

JSTC



ALFORD

EXAMINATION HANDBOOK
IMPORTANT INFORMATION
2024 -2025

This handbook contains very important information for all students sitting GCSE and other Examinations at JSTC. It is a very important time of your life, and we endeavour as a school to make the process as stress free as possible. You need to understand the importance of what is expected of you and what the possible sanctions could be if malpractice (cheating) is suspected or committed. The Joint Council for Qualifications (JCQ) is an organisation who sets out the rules and regulations for conducting examinations in schools. The rules are there to ensure that all students taking exams are given equal opportunity to succeed and ensure fairness no matter where you are in the country.

Please read this booklet carefully, if there is anything you need clarification on or you have questions that are still unanswered, please see Mrs Bishell the Examination Officer, who will be happy to help.

1. Important Notices for Candidates from JCQ (including information relating to NEA Non-Examination Assessment)
2. Rules of Conduct in the Exam room
3. Appeals Procedure
4. Results Day
5. GCSE Calendar Summer 2024 **PLEASE NOTE: JCQ CONTINGENCY DAY OF 25TH JUNE 2025 AND THE AFTERNOON OF 11TH JUNE - ALL STUDENTS MUST BE AVAILABLE IN CASE OF DISRUPTION TO ANY OF THE SUMMER EXAMS. THIS COULD BE A LOCAL OR NATIONAL DISRUPTION.**
6. Emergency Evacuation Procedure during Examinations
7. Empty Pocket Policy

Know the rules - check out the JCQ website below for all up-to-date information

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>



Information for candidates Using social media and examinations/assessments

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

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



Things to do on social media:

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

Things not to do on social media:

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

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

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

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)



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



Joint Council for
Qualifications^{CIC}

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.






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 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 

What you cannot take into exams:

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

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.





Joint Council for
Qualifications^{CIC}

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.

Warning to candidates



 Questions matter AQA	 City & Guilds	 Rewarding Learning CCEA	 Oxford Cambridge and RSA OCR	 Pearson	 wjec cbac WJEC
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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.

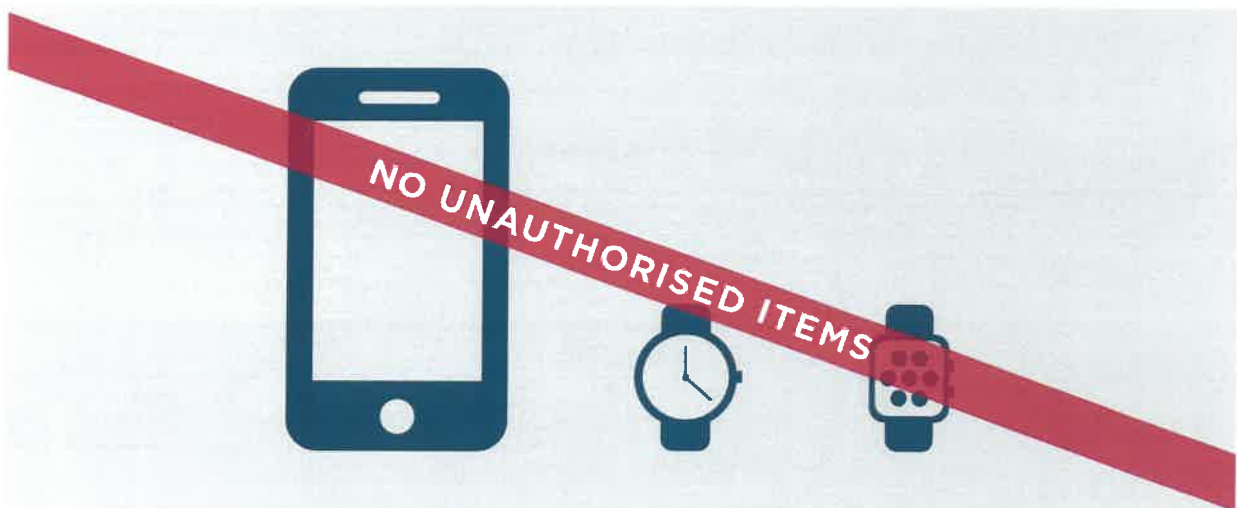
7

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.

2. Rules of Conduct in the Exam Room

All exams have strict rules and if you break the rules (deliberately or accidentally) you will be penalised and could even be disqualified from ALL your subjects. This is not a threat – it does happen.

An examination is regarded as being in progress from the time you **ENTER THE EXAM ROOM** until all exam papers have been collected and you leave the room. Breaking the rules is likely to lead to disqualification.



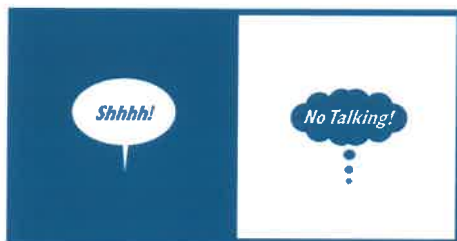
- Irregular Conduct (behaviour of a candidate which makes it impossible for other candidates to take the examination in normal, SILENT conditions) must and will be reported to the Board.
- Mobile Phones/other unauthorised material – if you are found with anything once the exam has started the Awarding Body **will** be informed and action taken. This now also includes **ALL Watches** these must be put in your bags and will be locked up in the secure bag container.
 - The Awarding Body makes the decision as to what appropriate action will be taken depending on the evidence that is provided to them. But for example it could mean loss of marks for that paper or loss of marks for the whole subject. It could even mean loss of qualification for any subjects taken with that Awarding Body. They also have the option to advise other Awarding Bodies so you could lose all your qualifications.



So make sure that you do not take any unauthorised material or devices into the exam room!

Exams are big events – remember the rules and follow the procedures. It is your responsibility to understand the information given in this handbook and available from www.jcq.org.uk/exams-office/information-for-candidates-documents

- **Before the Exam** – Make sure you use the toilet before the exam starts, students will only be allowed to leave the exam room in an emergency or on medical grounds. The time lost going to the toilet is not added on – this is valuable time lost.
- Ensure you have all your equipment required for the exam – Clear, see through pencil case only. You can only use a black pen – no gel pens. Calculators must have the lids removed and any storage facility cleared.
- **Starting the Exam** – listen to the invigilator and do what you are asked; tell the invigilator if you think you do not have the right paper or equipment; if you have a problem (feel ill, or need more paper), put your hand up and wait.
- **During the Exam** – you must NOT TALK or disturb another candidate in any way, this is from the point of entering the Exam room – the tapping of the table or shuffling of your feet can be very disturbing to others around you. If you continue to disturb others it will be reported to the Board.
- Don't ask for explanations of the questions – you won't be given any.
- Do not turn around in your seat; you must face forwards at all times.



- **At the end of the exam** – ensure that all your personal details are on the front of the exam paper (your **legal** name, candidate number and centre number).
- Any additional sheets must be put in the correct order and placed inside your exam paper ensuring all personal details are included on the front of all the sheets.
- You may not leave your place until you are told to do so by the invigilator.
- Do not take from the exam room any used or unused exam papers or materials.

Examinations are normally held in the Sports Hall or Main Hall for most students. If you are to sit your exam in a different room, you will be notified prior to the exams starting. If you are unsure, please go to Learning Support or see the Examination Officer.

Morning exams normally start at 9.00am.

Afternoon exams normally start at 1.30pm (to allow for transport home, this could be earlier depending on the length of the exam)

Any differences to these start times you will be notified in advance.

Your individual GCSE timetables will be issued once entries have been made usually March/April time. When you receive your individual timetable part of your responsibility is to check that you have been entered for all your subjects and at the correct tier and that your personal information is correct. If there is a problem, in the first instance please see Mrs Bishell, the Examination Officer who will check this out for you.

If you have two exams timetabled at the same time this is known as a 'clash'. You will still be able to sit both examinations – the Examination Officer will advise you in advance as to which one you will sit first. You will be able to have a short-supervised break in between the two exams before commencing the second one, details will be communicated to you on the day.

School uniform **MUST** be worn for all exams.

If you are too ill to attend an exam you **MUST** let the school know well before the exam is due to begin and get a doctor's note. Exams cannot be sat on a different day; a missed exam is a missed grade. Any missed exam where there is not a legitimate reason your parent/carers will be invoiced for the cost of the missed exam.

3. Appeals Procedure

Any internally assessed and marked components for a qualification by your teachers; marks will be given to you prior to submitting them to the Awarding Body. This will be done in a time frame to allow you to appeal this mark awarded by your teacher if you do not agree with it. JSTC's Internal Appeals Policy is available on our website or you can request a copy from Mrs Bishell, Examination Officer. Deadline dates for appealing will be communicated to you by your teacher.

4. Results Day

Exam Results Day – Thursday 21st August 2025 – 9.00am – 11.00am

If you are unable to collect your results, then you may give permission for someone else to collect on your behalf. If this is the case, you must give written consent prior to them coming in – we will accept an email to exams@jstc.org.uk, but this must be from your own email address and not from your parents. Include information as to who will be collecting and photo ID will be required.

A member of the Senior Leadership Team (SLT) will be available on results day to discuss any concerns you may have with the results you have received. JCQ/Awarding Bodies provide a Post Results service where an application can be submitted for:

The JCQ post-results services currently available are detailed below.

Reviews of Results (RoRs):

- Service 1 (Clerical re-check)
This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 (Review of marking)
- Priority Service 2 (Review of marking)
This service is only available for externally assessed components of GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)
- Service 3 (Review of moderation) This service is not available to an individual candidate

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Where a concern is expressed that a particular result may not be accurate, the centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information etc. when made available by the awarding body to determine if the centre supports any concerns.

Please discuss the best options with a member of SLT on results day. Any Appeals will be treated in line with our Appeals Policy that is available on request and is available on our school website. Please ask Mrs Bishell, the Examination Officer if you would like a copy.

GCSE Certificate Collection for Y11 will be in November 2025 (exact date to be advised). The school will be open for one evening between the hours of 4.00pm and 7.00pm so you can collect your certificates. If you are unable to attend during these hours, then they can be collected during normal school hours. If you are unable to collect them yourself the Examination Officer needs to receive a letter or email from your account informing her of who will be collecting on your behalf. We cannot release them without your permission, and they cannot be posted home as they need to be signed for. These are important documents, and you will need them to prove your exam results. The school will keep them for 1 year from the date of the certificate evening and then they will be shredded. A letter will be sent prior to the anniversary for any that haven't been collected as a reminder before they get shredded. It will then be your responsibility to contact each Awarding Body to obtain replacements. Any charge incurred will be the responsibility of you and not JSTC.

Examination Calendar Summer 2025: April & May

Monday	Tuesday	Wednesday	Thursday	Friday
28 April Art Practical	29 April Art Practical	30 April Art Practical	1 May Spanish Speaking Art Practical (RESERVE DAY)	2 May
5 BANK HOLIDAY	6	7 Spanish Speaking (RESERVE DAY)	8	9
12 English Literature Paper 1 1hr 45mins	13 Engineering 1hr 15mins	14 Geography Paper 1 1hr 30mins &	15 Mathematics (Non-Calc) Paper 1 F/H 1hr 30mins	16 History AQA Paper 1A/D & 1B/B 2hrs
19 Combined Science Trilogy Chemistry Paper 1 F/H 1hr 15mins	20 English Literature Paper 2 2hrs 15mins	21 Combined Science 1.30PM Biology Paper 1 F/H 1hr 15mins	22 Combined Science Trilogy Physics Paper 1 F/H 1hr 15mins	23 English Language Paper 1 1hr 45mins
26 HOLIDAY	27 HOLIDAY	28 HOLIDAY	29 HOLIDAY	30 HOLIDAY

6.

Emergency Evacuation Procedure

In the event of an emergency alarm, the following procedures apply during all Examinations:

- Remain calm and seated until you are asked to evacuate the Sports Hall. If you are in a separate room the invigilator will advise you what to do. You are still under exam conditions so please do not communicate with fellow students.
- If told to evacuate the Sports Hall do so by the fire exits located at the far end of the Sports Hall. An Invigilator will lead you out to the assembly point. Please leave all belongings on your exam desk.
- The assembly point is behind the rugby post along the side fence leading onto the lane, you will see there are letters that will correspond to the row you are sitting in. Line up in the correct row and remain in silence.
- Invigilators will take a roll call.
- If you are **not** sitting the exam when the fire alarm goes off, you will go to your usual tutor group assembly point for a roll call to be taken by your tutor.
- Once the all clear has been given - you will be asked to re-enter the Sports Hall to go back to your seat. The time that you have missed will be added on so you will not be disadvantaged.
- Please remember that you are still under exam conditions any breach of the regulations could mean disqualification from your examination.

EMPTY POCKET POLICY



We have an 'Empty Pocket Policy' during all examinations at JSTC. Whether they be mock or the real thing.

This means that students sitting examinations at JSTC will have nothing in their pockets – Mobile Phones, Notes, headphones etc...

Please ensure that all mobile phones and any other electronic devices are switched off and away in your bags. **No Watches** are allowed on your person so please ensure these are also away in your bags too. This also includes any AirPods, Earbuds or earphones

Although we provide a locked container to put all your belongings in during exams, JSTC is not responsible for any device brought into school, you do this at your own risk. If you are worried about them then please **LEAVE THEM AT HOME.** You must not give them to a member of staff to look after for you either, these must be placed in your bag.

If you are found with anything on your person even if you did not intend using it, then sanctions will be put in place. This is a serious breach of exam regulations set down by the Joint Council for Qualifications (JCQ). Please ensure that you are familiar with these regulations by visiting the following website for all up-to-date information.

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

**It is just not worth losing years of hard work so
EMPTY YOUR POCKETS!**