

## **SAINT CONON'S COLLEGE**

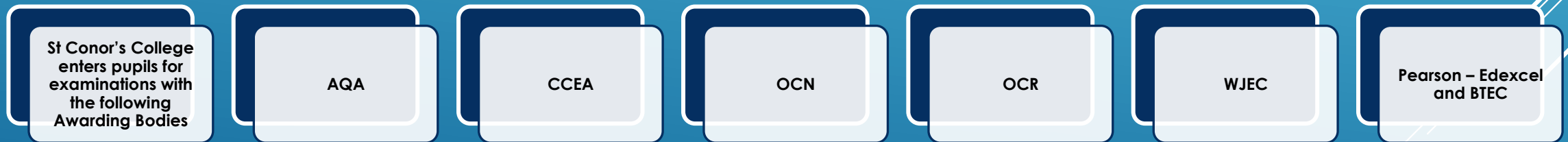
### **EXAM INFORMATION FOR CANDIDATES, PARENTS AND GUARDIANS**

# JCQ

## JOINT COUNCIL FOR QUALIFICATIONS

JCQ provides a single voice on issues of examination administration including rules and regulations which pupils must adhere to when undertaking all external qualifications.

These qualifications include GCSEs, A levels, BTECs and vocational qualifications.

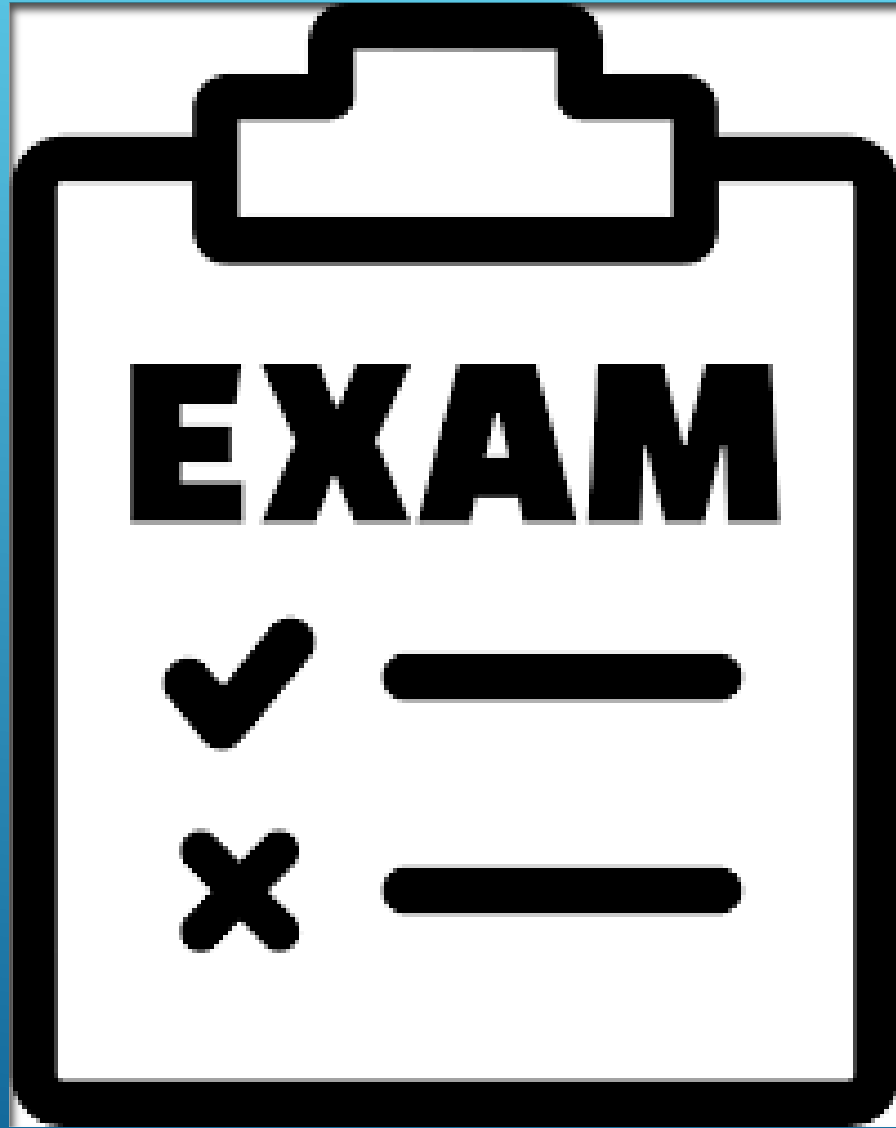


# EXAM INFORMATION

**THE FOLLOWING  
DOCUMENTS WILL BE  
POSTED ON THE SCHOOL  
WEBSITE.**

**ALL CANDIDATES/PARENTS  
ARE REQUESTED TO READ  
THESE DOCUMENTS AND  
ADHERE TO THE RULES  
AND REGULATIONS.**

1. Information for Candidates – JCQ Written examinations
2. Information for Candidates – JCQ On-screen tests
3. Information for Candidates – JCQ Coursework assessments
4. Information for Candidates – JCQ Non-examination assessments
5. Information for candidates – CCEA GCSE Controlled assessments
6. Information for Candidates – JCQ Information Privacy Policy
7. Information for Candidates – JCQ Social Media
8. Information for Candidates - AI
9. JCQ Warning to Candidates notice
10. JCQ NO MOBILE PHONES, NO WATCHES - This notice is also placed outside each exam room to remind students of the regulations for unauthorised items.
11. CCEA Preventing Malpractice in Examinations and Assessments – pupil guide
12. CCEA Preventing Malpractice in Examinations and Assessments – parent guide
13. JCQ – On your exam day checklist
14. St Conor’s Exam Overview Powerpoint
15. Preparing to sit your exam CCEA Booklet
16. St Conor’s Wellbeing Tips – Tips on how to look after yourself during exam season



## PRE-EXAMS

- ▶ All pupils who have been entered for the November modules should have received a statement of entry which they were asked to sign and return to form teachers.
- ▶ Pupils will now be issued with their exam timetable for the November 2024 series.
- ▶ Any concerns about it then please see Mrs McCallion.

# PRE-EXAMS

## **ACCESS ARRANGEMENTS**

These are pre-examination adjustments for candidates based on evidence of need and their normal way of working throughout the school year.

# SPECIAL CONSIDERATION



This will be applied for where a candidate is considered to be disadvantaged during their exam/series due to illness, bereavement, medical conditions, including post surgery procedures. In many of these circumstances the school will require medical information to support the application.

# BEFORE AN EXAM

- ▶ Please arrange to attend any exam approximately 10 - 30 mins before it is due to begin.
- ▶ Check the exam notice board for any changes to venues when you arrive each day.
- ▶ The school timetable is colour coded for each year group. It is also available on our school website in the exams area.







# EQUIPMENT FOR AN EXAM

- ▶ **You should have all equipment you need for an exam with you**
  - ▶ including, 2 black pens, pencil, ruler, rubber, sharpener, calculator, protractor etc.
  - ▶ This equipment should be placed in a clear pencil case.
  - ▶ Note: It is not the school or teachers responsibility to supply you with these items.
- ▶ Do not use anything other than a black biro pen in your exam. Correcting pens, tippex, highlighters, gel pens cannot be used on your exam paper.
- ▶ You may only use a calculator when advised to do so.
- ▶ Any water bottles should be clear and have no labels.





## ENTERING THE EXAM VENUE

- ▶ On entering the venue sit at your **allocated seat**. There will be a card with your name on the desk.
- ▶ **Mobile phones should be switched** off and placed on the floor beside your desk. (Don't forget to take it with you when you are leaving).
- ▶ All watches, including smart watches must be placed in the **invigilators tray**.



## ENTERING THE EXAM VENUE

- You must not talk to, attempt to distract or communicate with other candidates once you have entered the examination room.
- You must follow the instructions of the invigilator
- You must not sit an examination in the name of another candidate
- You must not become involved in any unfair or dishonest practice during an examination.
- If you are confused about anything, speak to an invigilator.

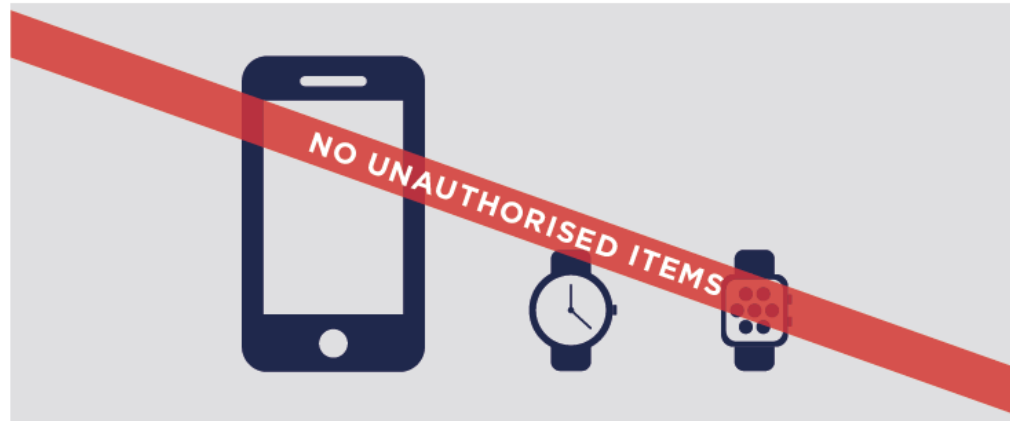


## ENTERING THE EXAM VENUE

- ▶ Possession of anything unauthorized in an exam venue is considered malpractice
- ▶ If you are found to have any unauthorized equipment or materials with you then this will lead to a full inquiry by the awarding body where you will be subject to penalties and possible disqualification of your exam.
- ▶ No digital devices, no ear plugs, no class notes, no school bags should be brought into the exam venue. This is considered malpractice.

## 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.



## WHAT IS MALPRACTICE?

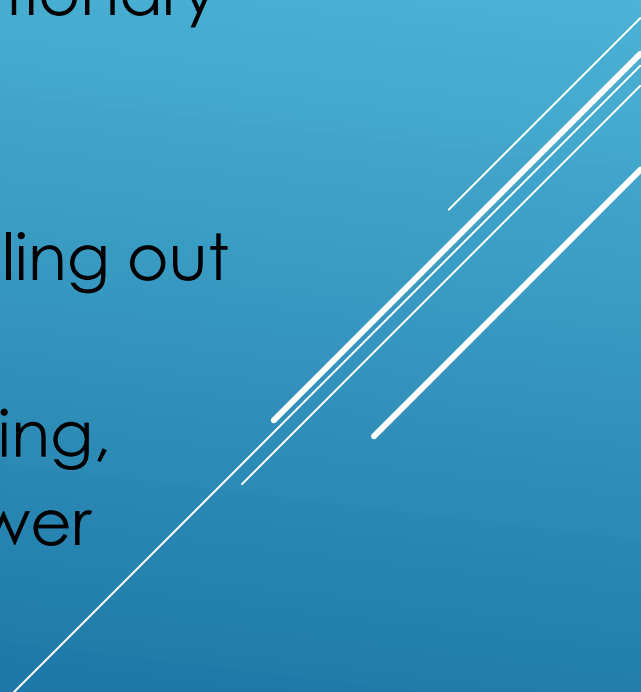


Malpractice is defined by JCQ as;

**“ a serious breach of exam regulations which results in penalties or disqualification.”**



## EXAMPLES OF MALPRACTICE INCLUDE:

- Bringing in your own blank sheets of paper to write on or work out on
  - Bringing in a calculator or dictionary unless it is allowed
  - Bringing in any notes of any description or having any stationary which is written on
  - Bringing in a phone or any electronic device
  - Any type of disruptive behaviour e.g. moving seats or calling out
  - Attempting to take scripts out of the centre
  - Having any inappropriate material in a script e.g. a drawing, doodle or a possibly offensive comment or sarcastic answer
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against the blue background.



- ▶ **MALPRACTICE AS DEFINED BY JCQ**
- ▶ **CAN RESULT IN PENALTIES 5 – 9 BEING ISSUED**
  
- ▶ Penalties 5-9 by JCQ
  
- ▶ 5 - Disqualify the pupil from that module
- ▶ 6 - Disqualify the pupil from the entire subject
- ▶ 7 - Disqualify the pupil from one or more subjects
- ▶ 8 - Disqualify the pupil from all qualifications – eg GCSE or A Level
- ▶ 9 - Bar the pupil from entering ANY public exams for a set period of time



# INVIGILATORS



**ALWAYS LISTEN TO THE  
INVIGILATOR.**



**FOLLOW THEIR INSTRUCTIONS  
AT ALL TIMES.**

**BUT**

**It is also your responsibility to make sure you have the correct paper, tier and are given the correct allocated time for your exam, especially if you are entitled to extra time.**



# SITTING YOUR EXAM



Follow the times given for your exam. Your teacher will have advised you on the timings per question, per paper.



Exam times will be shown clearly in each venue. Extra time will also be shown for those candidates who are entitled to it.



Listen to the Invigilator and follow their instructions at all times



Do not communicate with anyone else in the venue. Do not attempt to borrow anything from anyone else in the venue. If you need assistance put your hand up for the attention of the invigilator.



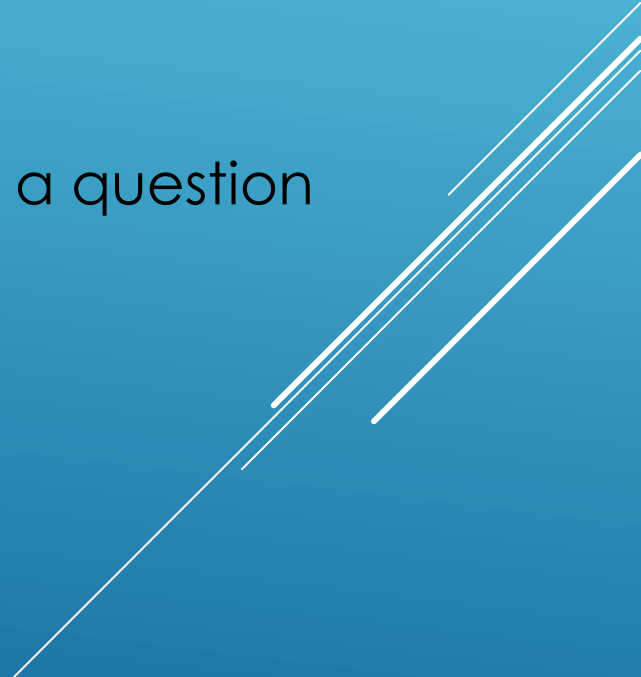
Candidates are not allowed to leave the exam venue during an exam.

# SITTING YOUR EXAM

- Tell the invigilator at once if;
  - ▶ You think you have not been given the correct paper or resources for that paper.
  - ▶ The question paper is incomplete or badly printed.
  - ▶ You think the timing of your exam is wrong.
- Read the instructions on the front of your question paper carefully and follow these instructions.
- Fill in the details carefully on the front of your exam paper and make sure you fill in your details on any additional paper used.



## DURING YOUR EXAM

- ▶ Remember to write your answers in the designated sections of the booklet, including rough work and put your pen through any rough work when finished.
  - ▶ Always put your hand up to speak to the invigilator if you need assistance or have any concerns about your paper.
  - ▶ You must not ask for, and will not be given, any explanation of a question
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

## Candidate Arrives Late for Exam

Report to Reception

Reception to make contact with Exam Officer

## Candidate Remains in Reception until seen by Exam Officer

Record taken of time of arrival and why candidate was late

Candidate to be briefed on relevant Exam Rules and Regulations

## Candidate Taken to Exam Centre

## Candidate is given the full allowed time for the Exam

Less than 1 hour late unless the exam has finished then Invigilator records start and finish times on Exam Board Attendance Record

If Candidate is more than one hour late or they arrive after the end of an exam that is less than one hour (Very Late Arrival) then EO or SLT will complete Very Late Arrival Report via Centre Admin Portal

## ASKING OUT DURING AN EXAM



- ▶ You should not ask to leave the venue during an exam.
- ▶ If you need to use the toilet or are feeling unwell you must inform the invigilator immediately. An adult will escort you out of the venue and remain with you until you are well enough to return and continue your exam.

## AFTER THE EXAM

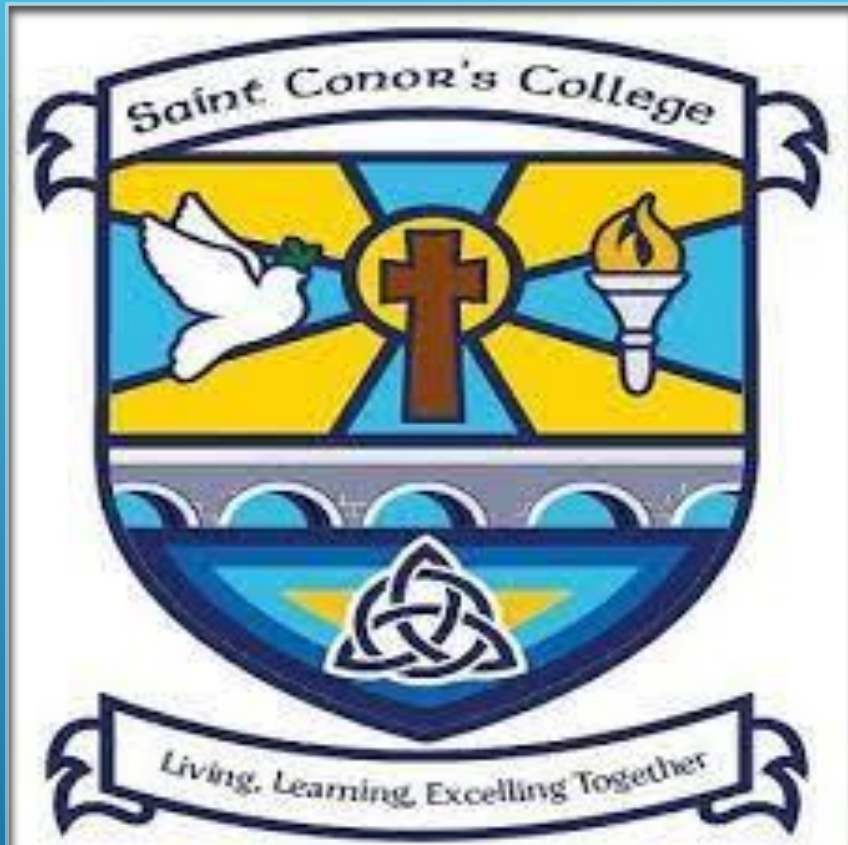
When the exam is over, place any used supplementary sheets in order into your answer booklet. Do not remove any materials.

Do not leave the venue until told to do so

Leave quietly as there may be other pupils / exams continuing

Take all personal belongings with you, including your mobile phone and/or smart watch.





# **SAINT CONOR'S COLLEGE**

# **COURSEWORK REGULATIONS**

# AUTHENTICATION - JCQ

**When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.**

**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”.**



# REFERENCING – SOURCES - JCQ

- ▶ If you use the same wording as a **published source**, you must place quotation marks around the passage and state where it came from.
- ▶ For material taken from the **internet**, your reference should show the date when the material was accessed and must show the precise web page, not the search engine used to locate it. This can be copied from the address line.

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

# COURSEWORK – GOOD PRACTICE - JCQ



- ▶ If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who 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 and 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.



## PLAGIARISM- JCQ

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

**It is a form of cheating which is taken very seriously.**

# PLAGARISM- JCQ

**Don't think you won't be caught!!**

Markers can spot changes in the style of writing and use of language. Markers are highly experienced subject specialists who are familiar with work on the topic concerned. They may even have read the source you are using (or even marked the essay you have copied from!!)

Internet search engines and specialised computer software can be used to match phrases or pieces of text with original.

# USE OF AI

- AI misuse is taking something made by AI and claim it as your own work e.g. from ChatGPT
- Your teachers will tell you if you are allowed to use AI as it depends on the qualification
- If you are allowed to use AI you must reference it appropriately by naming the AI tool and stating when you generated the content and how you used it. You should screenshot the questions you asked AI and the response you were given



# USE OF AI



## What is AI?

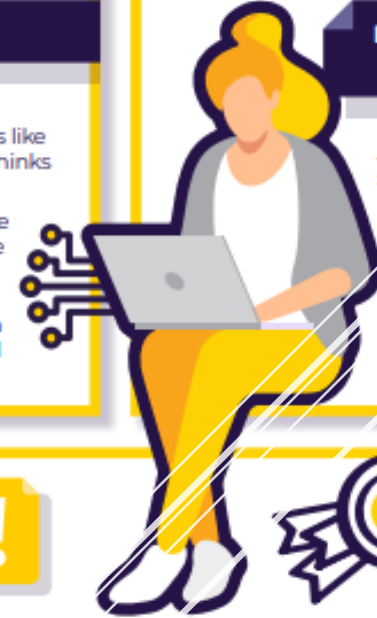
- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



## 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

## REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly

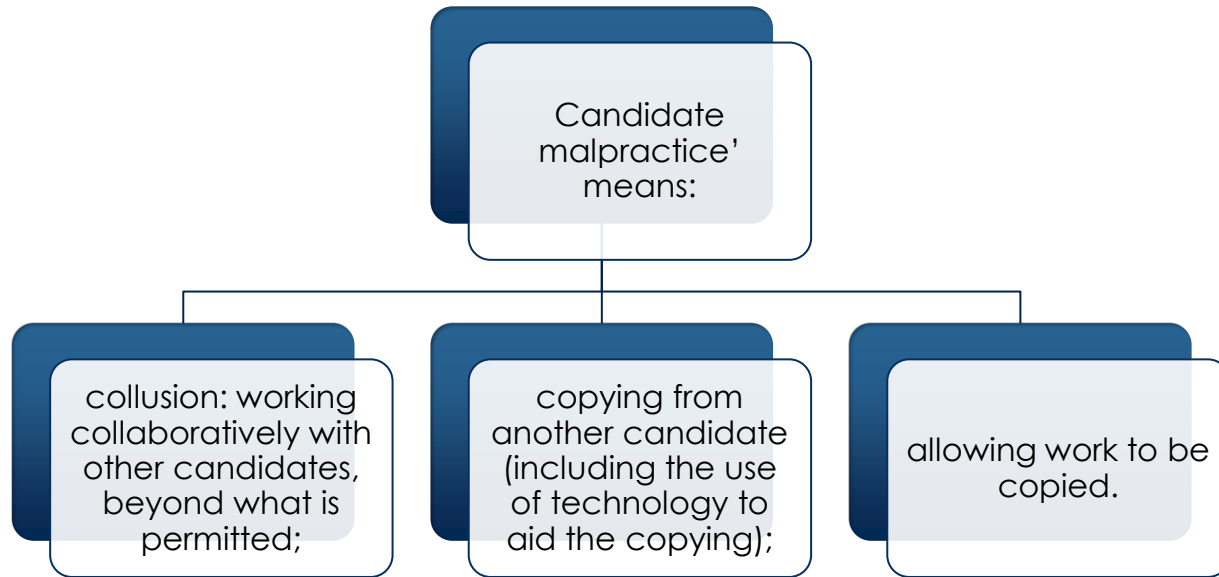
## What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.



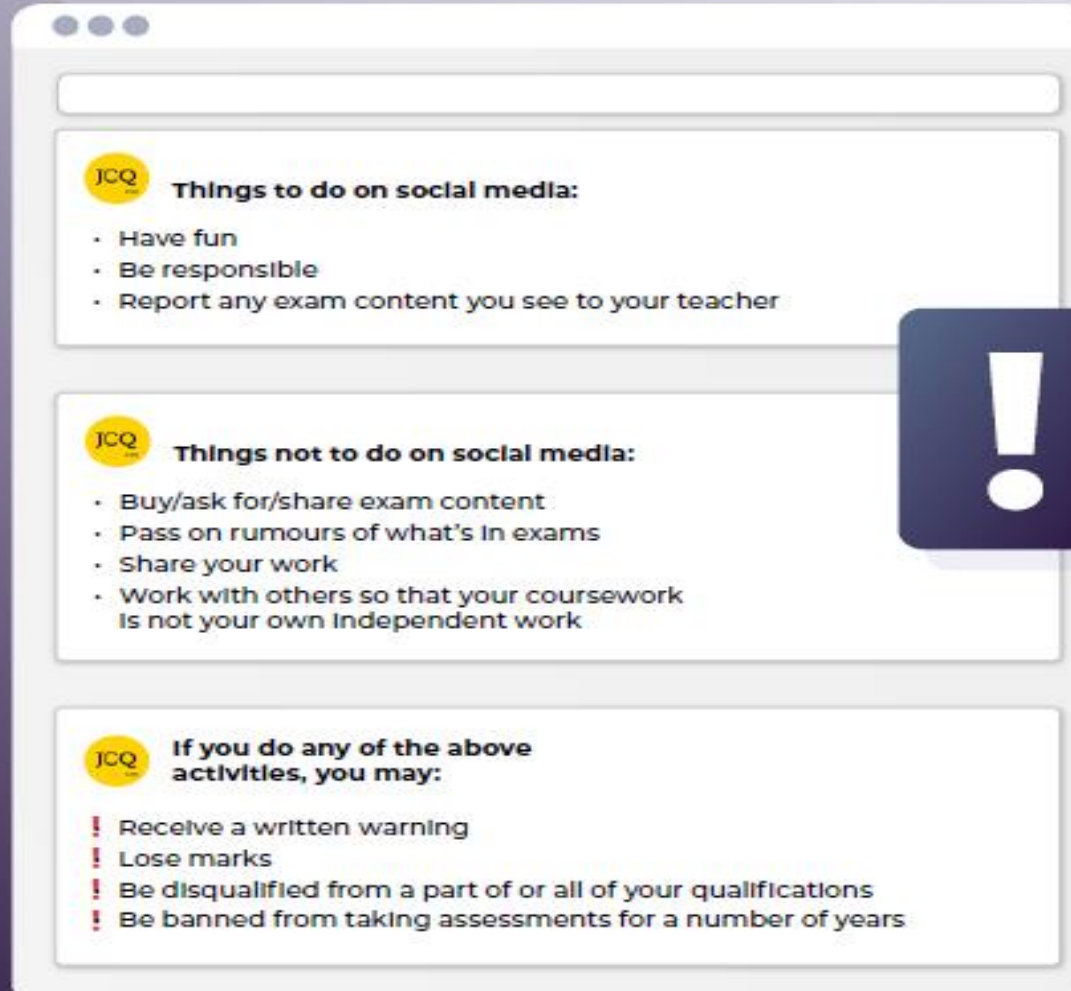
# MALPRACTICE

## JCQ



**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](http://jqc.org.uk/exams-office/information-for-candidates-documents)

# PENALTIES FOR BREAKING REGULATIONS - JCQ

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded **zero marks**;
- 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.

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

▶ This power point is available to download from our school website.

▶ Good Luck Everyone!!

Good Luck!



ALL THE BEST!

Designed by Davia