



**Brighton Hill
Community
School**
Making success inevitable

**CANDIDATE
EXAM HANDBOOK
2024/25**

Contents

| | |
|---|----|
| Introduction..... | 3 |
| Purpose of this handbook..... | 3 |
| Malpractice..... | 4 |
| Personal data..... | 5 |
| Copyright..... | 5 |
| Coursework assessments / non-examination assessments..... | 6 |
| Written timetabled exams..... | 6 |
| Contingency sessions – Summer 2025..... | 6 |
| What to do if you identify you have two or more exam papers timetables at the same time (a timetable clash) | 7 |
| Where will you take your exams..... | 7 |
| What time your exams will start and finish..... | 7 |
| Supervision during your exams..... | 7 |
| Exam room conditions..... | 7 |
| Where you will sit in the exam room..... | 8 |
| How your identity is confirmed in the exam room..... | 8 |
| What equipment you need to bring to your exams..... | 8 |
| Using calculators..... | 8 |
| What you must not bring into the exam room..... | 8 |
| Food and drink in the exam room..... | 9 |
| What you should wear for your exams..... | 9 |
| Where your personal belonging will be stored during your exams..... | 9 |
| What to do if you arrive late for your exam..... | 9 |
| What to do if you are unwell on the day of your exam..... | 9 |
| What happens if you have an unauthorised absence from your exam..... | 9 |
| Candidates with access arrangements / reasonable adjustments..... | 9 |
| Results..... | 10 |
| Post-results services..... | 10 |
| Certificates..... | 10 |
| Internal appeals procedure..... | 10 |
| Complaints policy..... | 10 |
| APPENDIX 1: JCQ Information for candidates – coursework..... | 11 |
| APPENDIX 2: JCQ Information for candidates – non-examined assessments..... | 12 |
| APPENDIX 3: JCQ Information for candidates – written exams..... | 13 |
| APPENDIX 4: JCQ Information for candidates – social media..... | 14 |
| APPENDIX 5: JCQ Unauthorised items poster..... | 15 |
| APPENDIX 6: JCQ Warning to candidates’ poster..... | 16 |
| APPENDIX 7: JCQ AI poster for students..... | 17 |

Introduction

Brighton Hill Community School is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Please click link: [Student Handbook 2024-25 confirmation](#)

Purpose of this handbook

- To support/complement candidate briefings/assemblies.
- To inform candidates about malpractice in examinations/assessments.
- To inform candidates about the use of their personal data and copyright.
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken.
- To ensure copies of relevant JCQ information for candidates' documents and exam room posters are provided in advance of any exams/assessments being taken.
- To answer questions candidates may have.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures they need to be made aware of.

Malpractice

- To maintain the integrity of qualifications, strict Regulations are in place.
- Malpractice means any act or practice which is in breach of the Regulations.
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.
- JCQ provides information regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room
 - Breaches of examination conditions
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
 - Offences relating to the content of candidates' work
 - Undermining the integrity of examinations/assessments

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

Research and using references

- Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.
- **If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

Plagiarism

- Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Refer to Brighton Hill Community School's **Managing Behaviour Policy** (Exams) and/or **Malpractice Policy** (Exams)

Personal data

- Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies.
- The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.
- Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Further information about how their Student Materials may be used by the awarding body can be found:
 - [Information for candidates - Privacy notice](#)
 - [Information for candidates - Privacy notice](#)
 - [Candidate privacy policy](#)
 - [Privacy Policy | Eduqas](#)

Copyright

- The copyright of all examination and assessment papers, including mark schemes and model answers belong to the awarding body who created them.
- Candidates may access Student Materials (including examination scripts) through the access to scripts arrangements set out in paragraph 5.13 in the JCQ General Regulations 2024-25 document ([General Regulations - JCQ Joint Council for Qualifications](#)).

Coursework assessments/non-examination assessments

The following documents can be found on the school website:

- JCQ information for candidates - coursework, non-examination assessments, social media ([Coursework - JCQ Joint Council for Qualifications](#)).
- The use of AI ([JCQ AI Use in Assessments: Protecting the Integrity of Qualifications](#)).

Candidates will be informed when assessments will take place by their class teacher. Their teacher will also inform them of any relevant deadlines which must be met and how their work will be marked / assessed.

Class teachers will inform candidates of their centre assessed marks. Centre assessed marks can be appealed via the BHCS Internal Appeal Procedure.

Written timetabled exams

- Candidates will be sent their timetables for written examinations to their school email address. This email will also be sent to the email address of the primary contacts the school hold on record for the candidate.
- It is the candidate's responsibility to check that their personal information (full name, date of birth etc.) and the examinations / tiers they are entered for are correct. If any information is incorrect, the candidate must inform the exams officer (Mrs Harding).
- Candidate exam timetables inform the candidates of the date, time, location and seat in the exam room they have been allocated.
- The JCQ information for candidates' documents – written examinations, social media (available on the school website)
- Exam room posters – Warning to candidates, Unauthorised items (available on the school website).

Contingency sessions – Summer 2025

JCQ have designated **Wednesday 11 June 2025** (afternoon only) and **Wednesday 25 June 2025** as the contingency sessions for examinations. Candidates must remain available until those dates should examinations need to be rescheduled.

What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)

- Timetable clashes are where a candidate is entered to take two or more exams at the same time on the same day.
- If this occurs, the candidate will sit one paper, followed immediately, after a short, supervised break, by the next paper(s) in the same session. The candidate will remain under formal examination conditions at all times in the exam room.

Where you will take your exams

- Exams take place in the Sports Hall and LP, as well as in smaller rooms around the school.

What time your exams will start and finish

- GCSE exams start at 9am and 1pm/1.30pm depending on the length of the examination. Exams can end after the end of the school day, especially if you are entitled to extra time for the exam. You will be able to identify these exams when you receive your timetable.

Supervision during your exams

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

Exam room conditions

- Candidates line up in the quad in seat plan order and are invited into the exam room by a member of SLT or the lead invigilator. If you are timetabled to sit your exam in a smaller room, wait quietly outside the room until the invigilator invites you in. Do not enter the exam room until you are invited to do so.
- Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator:
 - You must not talk to, attempt to communicate with or disturb other candidates whilst you are in the exam room.
 - You must follow the instructions of the invigilator at all times.
 - You must not sit an exam in the name of another candidate.
 - You must not become involved in any unfair or dishonest practice in any part of the exam.
- The following information is displayed in the exam room - centre number, subject title, paper number, the actual starting and finishing times, and date, of each exam.
- Complete the front of your answer books (first name and surname that matches your exam entry information, candidate number, etc.). You must only do this when the invigilator's announcement instructs you to.
- Candidates must not open the question paper until the exam begins, additional exam board paper can be provided on request, this cannot be used for rough work only and will be submitted with the paper.
- Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this constitutes malpractice and must be reported to the relevant awarding body.
- Candidates must not open the question paper until the examination begins. If they do, this constitutes malpractice and must be reported to the relevant awarding body.

Where you will sit in the exam room

In accordance with the seating plan and your individual timetable.

How your identity is confirmed in the exam room

Candidate cards which display the candidate's name, photo and candidate number are placed on the candidate's desk.

What equipment you need to bring to your exams

You must bring with you all equipment you need for the exam you are sitting. If you are using a pencil case to carry that equipment, it must be in a clear pencil case.

Please refer to the JCQ information regarding authorised equipment that should be brought by the into an examination.

[Exam Room Posters - JCQ Joint Council for Qualifications](#)

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams. This information can be found on the school website.

What you must not bring into the exam room

Only materials listed on the exam paper are allowed in the exam room. Mobile phones, watches, Airpods, web enabled sources of information, notes, books or iPods are **not** allowed in the exam room. Please refer to the unauthorised materials poster [Exam Room Posters - JCQ Joint Council for Qualifications](#).

Food and drink in exam rooms

Food and drink are prohibited in the exam room with the exception of water in a clear, see-through bottle. (certain food is accepted under exceptional, approved, medical circumstances).

What you should wear for your exams

You must wear your school uniform.

Where your personal belongings will be stored during your exam

Bags are stored at the back of the sports hall. All mobile phones must be switched off and any electronic devices, including mobile phones, must be stored within your bag.

What to do if you arrive late for your exam

The candidate late arrival policy is instigated.

What to do if you are unwell on the day of your exam

If you are unwell on the day of your exam and are unable to attend the examination, you must call to let the school know prior to the start of the exam. The absence will then be recorded against the exam for the date and time.

What happens if you have an unauthorised absence from your exam

The candidate absence policy is instigated.

What happens in the event of an emergency in the exam room

Candidates follow the school emergency evacuation process.

Candidates with access arrangements/reasonable adjustments

Candidates in receipt of access arrangement are notified of their arrangement and receive these arrangements during assessments and examinations.

Results

Results are collected during results day. Any uncollected results are sent to the candidate's primary address held on the school system.

Post-results services

Post results information can be found on the JCQ website and the school website.

Certificates

GCSE certificates are presented to students during a presentation event. Any uncollected certificates remain the property of the school. The certificates are retained for 1 year from receipt of delivery.

Internal appeals procedure

The internal appeals procedure can be found on the school website.

Complaints policy

The complaints policy can be found on the school website.

JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.

Information for candidates - Coursework 2024-2025 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

This information can also be found on the school website. This information is also shown in the student declaration signed at the beginning of year 11.

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

Information for candidates – non-examination assessments 2024-2025 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

This information can also be found on the school website.

APPENDIX 3

JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed written exams.

Information for candidates – written exams <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

This information can also be found on the school website.

JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.

Information for candidates – social media 2024 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

This information can also be found on the school website.

JCQ 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

JCQ Things to do on social media:

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

JCQ 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

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

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

Please take the time to familiarise yourself with the JCQ rules:
jqc.org.uk/exams-office/information-for-candidates-documents

JCQ *Unauthorised items* poster

This poster will be displayed outside each exam room. You **must** note that "*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.*"

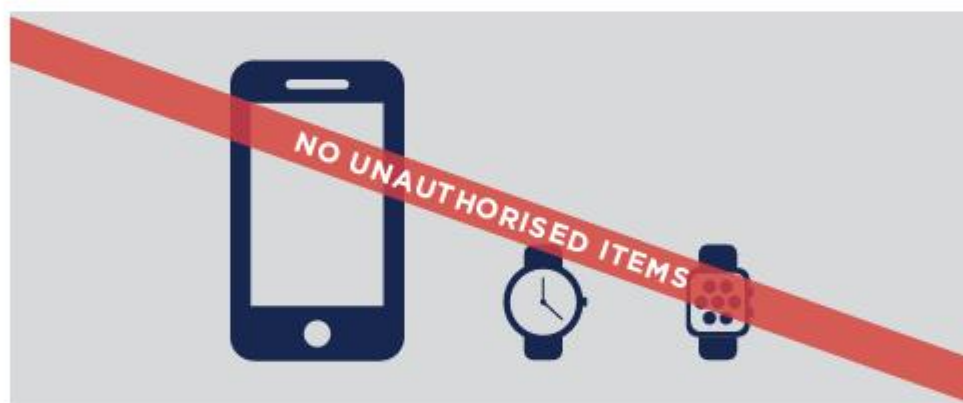
Unauthorised items poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

This information can also be found on the school website.



**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.

APPENDIX 6

JCQ *Warning to candidates* poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

Warning to candidates poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

This information can also be found on the school website.



| | | | | | |
|-----|---------------|------|-----|---------|------|
| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
|-----|---------------|------|-----|---------|------|

Warning to Candidates

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.

JCQ AI poster for students

This poster is a quick guide to help you to better understand the rules for use of AI in assessments.

AI and Assessments: A quick guide for students poster <https://www.jcq.org.uk/exams->

JCQ
CIC

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**
 - 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

[office/malpractice/](https://www.jcq.org.uk/exams-office/malpractice/)

This information can also be found in the student declaration that was signed and dated by all year 11 students and all students completing NEA coursework in year 10 and 11.