

REIGATE COLLEGE



EXAM AND ASSESSMENT HANDBOOK

2024-25

Contents

1. Introduction	3
2. Purpose of this handbook	3
3. Malpractice.....	3
4. Personal data.....	4
5. Copyright	4
6. Coursework assessments/non-examination assessments	5
7. Written timetabled exams	5
What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)	7
Where you will take your exams	7
What time your exams will start and finish.....	7
Supervision during your exams	8
Exam room conditions.....	8
How your identity is confirmed in the exam room.....	8
What equipment you need to bring to your exams	9
Using calculators	9
Food and drink in exam rooms.....	10
What you should wear for your exams	11
Where your personal belongings will be stored during your exam	11
What to do if you arrive late for your exam.....	11
What to do if you are unwell on the day of your exam.....	11
What happens if you have an unauthorised absence from your exam.....	11
What happens in the event of an emergency in the exam room.....	11
Candidates with access arrangements/reasonable adjustments.....	11
8. Results.....	12
9. Post-results services.....	12
10. Certificates	12
11. Complaints & Internal appeals procedure.....	12
APPENDIX 1	13
JCQ Information for candidates - coursework.....	13
JCQ Information for candidates – non-examination assessments	13
JCQ Information for candidates – on-screen tests	13
JCQ Information for candidates – written exams	13
JCQ Information for candidates – social media.....	13
JCQ AI poster for students	14
.....	14

1. Introduction

Reigate College 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.

2. Purpose of this handbook

- To ensure candidates are provided with all the relevant information
- 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 candidate documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures they need to be made aware of

3. 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

Further information can be found in [ICE 24](#) and the Indicative sanctions against candidates (Appendix 6, [Suspected Malpractice: Policies and Procedures](#))

Further guidance can be found under [Information for candidates – social media](#)

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

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

Non-examination assessments and coursework, as example:

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...**

4. 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. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.

Please refer to the [General Regulation](#) section 6

5. Copyright

- The copyright of any form of work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate
- By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence)
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights

Please refer to the [General Regulation](#) section 6

6. Coursework assessments/non-examination assessments

- **BTEC assessment policy**

A copy of the BTEC assessment policy can be found at [College Policies - Reigate College](#)

- **Non-examination assessments (NEA)**

Non-examination assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers. Relevant JCQ information for candidates documents can be found [Information for candidates documents](#)

These instructions apply to all GCE and GCSE specifications with one or more non-examination assessment components, as defined within the awarding body's specification and which contribute to the main qualification grade.

Students will be informed by their teachers when assessment are taking place and relevant deadlines for completion.

Below is a summary of the things you **MUST** and **MUST NOT** do when undertaking non-examined assessments, coursework and internally assessed work that forms part of your qualification.

1. **Your work MUST be your own.**
2. **You MUST meet the deadlines that your teacher gives you.**
3. **You MUST keep your work secure and confidential**
4. **You MUST not write inappropriate, offensive or obscene material.**
5. **You MUST NOT misuse AI**

If 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 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.

- **Internal appeals procedure (NEA)**

Reigate 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. Details of the Internal Appeals Procedure can be found at [College Policies - Reigate College](#)

7. Written timetabled exams

Students will have their exam timetable published on the portal. This will originally show the date and time of the exam, and nearer to the date, the venue and seat number. Any issues with your timetable must be notified as soon as possible to exams@reigate.ac.uk

On the day of the exam candidates must check the personal details, including any access arrangements, on their exam desk are correct. If the information is not correct, students should raise their hand and inform an Invigilator immediately.




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

EFFECTIVE FROM 1 SEPTEMBER 2024

Students are advised to read and take note of the JCQ posters on display outside the exam room




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.

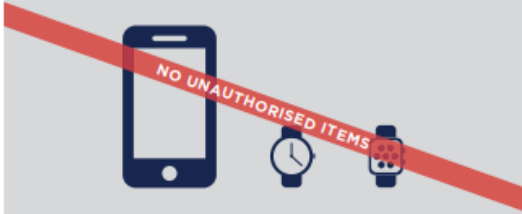
©JCQ 2021 – Effective from 1 September 2021



AQA City & Guilds CCEA OCR Pearson WJEC

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.

©JCQ 2022 – Effective from 1 September 2022

On-screen tests

In a small number of course, students may sit on-screen tests, please review [Information for candidates – on-screen tests](#)

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

Students with a clash of exams will be contacted separately by the exams team to organise the details of how the clash will be managed. This will show on the exams timetable on the portal as 'clash'. This may involve students being supervised during a lunch break or overnight.

Refer to [ICE 7](#)

Where you will take your exams

Most exams will take place in the Sports Hall or another large venue. Where appropriate due to specialist equipment requirements, exams and assessments may take place in classrooms.

What time your exams will start and finish

Exam and assessments generally start at 9:00 (AM) and 13:30 (PM). Students are expected to remain in the examination venue for the full time of the exam or assessment

Supervision during your exams

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

Exam room conditions

The night before the exam it is good practice to check and reconfirm the start time, venue and seat number for the assessment.

Students are advised to arrive to the exam venue at least 30 minutes before the scheduled start of their exam.

Students will be advised by their teachers the location of a room to leave their bags prior to the exam.

A seating plan will be displayed outside of the venue

Candidates will be invited into the venue once the Invigilator team are ready, students are reminded that they are under exam conditions once they enter the room and until you are given permission to leave by the invigilator.

Candidates must listen to and follow the instructions of the invigilator at all times in the exam room

Candidates must not communicate with or disturb other candidates

In the exam room the following will be displayed (centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam)

Any relevant information relating to the completion of the front of their answer books (first name and surname that matches their entry information, candidate number etc.) and that this **must not** be completed until instructed to do so by the invigilator

Any relevant information regarding the use of additional answer sheets/answer books etc.

Candidates must not open the question paper until the examination begins

Further guidance can be found [here ICE 19](#) and [here ICE 23](#).

If a candidate leaves the exam room before 10am and 2:30pm without permission or unaccompanied by an invigilator or a member of SLT, the exams officer will contact the exam boards immediately and will follow JCQ malpractice policy. The lead invigilator will log the incident, and the candidate will not be allowed access to the exam room.

How your identity is confirmed in the exam room

Students must bring their Student ID card to the exam to verify their identity. Students' photos will also be displayed on each exam desk. Invigilators will check the identity of any candidates they suspect do not match the photo. Refer to [ICE 16](#)

What equipment you need to bring to your exams

What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are not acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label

What you cannot take into exams:

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

You **must not** take into the exam room notes, Air pods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams:

A calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations. The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.

Where the use of a calculator is allowed, **candidates are responsible** for making sure that their calculators meet the awarding bodies' regulations.

During an examination a calculator **must not** be able to offer any of these facilities:

- language translators;
- symbolic algebra manipulation;
- symbolic differentiation or integration;
- communication with other machines or the internet.

A calculator **must not** be borrowed from another candidate during an examination.

Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

An invigilator may give a candidate a replacement calculator

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

Refer to [ICE 10](#)

Food and drink in exam rooms

Food is not permitted in the exam room unless for medical reasons. All food items will need to be approved by the exams officer. Water is permitted in the exam rooms in a clear, unlabelled water bottle, please ensure you are aware of which water bottles are accepted by JCQ and which are NOT permitted.

- **Water bottles permitted in the exam room**



- **Water bottles NOT permitted in the exam room**



What you should wear for your exams

We would suggest that students wear comfortable clothes, including layers to regulate their body temperature.

No hats or head coverings are allowed, other than for religious or medical grounds. Students may be required to show their ears by an invigilator to check for earpieces.

Where your personal belongings will be stored during your exam

Your teachers will notify you of rooms available for you to store your personal belongings

What to do if you arrive late for your exam

If students think they will be late for the start of the exam they must email exams@reigate.ac.uk before the start of the exam.

If a student arrives late (up to 1 hour after the published start time) for an exam they may be permitted to complete the exam. They should attend the venue and speak to the Lead Invigilator.

If a student arrives more than 1 hour after the published start time, students should report to reception, and they will be met by a member of the Exams Team. It is highly unlikely they will be able to sit the exam without extenuating circumstances

Refer to [ICE 21](#)

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

If you are unwell on the day of the exam and are unable to attend then either you or your parent/guardian should email exams@reigate.ac.uk

Students must then log a Special Consideration request on the College Portal

If a student is unwell and decides to complete the exam, after the exam they would need to complete a Special Consideration request on the College Portal.

Student will be required to provide evidence in the form of medical records or a doctor's note.

What happens if you have an unauthorised absence from your exam

Students that do not attend an exam with good reason may be charged the exam entry fee in line with the Colleges Charging and Remission Policy

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

In the event of an emergency, Invigilators will guide students as to what they must do.

Candidates with access arrangements/reasonable adjustments

EAs are designed for candidates with the required knowledge, understanding and skills, who are unable to demonstrate these in an assessment in its normal format due to a difficulty or disability. These will be assessed by a member of the Learning Support Team, full details can be found in the Exams Access Arrangements Policy at [College Policies - Reigate College](#).

Students will be able to view the EAA on the college portal prior to their exams taking place.

EAA will be included on the exam desk labels. Students should report to an invigilator if they believe this is incorrect.

8. Results

Students will be issued with results of exams and external assessments to their college email and available on the college portal on the published results day for the exam series.

9. Post-results services

Details for Access to Scripts, Reviews of Results and Appeals Procedures can be found on the college website [Reigate College - Post Results Service](#)

10. Certificates

Student will be invited to collect their exam certificates in the Autumn following their results. Details can be found at [Reigate College - Post Results Service](#)

11. Complaints & Internal appeals procedure

Details of the colleges complaints and appeal process can be found on the college website www.reigate.ac.uk

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>

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>

JCQ Information for candidates – on-screen tests

*You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).*

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

JCQ Information for candidates – written exams

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

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

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>

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

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-office/malpractice/>