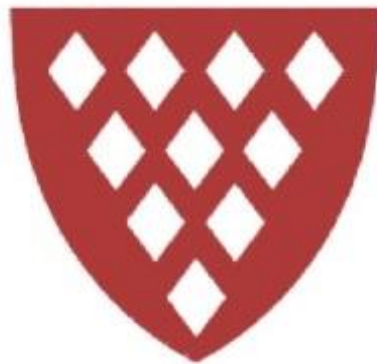


# **Kingsbridge Community College**

## Student and Parents' Guide to Examinations



# 2024-2025

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## Introduction

It is the aim of Kingsbridge Community College to make the assessment experience as stress-free and successful as possible for all students.

This booklet will provide information that is helpful for students and parents. Please read it carefully so that students are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Kingsbridge Community College is required to follow them precisely. Students should, therefore, pay particular attention to the Joint Council for Qualifications (JCQ) notices in the appendices of this booklet.

If there is anything students do not understand or any question that has not been addressed, please ask.

If students or parents have any queries or need help or advice at any time before, during or after the examinations, please contact Kingsbridge Community College on 01548 852641 and ask for Mrs Clare Goode, Examinations Officer, who can also be contacted at [exams@kingsbridgecollege.org.uk](mailto:exams@kingsbridgecollege.org.uk).

All the best and good luck!



**Clare Goode**

**Examinations Officer**



**Sarah Stead**

**Deputy Principal**

## Before the Examinations

### Statements of Entry:

In late February, all candidates will receive a proposed entry list from the school indicating the subjects they are being entered for and the levels of entry, where applicable. Students should check everything on proposed entry list very carefully. Particularly, check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

### Examination Boards:

The school uses the following examination boards: AQA, OCR, Pearson (Edexcel) and WJEC Eduqas.

### Candidate Name:

Candidates are registered using legal names, not preferred names and must be the same as birth certificates and passports.

### Candidate Number:

Each candidate has a four-digit candidate number. This is the number students will enter on examination papers. It will appear on students' examination statement of entry and students must know it to be able to write it on the front of their exam papers.

### Timetables:

A copy of the full summer exam series timetable will be available on the College website late in the Autumn term. Students will also receive an individual timetable showing their own specific examinations with details of date, time and duration of examinations, as well as the room in which students will sit their exam. **Check it carefully.** If students think something is wrong see Mrs Goode, in the Exams Office, immediately.

## Equipment:

Make sure students have all the correct equipment before their examinations;

- Black pens – pens should be black ink or ballpoint, no other colour is permitted on examination scripts.
- Pencils
- Ruler
- Pencil sharpener
- Eraser
- Mathematical instruments such as calculator, compass and protractor.
- Transparent pencil case or clear plastic bag.

Students are not permitted to use erasable pens or correction fluid on examination papers.

For mathematics and science examinations, students should make sure their calculators conform to the examination regulations.

<b>Calculators must be:</b> <ul style="list-style-type: none"><li>○ of a size suitable for use on the desk;</li><li>○ either battery or solar powered;</li><li>○ free of lids, cases and covers which have printed instructions or formulas.</li></ul>	<b>Calculators must not:</b> <ul style="list-style-type: none"><li>• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none"><li>○ language translators;</li><li>○ symbolic algebra manipulation;</li><li>○ symbolic differentiation or integration;</li><li>○ communication with other machines or the internet;</li></ul></li><li>• be borrowed from another candidate during an examination for any reason;</li><li>• have retrievable information stored in them - this includes:<ul style="list-style-type: none"><li>○ databanks;</li><li>○ dictionaries;</li><li>○ mathematical formulas;</li><li>○ text.</li></ul></li></ul>
<b>The candidate is responsible for the following:</b> <ul style="list-style-type: none"><li>○ the calculator's power supply;</li><li>○ the calculator's working condition;</li><li>○ clearing anything stored in the calculator.</li></ul>	

Accessed from: <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

If in doubt, check with students' teacher. Remove any calculator covers or instructions and make sure batteries are new.

Kingsbridge Community College does not provide candidates with equipment and no item may be borrowed from another candidate during the exam so please make sure students arrive prepared.

## Non-Examined Assessments

Non-examination assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers. At KCC there are non-examined assessments for a number of subjects both at GCSE and A Level.

There are three assessment stages and rules which apply to each stage. These rules often vary across subjects. The stages are:

- task setting;
- task taking;
- task mark

All candidates must sign a declaration to confirm that the work they submit for final assessment is their own unaided work

Candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body (See Appendix 1 for more information).

While the potential for student artificial intelligence (AI) misuse is new, most of the ways to prevent its misuse and mitigate the associated risks are not; KCC already has established measures in place to ensure that students are aware of the importance of submitting their own independent work for assessment and for identifying potential malpractice.

### WHAT IS AI MISUSE?

As has always been the case, and in accordance with section 5.3(j) of the *JCQ General Regulations for Approved Centres* (<https://www.jcq.org.uk/exams-office/general-regulations/>), students must submit work for assessments which is their own. This means both ensuring that the final product is in their own words, and isn't copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work.

Students are expected to demonstrate their own knowledge, skills and understanding as required for the qualification in question and set out in the qualification specification. This includes demonstrating their performance in relation to the assessment objectives for the subject relevant to the question/s or other tasks students have been set. Any use of AI which means students have not independently demonstrated their own attainment is likely to be considered malpractice. While AI may become an established tool at the workplace in the future, for the purposes of demonstrating knowledge, understanding and skills for qualifications, it's important for students' progression that they do not rely on tools such as AI. Students should develop the knowledge, skills and understanding of the subjects they are studying.

AI tools must only be used when the conditions of the assessment permit the use of the internet and where the student is able to demonstrate that the final submission is the product of their own independent work and independent thinking.

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies.

AI misuse constitutes malpractice as defined in the *JCQ Suspected Malpractice: Policies and Procedures* (<https://www.jcq.org.uk/exams-office/malpractice/>). The malpractice sanctions available for the offences of '*making a false declaration of authenticity*' and '*plagiarism*' include disqualification and debarment from taking qualifications for a number of years. Students' marks may also be affected if they have relied on AI to complete an assessment and, as noted above, the attainment that they have demonstrated in relation to the requirements of the qualification does not accurately reflect their own work.

All students have had these regulations explained to them in an assembly delivered by the Deputy Principal.

Refer to Appendix 6 for the JCQ student guide to AI.

## During the Examinations

### Regulations:

JCQ issued rules and regulations that have to be strictly followed by all schools – these are attached to the back of this booklet. All candidates must read these carefully and note that to break any of the examination rules or regulations, could lead to disqualification from all subjects. The school has to report any breach of regulations to the awarding body.

### Attendance at Examinations:

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in school uniform and fully equipped. Candidates must arrive 15 minutes prior to the start time of their examination. Morning exams start at 09:20 and afternoon exams start at 13.20, unless otherwise stated on students' personal examination timetable.

### **Do not attempt to communicate with or distract other candidates.**

Students must arrive on time for students' examinations. If, for an unavoidable reason, students do arrive late, students must go to the main reception where the Examinations Officer will be called. Students will need to be supervised at all times from students' arrival onto College site.

### **Full school uniform must be worn by all students attending school for examinations.**

### Prohibited Items:

Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If students break these rules, we have to report this to the exam board and they may disqualify students from the examination.

The following items should not be brought in to the exam room:

- **Erasable or correction pens.**
- **Glasses cases**
- **Apple Watches/smartwatches** are strictly prohibited. All other watches digital or analogue must be taken off and left in students' bags.
- **Mobile phones** - Mobile telephones must not be brought into the examination room unless they are handed in and switched off (Kingsbridge Community College will not take any responsibility for mobiles brought into an exam room). If a mobile phone (or any other type of electronic communication or storage device) is found in a students' possession during an examination (even if it is turned off) it will be taken from students and a report made to the appropriate examination board who may issue a penalty. No exceptions can be made.
- **AirPods or earphones/earbuds.**
- **Smart Glasses**



- **No food or drink** is allowed in the examination rooms, with the exception of water, which must be in a clear unlabelled see-through bottle. No patterned bottles.
- **Vapes or E-Cigarettes:** Vaping is not permitted at any time on the college site. If a student is suspected of vaping during an exam toilet or rest break, the student will be asked to empty their pockets and any items found will be confiscated and disposed of. Items will NOT be returned to students. The student will be returned to the exam room but as a breach of the behaviour policy has taken place, will also be referred to the college leadership team and could face a sanction, such as suspension, which may impact on the sitting of other further exams.

### **Conduct:**

- Do not draw graffiti or write comments on examination papers – if students do, the examination board may refuse to accept students' paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that students need to know about.
- Check students have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number answers clearly.
- Candidates must stay in the examination room for the duration of the examination. Students will not be allowed to leave an examination room early. If students have finished the paper, use any time remaining to check over students' answers and ensure students have completed students' details correctly.
- TOILET BREAKS: Will not be permitted in any exam of one hour or less. For all other examinations, toilet breaks will only be permitted from 45mins in and up to 15 mins before the end of the exam. These rules do not apply to students with a medical break card.
- At the end of the examination all work must be handed in. Remember to cross out any rough work. If students have used more than one answer book or loose sheets of paper put them together in the correct order inside the main answer book.
- Invigilators will collect students' examination papers before students leave the room. Absolute silence must be maintained during this time. Remember students are still under examination conditions until they have left the room.
- Question papers, answer booklets and additional paper must not be taken from the examination room.
- Students must remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the fire alarm sounds during an examination the invigilators will tell students what to do. Do not panic! If students have to evacuate the room students will be asked to leave in silence and in the order in which students are sitting. Students will be escorted to a designated assembly point. Leave everything on the desk. Students must not attempt to communicate with anyone else during the evacuation. If students attempt to communicate with anyone this will be reported to the awarding body and may lead to disqualification or a penalty for that paper. When students return to the

examination room, students must not start writing until the invigilator tells them to do so. Students will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

### **What is special consideration?**

Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment, including non-examined assessments.

JCQ guidance on the special consideration process can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

If students believe that special consideration should be applied for one of their assessments, please talk to the Inclusion Lead for the student's year group in the first instance.

Please note that all special consideration applications are made to the relevant awarding exam board. If approved they will apply a small percentage uplift to the mark but exam boards may also reject the application.

First date for submitting special consideration requests for timetabled GCSE examinations	08/05/25
First date for submitting special consideration requests for timetabled GCE / Level 3 examinations	12/05/25
Final date to submit a special consideration request <u>to the exams team at KCC</u>	30/06/25
Final date for submitting special consideration requests <u>to awarding bodies</u> for either GCSE or A Level	02/07/25

## After the Examinations

### Results Days

**Thursday 14<sup>th</sup> August 2025** – AS / A Level, Cambridge Technicals, Level 3 BTEC & Level 3 Diploma/ Certificate – Results Day

**Thursday 21<sup>st</sup> August 2025** – GCSE, Cambridge Nationals and Level 2 Qualifications - Results Day

Students are welcome to collect their results from the main hall in college between 09:00am and 10:30am on results day. They can enter the school through the reception entrance. Parking for students and parents will be available on site.

Members of staff will be on hand to guide students to their results collection point once they are in the hall. Some results envelopes will have a different coloured sticker on to indicate if there is a member of staff that the student needs to see before they leave college site.

Students will be asked to sign a form to indicate if they give their permission for their teacher to access their exam scripts for teaching and learning purposes.

If students are not available on results day, we can either email the results to a designated email address or an adult representative can collect them on their behalf. Students will be sent a google form link nearer the time to consent to this happening. Please note that the representative must bring a form of ID which they will need to show on the day to collect the results. We regret that we cannot release results unless we have this confirmation.

Any results not collected by the end of results day will be posted out 2<sup>nd</sup> class to the address that we have on file in college for the student. Please email [exams@kingsbridgecollege.org.uk](mailto:exams@kingsbridgecollege.org.uk) to notify of an address change.

### Post Examinations Results Services

Senior members of Centre staff will be accessible to candidates on results day so that results may be discussed before making a decision on whether to proceed with an Enquiry.

Enquiries on results can be instigated by:

**The candidate** : they must sign a consent form and pay the appropriate fee to the Exams Office by the given deadline before the College will action the request

**The Head of Subject or member of the SLT** may recommend to the candidate that they request an Enquiry about Results and that the department may fund the Enquiry on the candidate's behalf. In this instance, in addition to the candidate's consent, the Head of Subject or member of SLT must inform the Exams Officer in writing of the arrangement before the request is accepted.

All requests for Enquiries about Results can only be made through the Exams Office and must be received by the relevant awarding bodies prior to their deadline so please make requests as early as possible. It is essential that candidates complete a Candidate Consent Form which should be taken or emailed to the Exams Office before the closing date in order to meet the JCQ deadlines. Requests will not be actioned without a fully completed Consent form, signed by the candidate (or with the candidate's email consent attached).

Fees for post-results services are set independently by each individual examining body and requests will not be actioned until appropriate payment has been agreed and received from the candidate. A sheet showing the fees and deadlines will be included with the candidate's results sheet on results day.

Please make requests as soon as possible, preferably via email to [exams@kingsbridgecollege.org.uk](mailto:exams@kingsbridgecollege.org.uk), together with a scanned signed copy of the Review Form if appropriate. An acknowledgement email will be sent to students from Exams and copied to Finance confirming receipt of the request and the fee required. Please make payment promptly via Parent Pay. If students do not have access to Parent Pay please contact Heather Small on 01626 248953 to make arrangements for card payment. Students' request will then be made to the appropriate Exam Board.

Candidates should be aware that the outcome of an enquiry is final and that grades can go up, stay the same, or go down. If the result is a downgrade, the previous higher grade cannot be reinstated.

### **Exam Board Certificates**

Exam board certificates are an official record of students' results. These typically arrive in college late in the autumn term after students have taken their exams. The exam office will make contact to ensure students receive them as soon as possible.

Certificates are important legal documents and should be kept in a safe place when received. Even many years after leaving school, it is highly likely that colleges, universities and employers will ask to see them.

## APPENDICES

### APPENDIX 1- Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments, project qualifications)



### Reviews of marking - centre assessed marks (GCE coursework, GCE and GCSE non-examination assessments, Project qualifications)

Kingsbridge Community College is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Kingsbridge Community College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Kingsbridge Community College will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Kingsbridge Community College will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Kingsbridge Community College will, having received a request for materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.
4. Kingsbridge Community College will provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.
5. Kingsbridge Community College will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing and candidates **must** explain on what grounds they wish to request a review.
6. Kingsbridge Community College will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks.

7. Kingsbridge Community College will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.
8. Kingsbridge Community College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Kingsbridge Community College will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request. The centre will inform the awarding body if it does not accept the outcome of a review.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that the centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

## APPENDIX 2 – JCQ Guidance to Candidates in Written Examinations



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 on 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.

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### **APPENDIX 3 - Exam Access Arrangements - A Summary for Parents**

#### **Access arrangements summary for Parents**

Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working, intended to reflect individual educational needs to ensure a fair system of assessment at all levels.

Access Arrangements must reflect usual provision and may include some of:

- Reader
- Scribe
- Extra time
- Prompt
- Access to typing
- Supervised Rest breaks
- Small Room
- Other individual arrangements to be discussed with the SENDCo and agreed by JCQ following application by the Exams Office.

Most Access Arrangements require formal assessment by a qualified specialist employed by the Centre; private reports by Educational Psychologists are no longer permitted as evidence for the application. All applications must begin with teacher evidence and be the candidate's usual way of working.

If parents feel that their child may require access arrangements which are not currently in place, or if students have any questions about this please email acting SENDCo Ms Blumer: [jane.blumer@kingsbridgecollege.org.uk](mailto:jane.blumer@kingsbridgecollege.org.uk).

## APPENDIX 4 - Access Arrangements – A guide for students

### Access Arrangements – A guide for students

Please check that you know what your Access Arrangements mean and how to use them effectively in exams. If students have questions, ask or email Ms Blumer:

[jane.blumer@kingsbridgecollege.org.uk](mailto:jane.blumer@kingsbridgecollege.org.uk).

#### Readers

- You must ask someone to read for you – the invigilator/reader can't offer
- You can ask readers to read any questions, texts AND your answers (a really good way to check for missing words or extra ideas)
- Readers CAN'T read the text or questions aloud for the English Language papers (Section A) but they are still allowed to read students' answers back and read Section B. You will have access to the ReadWrite software for the English Lang exam.
- You may choose to use a Reader Pen or the ReadWrite software via a laptop in order to be more independent in the exam

#### Computers/Laptops

- You will be assigned a laptop / PC with access to Exam WritePad software
- Spellcheck will be disabled on the device unless assigned as an access arrangement
- Save your work right at the start of the exam
- Re-read your answers carefully to check for typos & homophones
- You don't have to use type for short answers; you can also handwrite plans/key ideas
- You should type for longer answers, e.g. Science, DT, PE
- Remember that you get marks for SPAG & sentence variety including accurate full stops

#### Extra time

- 25% extra time
- Make the most of your extra time - read the question, read the sources/text/diagram, plan longer answers
- Make sure you have given enough points for each mark available (2 marks = 2 points)
- Use it to re-read the question, sources, question again and then students' answer for each question
- Read your answers back under your breath to check for missing words, extra details, missing full stops – do not plan to leave before you've used your extra time

#### Prompt

- Prompts can tap the table or use your name to refocus you into the room
- Prompt can also say 'Susan, focus on the question. There are 15 minutes left.'
- Prompts can't read question starters to you unless you qualify for a reader

#### Supervised Rest breaks

- Rest breaks do not count as part of the exam time
- You are not allowed to write or look at the question/answer papers during a rest break

#### Scribe

- Scribes can only write down what you say & can't prompt you with sentence openings
- If you have technical vocab which you can spell, you will get more marks for dictating this
- Make sure you tell your scribe where to add punctuation (you will get more marks)



# Modern Foreign Languages Speaking Tests

## Warning to candidates notice

You **must not**:

- become involved in any unfair or dishonest practice in any part of this assessment
- discuss this assessment with anyone who has not yet taken the assessment
- share information about this assessment in any way, including on the internet/social media.

Sharing information about Speaking tests can create an unfair assessment and could impact on your grades in this exam. Failing to report to your teacher any assessment related information being shared may also lead to a malpractice investigation which could result in:

- a loss of marks for this component
- a disqualification from this component or the entire qualification
- a ban from sitting exams for a set period of time.

AQA monitors social media and student websites for evidence of malpractice.

**Remember: Treat the Speaking tests as confidential.  
Keep things fair for everyone.**



# AI and Assessments

## A quick guide for students



### What Is AI?

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



### How can AI be misused in assessments?

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

**THIS IS CHEATING!**



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



#### 1 Know the rules

- o You're **not allowed** to use AI tools when you're in an exam
- o Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- o Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

#### 2 Reference reference reference!

- o If you're allowed to use AI tools, you must reference them clearly
- o Name the AI tool you used
- o Add the date you generated the content
- o Explain how you used it
- o Save a screenshot of the questions you asked and the answers you got

- #### 3 Declare it's all your own work
- When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

## REMEMBER

**Misusing AI is cheating!**

Know the rules  
Talk to your teachers  
Reference clearly

### 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!**



## **APPENDIX 7 – JCQ Information for Candidates – Non-examination assessments 2024-25**

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.



## 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.

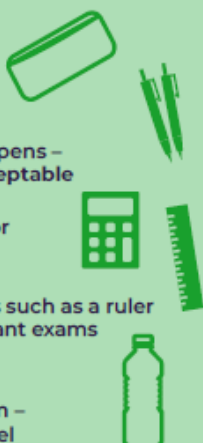
### What you cannot take into exams:

- ☐ 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.




You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

EFFECTIVE FROM 1 SEPTEMBER 2024




## APPENDIX 9 – JCQ Information for Candidates. Using social media

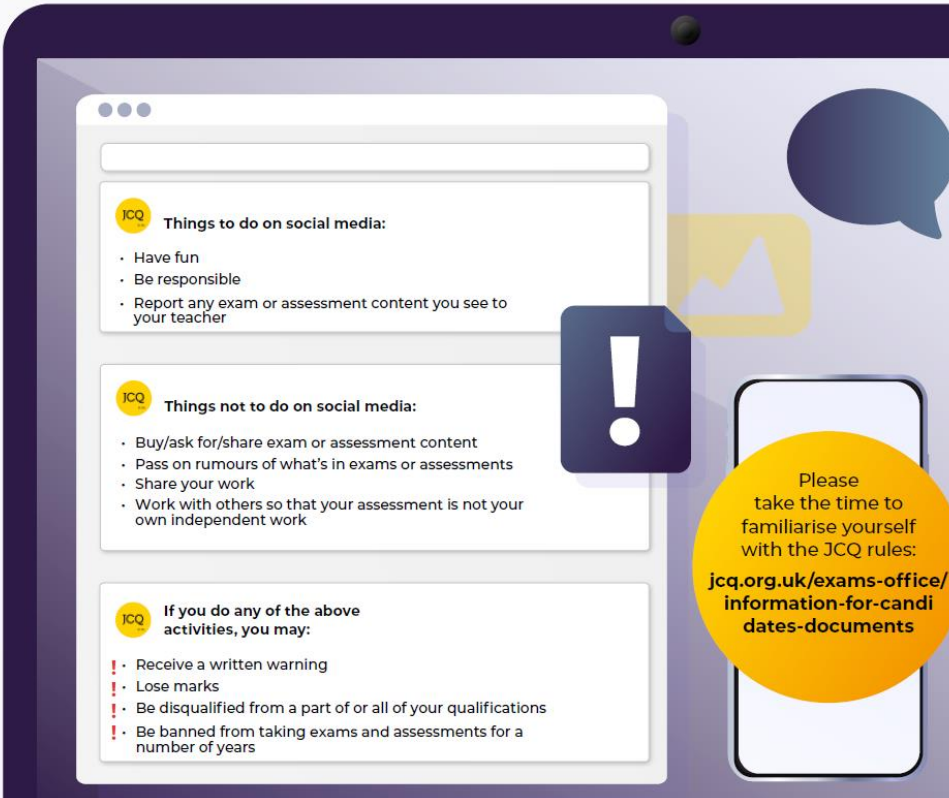


### Information for candidates Using social media and examinations/assessments

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