

Year 11 Examinations

A guide for Students and Parents

2025/2026

INSTRUCTIONS TO CANDIDATES

Introduction

This booklet is to provide you and your parents with some information and to hopefully any answer questions that you may have about the examination regulations and procedures.

You will have experience of sitting mock examinations, and it is hoped that this will have enabled you to familiarise yourself with the examination regulations and procedures.

The Awarding Bodies (or Examination Boards) under the guidance of the JCQ (Joint Council for Qualifications), set down strict criteria that must be followed for the conduct of your forthcoming exams to be sat at Weston Secondary School.

Notices to Candidates issued jointly by the Examination Boards are at the back of this booklet. You should read these carefully. Please note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of the regulations to the Awarding Body.

If there is anything within this booklet you do not understand, or you still have questions once you have read this booklet, please ask either your tutor or subject teacher or come to see the Exams Officer in the main school office.

Finally, all the staff and I would like to wish you the best of luck with your examinations and for the future.

Exams Officer

Contact details:

Miss C Harlow

02380 447820

charlow@westonsecondary.co.uk

BEFORE THE EXAMS BEGIN

Revision & Exam Entries

What will make the biggest difference to a pupil's results?

- Create a revision timetable.
- Attendance and concentration in all lessons.
- Engage with the revision resources available in the library and provided by your teachers
- Ask teachers for help.

What are good methods of revision?

- Working through past exam papers
- Using resources such as revision guides, notes and extra questions provided
- Key words
- Spider diagrams
- Mind maps
- Flow charts
- Revision cards
- BBC Bitesize
- Recommendations from teachers

When will the exams take place?

- Written exams begin on 5th May 2026
- Practical exams such as Drama, Dance & Food and Nutrition will take place prior to May half term.
- MFL speaking exams will also begin during April 2026

Whose responsibility is it that pupils attend the correct exam?

- It is the individual pupil's responsibility
- All details on your individual timetable must be thoroughly checked, including the spelling of names, date of birth as this will determine the information shown on the GCSE certificates.

You will receive a copy of the GCSE timetable and your individual timetable showing your own specific examinations. Your individual timetable will provide you with the date, time, and duration of the exams. **IT IS IMPORTANT THAT YOU CHECK YOUR TIMETABLE CAREFULLY.** If you think that something is wrong or incorrect, or you have two or more exams scheduled at the same time please go to the main office and ask for the Exams Officer.

Please make sure you read your timetable carefully and ensure that you arrive at school on the correct day and on time. (8:30 AM and 12:30 PM)

If you lose your exam timetable, please visit the main office to obtain another copy.

Your Candidate Details

All entries for your exams will use your legal name. When you are instructed to complete the front of the exam paper, please ensure you write your full legal surname and first name. You will also need to sign the front of the exam paper where it says candidate signature.

A unique, four-digit candidate number will be allocated to you, this is one your exam candidate card and will be on your desk for all exams. Please write this number in the allocated are on the front of each exam paper that you sit.

Equipment

All pupils should be fully aware of what equipment they require, they must only bring in the essential equipment for the exams, this will include:

Calculator
Ruler
Black pens
Pencils
Protractors
Compass



Stationery should be in **a clear pencil case or plastic bag**. Please bring your own natural display calculator and clear anything stored in the memory. Calculator cases or covers **must not** be taken into the exam room. You will be supplied with an exam calculator in the exam room which you may use.

Pens should only be **black ink (biro)** and not gel pens. You are not permitted to use correcting pens, tippex, tape or erasable pens. Highlighters must not be used in your answers, however, can be used on your question paper.

You must not borrow anything from another candidate during an exam. If you find that you are missing any equipment required for your exam, please raise your hand and speak to an invigilator.

Calculators

For Mathematics and Science exams, it is the candidates' responsibility for making sure that their calculators meet the awarding bodies' regulations. If in doubt, check with your teacher. The regulations about using calculators are set out in the table below: -

Calculators must be:	Calculators must not be:
<ul style="list-style-type: none">• of a size suitable for use on the desk• either battery or solar power• free of lids, cases and covers which have printed instructions or formulas	<p>be designed or adapted to offer any of these facilities:</p> <ul style="list-style-type: none">• language translators• symbolic algebra manipulation• symbolic differentiation or integration• communication with any other machines or the internet

	<ul style="list-style-type: none"> • be borrowed from another candidate during an examination for any reason • have retrievable information stored in them – this includes: <ul style="list-style-type: none"> • databanks • dictionaries • mathematical formulas • text
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> • the calculators power supply • the calculators working condition • clearing anything stored in the calculator 	

Food and Drink

You may take a **transparent water bottle** with the label removed into the exam. It should not have any tint of colour or contain any branding or writing. Bottles should ONLY contain WATER.

You cannot bring food into the exam room. Food and non-water drinks will only be permitted if there is a documented medical condition.

Arriving for Your Exam

You should wear FULL School Uniform when sitting an examination.

Examinations will begin at 08.50 am and 1.00 pm unless you told otherwise. Please be aware that there may be occasions where the PM exams will run past the end of the school day.

You must arrive 30 minutes prior to the start of the examination. You will be required to place bags and belongings in the designated exam bag store and line up on the hard courts in seating plan order. Seat numbers will be shown on your exam timetable. Exam line up will be overseen by a member of school senior management.

All pupils with access arrangements will be advised of any alternative rooming arrangements in advance of their examinations.

Once you have been requested to do so, enter the exam room in silence. Candidates are under exam conditions from the moment they enter the room until they are dismissed and outside the exam room.

You must listen to and follow the instructions of the invigilators and **MUST NOT** communicate in any way with other candidates. Candidates must put their hand up should they require anything. Failure to follow these rules will be reported to the exam boards and may result in students having penalties applied to their results.

NO bags, coats, or personal belongings, including mobile phones, iPods, watches (including analogue watches), Bluetooth earphones (earpods etc) and any notes must not be taken into an exam room. All personal belongings must be left in the bag store. This will be locked during the exam and access will be given to student once the exam has finished.

PLEASE NOTE: - Possession of unauthorised items, such as a mobile phone or watch, is a serious offence and could result in disqualification from your examination and overall qualifications. To assist with the prevention of this handheld metal detectors will be used prior to the start of all exams.

Writing of any description on yourself such as your hand/arm/leg or equipment is also forbidden.

Seating Plan

Seating plans for all exam venues will be held by the member of Senior Management who is lining you up ready to enter the exam room. A copy will also be available in the venue. You will be informed what your seat number will be i.e. A4, B6 etc. You will find your candidate card displaying your photograph, candidate number and the school's centre number on your desk. **(This must remain on your desk face up.)**

An invigilator will guide you to your seat should you require assistance. There may be more than one exam taking place at the same time therefore it is important that you check that you have the correct exam paper. Please ensure you check the paper for the subject, paper, and tier of entry. If you are not sure, please put your hand up to check.

During the Exam

A member of Senior Management or the Lead Invigilator will read out instructions at the start of an exam. You should listen carefully in case there are any notices you need to know.

It is important that you do not start writing until you are instructed to do so. Please do not complete the front of your exam paper until you are advised to do this.

You should read the instructions on the front of the paper and number your answers clearly. If you require assistance, please put your hand up and an invigilator will come to you as soon as they can.

In the event of an emergency, all candidates must follow the instructions of the Lead Invigilator who will follow the School's Emergency Evacuation procedures. You must stop writing and close their exam booklet. If the Lead Invigilator tells you to leave the exam room, please follow instructions and meet at the designated meeting point, you must leave in silence and not communicate with any other candidate in any way whilst the evacuation takes place. Candidates will always remain under exam conditions. Question papers and answer booklets will remain on the desks, and the room will be locked.

At the end of an exam

At the end of the exam, an invigilator will collect your exam paper. Please remember to check that you have correctly completed your personal details. Check your name, candidate number, the centre number and where applicable, the exam paper or unit number. If you have used any additional stationery please ensure your details are on each page used.

Exam conditions apply until you have left the exam room, you **must leave in silence and remain silent until you are outside of the exam room**. Other candidates may still be sitting their exam. Please be respectful to them.

GENERAL INFORMATION

Late Arrivals

Pupils will not be allowed entry to an exam if they are **more than 30 minutes late** for the centre start time of an exam. If pupils are persistently late for exams, then the school has the right to withdraw students from all exams in the sitting and exam fees will be requested from the parents.

Late arrivals will still be entitled to the full exam time if there is adequate supervision available. If you are likely to be late, please phone the school reception and let them know. Upon arrival, please go directly to the main reception area and ask for the exams officer.

Absence from Examinations

You must make every effort to ensure that you attend every exam. If, however, you are unwell or experience other personal difficulties of a serious nature, either you or your parent should inform the school by telephoning 02380 447820 at the earliest opportunity on the day of the exam. Depending on the circumstances the school may be able to submit an application for Special Consideration however evidence of what has caused a student to miss an exam must be provided. Please be aware that if a claim is successful then any additional marks awarded would be minimal e.g. 5-10 marks on a paper potentially worth 100 marks.

You may need to obtain medical evidence to support a claim for special considerations, if this is required you will be informed.

If you feel unwell during an exam, you should put your hand up and inform an invigilator.

Should you fail to attend an examination without good reason, a charge will be made to cover the payment of the entry fee. Misreading a timetable is not accepted as a satisfactory explanation of absence. Please make sure you check your timetable. If you mislay your timetable, please go to the main school office where a new copy can be given.

Contingency Planning

In the highly unlikely event that there is national disruption to a day of examinations in summer 2026, as a last resort the affected examinations would be rescheduled. Every effort would be taken to keep the impact to a minimum, it is also possible that there could be more than one timetabled date affected following the disruption, up to and including the contingency day of 24th June 2026.

Candidates must remain available until Wednesday 24th June 2026 should an awarding board need to invoke its contingency plan.

Examination Clashes

Should you identify that you have two or more exams timetabled at the same time, you must see the Exams Officer. Arrangements will be put in place to ensure that JCQ exam regulations are followed. The most likely result will be that you are required to sit your exams one after the other on the same day. In these circumstances, it will be necessary for you to be under supervision from the end of the first exam until the beginning of the next exam. You will, therefore, need to bring a packed lunch and anything you may wish to read. In the event of a late finishing time, arrangements will need to be made for you to get home by you/your family.

On rare occasions there can be exams that clash and are over the total time of 5 hours 30 minutes where you may be required to stay later than the school day. overnight supervision is only to be used as a last resort.

Access Arrangements

Any candidates who require specific arrangements will be aware of what is in place for them and where the exams will take place prior to the examinations. The amount of extra time for each exam will be written on the board along with the start and finish time of the exam.

Results

Student GCSE Results will be available from the school on Thursday 20th August 2026. Exact times will be communicated with students and parents closer to the time. All results will need to be collected in person by the student. If the student is not available, then they can nominate a named person to collect on their behalf. This request must be made in writing to the exams officer.

Details of post results services will also be made available to students within their results pack.

Collection of certificates - please note these will not be available until November 2026 at the earliest. The exams officer will communicate via email to parents, the arrangements for collection of the certificates.

Things to remember in your exam

If you feel you have forgotten everything, it may be just nerves. Take deep breaths to help you stay calm.

Read the instructions — Make sure you know what is expected.

Take your time — Read the questions carefully. If you cannot answer a question, move on to the next question and return to it later. Make sure you check the back of the paper in case there is a question printed on it.

Write in black ink (biro) within the designated spaces. Exam papers are electronically scanned they are marked by exam boards this way, so it is important that you do not write outside of the lines. You can put your hand up if you require additional answer booklets.

Use the allocated marks to help you know how much time to spend on a question.

Remember to cross through any work you do not want marked with a single line.

Allow time to check your answers.

Do your best!

JCQ

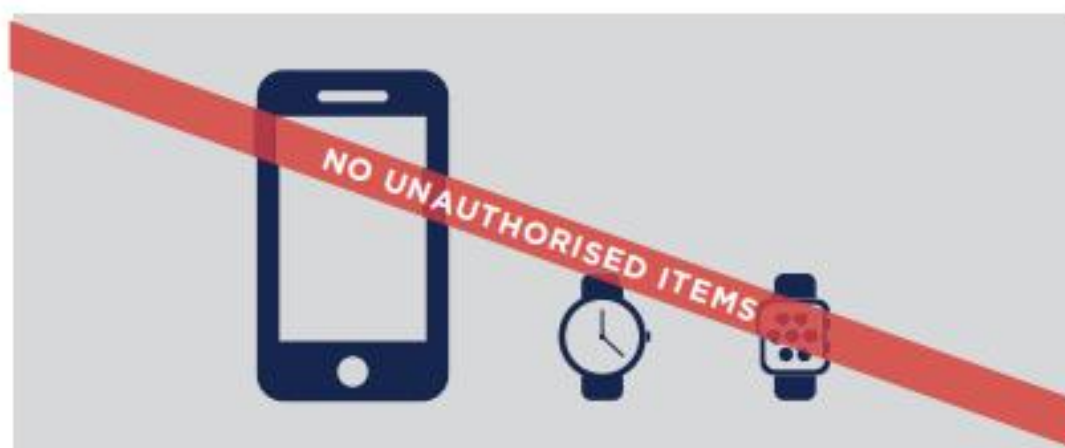
On the following pages, you will see information from JCQ.

The mobile phone poster and Warning to Candidate poster is displayed outside the exam room.

There is also candidate information which you should read covering written exams, social media, coursework and JCQ privacy notice.

NO MOBILE PHONES NO WATCHES

**NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL 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.

Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 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 examination or 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.

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.

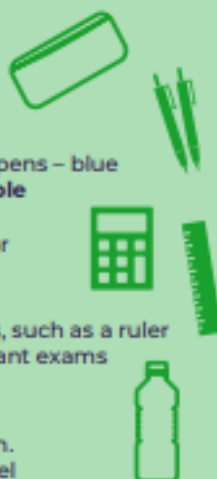
What you cannot take into your exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)
- ☐ smart devices (e.g. Airbuds, smart glasses or tablets)



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 an additional answer sheet, raise your hand and wait for an invigilator to provide one. Remember to add your details to this sheet.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator to 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 2026 exam timetable on the morning and afternoon of 24 June 2026. Make sure you are available on 24 June 2026.

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

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/sell or 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:
jcq.org.uk/exams-office/information-for-candidates-documents



Information for candidates

AI (Artificial Intelligence and assessments)

What is AI?

AI stands for artificial intelligence and can be used to create text, images, videos, music and artwork based on instructions given to an AI tool.



What is an AI tool?

AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*



*The list of certain suppliers of AI-related products is for information purposes only and does not constitute an endorsement by JCQ and awarding bodies. It is each centre's responsibility to investigate and verify any suppliers they use, including any terms and conditions which govern the sale or use of the supplier's products. The list provided is not exhaustive.

When can I use AI?

- Your teachers may use it in class when teaching the course, but remember teaching in the classroom is not an exam!
- There are some assessments where you can use AI – your teachers will tell you if you can or cannot use an AI tool.
- Remember, the rules are different for different assessments and subjects, so always check with your teachers first!
- When an AI tool is allowed, **you must acknowledge**** the AI tools and the material produced by the AI tool that you have used in your work. If you do not acknowledge AI use, it will be **considered as cheating**.



When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply.



- This is what exam boards call **AI misuse and is a form of cheating**.

****Acknowledgment** – 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, for example, ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025.

IF YOU USE AN AI TOOL, YOU CANNOT GET MARKS FOR WHAT THE AI TOOL HAS PRODUCED, AS IT IS NOT YOUR OWN WORK

If I'm allowed to use AI, how is this breaking the rules?

- AI misuse is when you use an AI tool in an exam or assessment where you are not allowed to; and/or
- Where you use an AI tool to create work and then say it's your own.



How to make sure you don't misuse AI

DECLARE

- Remember to sign your declaration form when handing in your work for final assessment.
- Your signature on the declaration form tells your teacher and the exam board that you are saying all the work you're handing in is your own.
- If you have used an AI tool, **you must declare***** that you have used it before signing the declaration form!

*****Declare** – this means that 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.

ACKNOWLEDGE

If you are allowed to use an AI tool in your assessment (remember to check!), you must do the following:

- reference the AI tool you have used
- give the date of when the AI tool generated the content
- give details of how you used it.
- save screenshots of what you have asked or instructed the AI tool to do and what answer the AI gave you, and include this with the work submitted.

LAST
CHECKS



Know
the rules



Check with
your teachers



ACKNOWLEDGE
and DECLARE



EFFECTIVE FROM 1 SEPTEMBER 2025

Information for candidates

Written examinations

With effect from 1 September 2025

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 any unauthorised material, including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) watches.

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 sanctions and possible disqualification.

- 5** **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 6** **Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
- 7** You **must not** write inappropriate, obscene or offensive material.
- 8** If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 9** **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 permitted equipment needed for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spellcheckers

- 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 its memory;
 - (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 spellchecker 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;
 - (c) you think you have not been given the expected access arrangement(s).
- 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 what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.

Information for candidates

Non-examination assessments

Effective from 1 September 2025

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 information you have is the same, you **must** describe in your own words how that information 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 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 2026.

Where computer-generated content has been used (such as an AI chatbot), your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026. You should also reference the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s) and computer-generated content for reference and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used.

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 could also include AI-produced material. **Plagiarism 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 will be 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.

Sanctions for breaking the regulations

If it is discovered that you have broken the regulations, one of the following sanctions 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 sanction is appropriate.

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



Joint Council for
Qualifications ^{CIC}

Information for candidates

Coursework assessments

Effective from 1 September 2025

Produced on behalf of:



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This document tells you about some things that you **must** and **must not** do when you are completing coursework.

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

If there is anything that you do not understand, you **must** ask your teacher.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources, such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources, or generated from sources, which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

If you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number. For example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2026.

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Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. They will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must each** write up your **own account** of the assignment. Even if the information you have is the same, the description of how that information was obtained and the conclusions you draw from it should be in your own words.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Don't** leave it lying around where your classmates can find it. **Don't** share it with anyone, including posting it on social media. You **must always** keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use any 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.

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