



STUDENT EXAMINATION HANDBOOK

2024/2025



"EVERYONE EXCELS EVERYDAY"

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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.



GCSE EXAM TIMETABLE

Day	Date	Session	Exam	Duration
Thursday	08/05/2025	AM	BTEC Sport	1hr 30
			Turkish - Listening & Reading	1hr 50
		PM		
Friday	09/05/2025	AM		
		PM	Business Studies - Paper 1	1hr 45
Monday	12/05/2025	AM	English Literature - Paper 1	1hr 45
		PM	Computer Science - Paper 1	1hr 30
Tuesday	13/05/2025	AM	Religious Studies - Paper 1	2hrs
		PM	Combined Science: Biology 1	1hr 15
			Biology - Paper 1	1hr 45
Wednesday	14/05/2025	AM	Geography - Paper 1	1hr 30
		PM		
Thursday	15/05/2025	AM	Maths - Paper 1	1hr 30
		PM		
Friday	16/05/2025	AM	History - Paper 1	2hrs
		PM	Business Studies - Paper 2	1hr 45
Monday	19/05/2025	AM	Combined Science: Chemistry 1	1hr 15
			Chemistry - Paper 1	1hr 45
		PM	GCSE PE - Paper 1	1hr 15
			Urdu - Listening & Reading	1hr 50
Tuesday	20/05/2025	AM	English Literature - Paper 2	2hr 15
		PM	Computer Science - Paper 2	1hr 30
Wednesday	21/05/2025	AM	French - Listening & Reading	1hr 45/ 1hr 20
		PM	Religious Studies - Paper 2	1hr
Thursday	22/05/2025	AM	Combined Science: Physics 1	1hr 15
			Physics - Paper 1	1hr 45
		PM	Engineering - Unit 1	1hr 30
			Turkish - Writing	1hr 25
Friday	23/05/2025	AM	English Language - Paper 1	1hr 45
		PM		
Monday	02/06/2025	AM	Urdu - Writing	1hr 25
		PM		
Tuesday	03/06/2025	AM	Russian - Reading & listening	1hr 50
		PM	Polish - Listening & Reading	1hr 45
Wednesday	04/06/2025	AM	Maths - Paper 2	1hr 30
		PM	Religious Studies - Paper 3	1hr
Thursday	05/06/2025	AM	History - Paper 2	2hrs
		PM	French - Writing	1hr 15 / 1hr 20
Friday	06/06/2025	AM	English Language - Paper 2	1hr 45
		PM	Geography - Paper 2	1hr 30
Monday	09/06/2025	AM	Combined Science: Biology 2	1hr 15
			Biology - Paper 2	1hr 45
		PM	Construction - Unit 1	1hr 30
			GCSE PE - Paper 2	1hr 15

Tuesday	10/06/2025	AM	Spanish - Reading & Listening	1hr 45
		PM		
Wednesday	11/06/2025	AM	Maths - Paper 3	1hr 30
		PM	Contingency Afternoon	
Thursday	12/06/2025	AM	Geography - Paper 3	1hr 30
		PM	Hospitality & Catering	1hr 20
			Russian - Writing	1hr 25
Friday	13/06/2025	AM	Combined Science: Chemistry 2	1hr 15
			Chemistry - Paper 2	1hr 45
		PM	Polish - Writing	1hr 15
Monday	16/06/2025	AM	Combined Science: Physics 2	1hr 15
			Physics - Paper 2	1hr 45
		PM		
Tuesday	17/06/2025	AM	Spanish - Writing	1hr 20
		PM	Food Preparation & Nutrition	1hr 45
Wednesday	18/06/2025	AM	Design Technology	2hrs
		PM		
Wednesday	25/06/2025	All Day	Contingency Day	

CONTINGENCY DAYS

The contingency day on **Wednesday 25th June 2025** is the last day you **MUST** be available during the GCSE exams. **This day is used if, due to any unforeseen exceptional circumstance, any exam needs to be rearranged.**

MALPRACTICE

All cases of malpractice have to be reported to the examination boards and can result in **disqualification**. All cases of suspected malpractice must be reported to the Exams Officer who will escalate the suspicions to SLT for them to investigate.

If you witness anyone committing any type of malpractice during an exam, then report it to the Exams Officer as soon as possible.

TYPES OF MALPRACTICE

There are several types of malpractice depending on the situation. These include:

Malpractice in the exam room

- Communicating and/or attempting to communicate with other candidates in the exam room.
- Bringing in any prohibited items (see the full list below).
- Refusing to follow the instructions of the invigilator.
- Copying other candidates work.
- Resting your head on the desk
- Any kind of disruptive behaviour in the exam room.

Malpractice in Coursework/NEA's

- Submitting work that is not your own.
- Copying or allowing someone to copy your work.
- Plagiarism.
- Misuse of AI.

Malpractice on social media

- Buying/asking for/sharing assessment or exam coursework online.
- Passing on rumours of what is in exams or assessments.
- Sharing your work online.

CONSEQUENCES OF MALPRACTICE

According to JCQ guidelines any report of malpractice can lead to:

- Loss of marks in your exam paper.
- Being disqualified from a part or all your qualifications with that exam board.
- Being banned from taking exams and assessments for a number of years.

In the academy, if you are found committing any type of malpractice there will be a full investigation by SLT, and your parents/carers will be contacted. In your mock exams, your paper for that subject will be disqualified. For your official GCSE, the malpractice will be reported to the exam board, and they will make the final decision.

Further information on our academy malpractice policy, can be found on the Hollingworth Academy website.

PROHIBITED ITEMS

In line with JCQ guidance, there certain items that are prohibited in the exam room. These include the following:

- Mobile Phones
- AirPods and/or headphones
- MP3/MP4 Player
- Watch
- Smart glasses
- Any other smart devices
- Notes

These items must be left in your locker prior to the exam starting. If you have accidentally brought in a prohibited item to the exam room, please raise your hand and give it into the invigilator **before** the exam begins.

If you are caught with any of the prohibited items during your exam, the academy will have to report this as malpractice to the exam boards. This may result in one or more of your papers being cancelled.

Best practice to ensure you have no prohibited items when entering the exam room, is to ensure your pockets are empty of all items.

WRITTEN EXAMS

Below are all the details regarding your written examinations. In Appendix One is a copy of the JCQ Information for Candidates (Written Exams), which you must read to prior to the GCSE exams beginning.

STATEMENTS OF ENTRY

After the Easter holidays, you will be issued with a **'Statement of Entry.'** This will show all the GCSE, BTEC and Vocational qualifications you have been entered for, as well as what tier (Higher or Foundation) for the relevant subjects.

When you receive the 'Statement of Entry' you must check that the following information is correct:

- Legal name
- Date of birth
- Subjects
- Tiers of entry for Maths, Science, and languages

If you believe that there are any mistakes, then please speak to the Exams Officer as soon as possible.

EXAM TIMETABLES

GCSE Exam timetables will be issued to all students in the weeks prior to the exam beginning, during form time. These exam timetables will include all your written GCSE, BTEC and Vocational exams during the summer season.

Your Exam Timetable will also indicate

- Date of the exam
- Time of the exam
- Room
- Seat number

Please keep your exam timetable safe!

ROOMINGS

For the majority of your GCSE exams, you will be in one of the following rooms:

- Sports Hall
- Room 40
- Room 39
- Room 38

Your room and seat number will be printed on your exam timetable, which will be issued in the weeks prior to the GCSE exam season commencing. Typically, you will be in the same room and seat you were in for the November and March mock exams.

If you have any queries about your room, then please speak to the Exams Officer as soon as possible.

START & END TIMES

GCSE start and end times are decided by JCQ:

Morning Exams -> Start at 9.00am
Afternoon Exams -> Start at 1.30pm

Don't forget you will be expected to be in your subject revision session prior to your exam starting.

LATE ARRIVAL

Being on time for all your exams is extremely important, as being late can result in you not being allowed to complete your exam or the exam board not counting your marks from the paper.

If you are running late to your exam, it is important for you to let the academy know that you are on your way. Once you arrive at the academy, you need to go to the main reception and sign in. Reception will then contact the Exam Officer and SLT to let them know that you have arrived. You will then be escorted to the exam room and read the opening script. This will be your chance to hand over any prohibited materials before going into the room. You will then be allowed to sit your exam and given the full allotted time for the paper.

If you arrive to the academy more than an hour after the published start time of the exam (9.00am or 1:30pm), we will have to report your time of arrival to the relevant exam board. They may then decide that they will not mark the paper and therefore you may lose out on an overall grade.

ILLNESS

If you are struggling with any type of minor illness including cold, flu or sickness and you are still able to sit your exam, then please inform a member of SLT that you are unwell. For this illness we may be able to submit a 'Special Consideration Request' on your behalf, to inform the exam board you were unwell when you sat the exam. The Special Consideration applied will likely be 1-2% of additional marks depending on the circumstances.

If you are unwell to the extent that you are unable to sit the exam at all, then your parent/guardian must get in touch with the school as soon as possible, so that we can best advise based on your situation.

UNAUTHORISED ABSENCE

If you are absent from an exam without a valid reason under JCQ guidelines, you will not get any marks for the exam missed. This will therefore impact your overall grade for that subject.

SUPERVISION

All exams will be supervised by invigilators employed by Hollingworth Academy. These invigilators will also be present during your mock exams from Year 9 up to Year 11. These invigilators are following JCQ rules and regulations and therefore will conduct the exams accordingly. They will report all instances of malpractice or suspected malpractice to the Exams Officer.

During your exams, if you need to speak to one of the invigilators raise your hand and one will come over to you.

EXAM ROOM CONDITIONS

Prior to an exam commencing, you will be asked by SLT to line up outside your relevant exam room. You will then be led into the room. The moment you enter the exam room you are under formal exam conditions. You must sit down

in your allocated seat and wait for further instructions from the invigilators. During this time, you must not communicate or disturb any other candidates. You must also not open your exam paper in front of you until told to do so.

Displayed at the front of the exam room will be the following information:

- Centre number
- Subject title
- Paper number
- Date
- Start and finish time of the exam

You must use the information to verify you have the correct paper and fill in the front of your exam paper.

Once all the students are seated, a member of SLT will read aloud, the information for candidate script.

IDENTITY

On your exam desk, there will be a candidate card. This candidate card will display your:

- school photo
- full legal name
- candidate number
- access arrangements

If you have the wrong card on your desk, please raise your hand and let an invigilator know immediately.

CLASHES

Occasionally, during the real GCSE exams you may have a timetable clash where two of your GCSE/BTEC exams fall on the same day and time. In this case we will follow JCQ guidance on how to manage the clash based on the duration of the exams.

If the total time for both exams is **3 hours or less**:

- You will sit both exams at the scheduled time, one after the other.
- You will be allowed a supervised break of 20 minutes between the two papers.
- During this time, the academy will provide light refreshments.

If the total time for both exams is **more than 3 hours**:

- You will sit an exam in the AM Session and one in the PM session.
- During the break between exams, you will remain under exam supervision.

In rare instances, were you to have three or more exams scheduled on the same day, you may have to sit an exam the next day. In these instances, the academy will be in touch regarding our 'Overnight Supervision Arrangements Policy'.

EQUIPMENT

Students are expected to provide their own equipment for their exams which includes:

- Black pen (not gel pens)
- Pencil
- Ruler
- Scientific calculator
- Protractor
- Compass
- Rubber

All equipment should be placed in a **clear plastic pencil case**, free from any text or writing.

The academy will provide a highlighter placed on students' desks before the exam begins, along with any additional equipment such as tracing paper, when requested.

If you have forgotten any equipment that you need for your exam, raise your hand and speak to an invigilator who will provide you with a replacement to borrow. Be mindful that this equipment is limited, and we will not be able to provide a full equipment list for every student.

CALCULATORS

The JCQ Guidance on calculator's states that:

"The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates."

Calculators must not be able to offer any of the following:

- language translators;
- symbolic algebra manipulation;
- symbolic differentiation or integration;
- communication with other machines or the internet.

During an examination, a calculator must not give access to pre-stored information. This includes:

- databanks, such as the periodic table (with the exception of scientific constants);
- dictionaries;
- mathematical formulae;
- text.

You **MAY NOT** borrow a calculator from another student during an exam.

FOOD & DRINK

Students may bring a drink of water into the exam room with them, as long as this is in a clear plastic bottle with any labels removed.

No other food or drink is allowed into the exam room unless you have a medical exemption. If you believe you do have a medical reason to have food/drink in the exam room, please speak to the Exams Officer.

UNIFORM

Students must be in full uniform when completing the GCSE exams. This is in line with our academy policy on 'Identifying Candidates', which is a JCQ requirement. This includes wearing appropriate school shoes.

Any students not wearing the correct uniform will be asked to change before they are allowed into the exam room.

PERSONAL BELONGINGS

Personal belongings are not allowed into the exam room including any bags and coats. All personal belongings should be placed into lockers before the exam commences.

EMERGENCIES

If the fire alarm sounds during the exam you will be instructed to stop working and close your exam paper by the invigilator. You need to remain seated until a member of the SLT advises whether we need to evacuate the room or not.

If we need to evacuate, you will be led out of the exam room row by row and taken to the assembly point on the tennis courts. There, the invigilators will register you before bringing you back to the exam room when we are allowed to return. During this time, you must remain under exam conditions, and you must not communicate or talk to any other candidates. Once you have returned to the exam room, the invigilators will inform the room when you are allowed to start working again and recalculate the finish time.

COURSEWORK & NEA

Subjects with an element of non-examination assessments or coursework included have to be completed, marked and moderated.

Once subject staff have marked your work, they will share with you your provisional grades (please note that these may change following external moderation). You will then have the opportunity to appeal your grade if you believe it to be incorrect. Details on this can be found in the Hollingworth Academy Appeals Policy, on the academy website.

NEA and coursework marks will then be submitted to the relevant exam boards prior to the external deadline, and any requested coursework will be sent off for moderation. Once the final grades are approved, subject staff will then share these with the students.

AI

A copy of Hollingworth Academy's policy on the use of AI in NEA's and coursework, can be found on the academy website.

RESULTS

The national publication of provisional GCSE results is on Thursday 21st August 2025.

Your Provisional Statement of Results will be available to collect from the LCR from **9:00am until 11:00am on Thursday 21st August 2025.**

SLT and some Heads of Department will be available on results day if you wish to discuss anything with them.

If you are unable to collect your GCSE results at this time, you can nominate a relative or friend to collect the results on your behalf. In order for them to collect your results, you will need to provide the academy with a signed letter stating who is collecting your results. The nominated person must bring with them their ID to verify their identity on results day.

GCSE results will not be given over the phone, posted, or emailed. Any uncollected results can be collected from reception in September, once the academy re-opens.

POST RESULTS

There are several post results services that you have the right to access. All requests for post results services must be done via Hollingworth Academy by emailing exams@hollingworthacademy.co.uk. Please be aware that these services have strict deadlines, and once these have passed, we are unable to submit any requests for scripts or reviews of results.

ACCESS TO SCRIPTS

Following the collection of your GCSE results, you will be asked to sign an 'Access to Scripts' form. This allows the academy to request a copy of your exam scripts from the exam board, for staff to review. This will not affect your grade in any way.

If you wish to have access to a copy of any of your exam scripts, you can request this following results day by emailing exams@hollingworthacademy.co.uk. All script requests must be sent by the **Friday 5th September 2025.**

REVIEWS OF RESULTS

There are two types of reviews of results available to individual students:

Service 1 – clerical re-check

This service includes the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks.

Service 2 – review of marking

This service includes a review of the original marking to ensure that the mark scheme has been applied correctly.

In line with JCQ guidance, reviewers will **not** re-mark the script. They will only act to correct any errors identified in the original marking.

SLT and Heads of Department will nominate any papers they believe need to be submitted for a review of marking, prior to the deadline. The Exams Officer will then get in touch with students via email and/or phone to gain candidate's written consent before any reviews of marking are submitted. When a review of marking is sent, candidate marks run the risk of going down which can result in grades being lowered.

You may request a review of marking of one or more of your exam papers. In order to do this, you must email exams@hollingworthacademy.co.uk by **Friday 12th September 2025**. Please be aware that there may be a fee, decided by the exam board, if the academy is not in agreement with submitting the review of marking.

CERTIFICATES

GCSE Certificates will be awarded to students on GCSE Presentation Evening which will take place in **November 2025** (*the exact date will be confirmed with students later in the year*).

If you are unable to attend GCSE Presentation Evening, you can arrange to collect your certificates from Hollingworth Academy by emailing exams@hollingworthacademy.co.uk.

APPEALS

A full copy of Hollingworth Academy's Appeals Policy can be found on the academy website.

COMPLAINTS

A full copy of Hollingworth Academy's Complaints Policy can be found on the academy website.

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.
- 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.

All awarding body privacy notices can be found on their relevant website. The awarding bodies we use are:

- WJEC/EDUQAS
- OCR
- AQA
- EDEXCEL



Information for candidates

Written examinations

With effect from 1 September 2024

Produced on behalf of:



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**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.



Information for candidates

Coursework assessments

Effective from 1 September 2024

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 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, 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



Information for candidates

Non-examination assessments

Effective from 1 September 2024

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 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, 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.

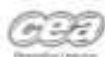


Information for candidates

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.