmanchester.coopacademies.co.uk](http://www.northmanchester.coopacademies.co.uk)

0161 681 1592

300 Victoria Avenue East Blackley, Manchester, M9 7SS