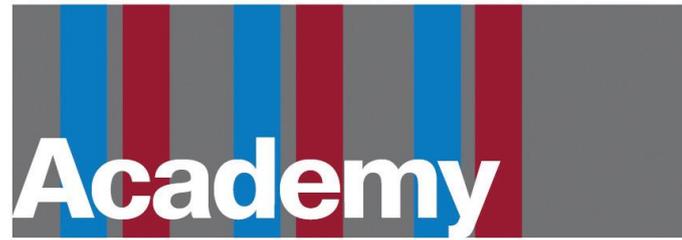


HAMMERSMITH



Guide to Public Examinations 2024 - 2025

**Information for
Students and Parents**

About your exams

The Exams Officer

Ms Lucie Hrabankova is the HA Exams Officer. She is responsible for all aspects of the examination process, this includes:

- Dealing with the entry process
- Smooth running of the exams
- Ensuring the school meets the standard requirements of the examination boards and the Joint Council for Qualifications (JCQ).
- Enforcing rules and regulations and reporting any malpractice or incidents that may occur
- Advice on Access Arrangements and Special Consideration
- Distributing results
- Making any enquiries about the results

If you have any enquiries or problems about any of these issues (or anything else relating to the exam process) please feel free to contact the Exams Office at any time:

Telephone: **0208 2226 226**

Email: datateam@hammersmithacademy.org.uk

Invigilators

- The Academy employs external invigilators to conduct examinations. They should be treated with the same respect afforded all staff.
- Invigilators are in the examination room to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out the extra paper if required and deal with any problems that occur.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Exam dates & Individual Candidate Timetables

For each exam season, each student will receive an individual timetable, which will give them their exam dates and times – **students are responsible for checking their own timetables**. Contact the Exams Officer if you are unsure when to come in for your exams.

- You will be issued with an Individual Candidate timetable before the start of the GCSE/A-Level /BTEC examination period. This shows your own specific examinations with details of the date, time and duration of the exam.
- Exams that do not have a written paper (e.g. Art) will be timetabled by the relevant Head of Faculty, and you will be informed separately of the dates.

General Information for candidates for written examinations



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 subjects.
4. You must not take into the exam room:
 - a. Notes
 - b. An iPod, a mobile phone a MP3/4 player or similar device, or a watch, AirPods, earphones/earbuds
5. Any pencil cases taken into the exam room must be see-through.

Remember: possession of unauthorised material is breaking the rules, even if do not intend to use it, and you will be subject to penalty and possible disqualification.

6. If you have a watch, the invigilator will ask you hand it to them.
7. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
8. Do not talk to or try to communicate with, or disturb other candidates once exam has started.
9. You must not write inappropriate, obscene or offensive material
10. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
11. Do not borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

1. Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2. If you arrive late for an exam, report to the invigilator running the exam.
3. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4. Only take into the exam room the pens, pencils erasers and any other equipment which you need for the exam.
5. You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts etc. unless the instructions printed on the front of the question paper state otherwise.

You MUST bring all equipment to every exam. It is your responsibility to ensure you have everything that you need.

C. Calculators, dictionaries and computer spell-checkers

1. You may use a calculator unless you are told otherwise
2. If you use a calculator:
 - a. Make sure it works properly, check that the batteries are working properly
 - b. Clear anything stored in it
 - c. Remove any parts such as cases, lids or covers which have printed instructions and formulae
 - d. Do not bring into the exam room any operating instructions or prepared programs
3. Do not use a dictionary or computer spell-check unless you are told otherwise

D. Instructions during the exam

1. Always listen to the invigilator. Always follow their instructions.
2. Tell the invigilator at once if:
 - a. You think you have not been given the right question paper or all of the materials listed on the front of the paper.
 - b. The question paper is incomplete or badly printed.
3. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4. **Do not start writing anything until the invigilator tells you to fill all the details required on the front of the question paper and/or the answer booklet before you start the exam. Do not open the question paper until you are instructed that the exam has begun.**
5. Remember to write your answers within the designated section 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 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 should have a problem and are in doubt about what you should do
 - b. You do not feel well
 - c. You need more paper
3. You must not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

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

General Information for candidates for on-screen tests



A. Regulations – Make sure you understand the rules

1. Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2. Do not become involved in any unfair or dishonest practice during the on-screen test.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. Only take into the exam room the materials and equipment which are allowed.
5. You must not take into the exam room:
 - a) notes;
 - b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch, AirPods, earphones/earbuds.

Unless you are told otherwise, you must not have access to:

- a) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
 - b) pre-prepared templates.
6. If you have a watch, the invigilator will ask you to hand it to them.
 7. Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
 8. If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
 9. Do not borrow anything from another candidate during the on-screen test.

Remember: possession of unauthorised material is breaking the rules, even if do not intend to use it, and you will be subject to penalty and possible disqualification.

B. Regulations – Make sure you attend your on-screen test and bring what you need

1. Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2. If you arrive late for an on-screen test, report to the invigilator running the test.
3. If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4. Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spell-checkers

4. You may use a calculator unless you are told otherwise
5. If you use a calculator:
 - a) Make sure it works properly, check that the batteries are working properly
 - b) Clear anything stored in it
 - c) Remove any parts such as cases, lids or covers which have printed instructions and formulae
 - d) Do not bring into the exam room any operating instructions or prepared programs
6. Do not use a dictionary or computer spell-check unless you are told otherwise

D. Instructions during the on-screen test

1. Always listen to the invigilator. Always follow their instructions. If you arrive late for an exam, report to the invigilator running the exam.
2. Tell the invigilator at once if:
 - a) you have been entered for the wrong on-screen test;
 - b) the on-screen test is in another candidate's name;
 - c) you experience system delays or any other IT irregularities.
3. You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions.

You MUST bring all equipment to every exam. It is your responsibility to ensure you have everything that you need.

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 with your computer and are in doubt about what you should do
 - b) You do not feel well
3. You must not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

1. Ensure that the software closes at the end of the on-screen test.
2. If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3. Do not leave the exam room until told to do so by the invigilator.
4. Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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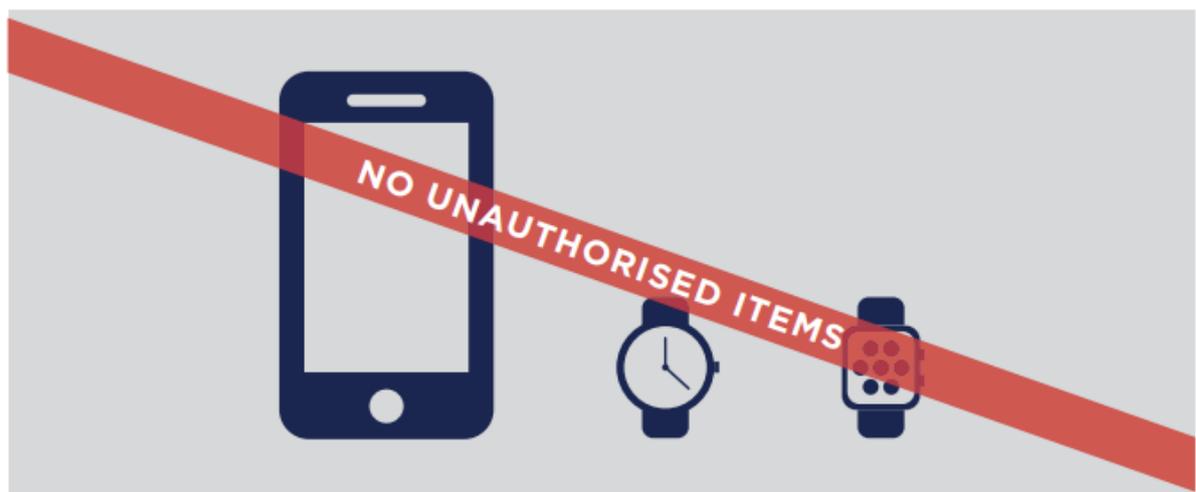
Warning to candidates

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.

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

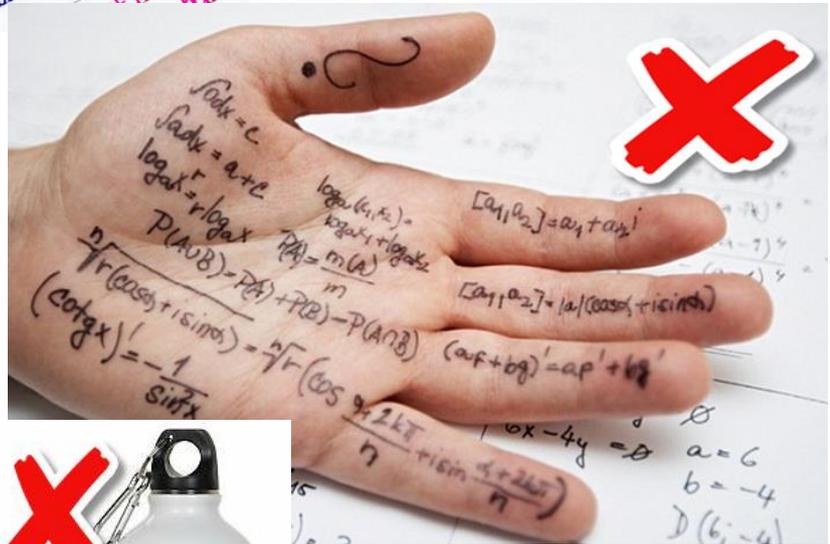
DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

Bad practice

!You MUST not have any items with a print!



Suspected Candidate Malpractice

It is called suspected malpractice because although Schools MUST report any malpractice, the Awarding body looks at the evidence provided and decides if there has been malpractice. The Awarding body also decides if there are to be any penalties and what they will be.

Definition of Candidate Malpractice

'Malpractice', means any act, default or practice which is a breach of the Regulations or which:

- gives rise to prejudice to candidates; and/or
- compromises public confidence in qualifications; and/or
- compromises, attempts to compromise or may compromise the process of assessment,
- the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

Suspected malpractice can be (but not exclusively):

- A mobile phone on a student in the exam room regardless of whether it is on or off.
- Unauthorised materials in the exam hall (could be revision notes, letters, class timetables, make up etc).
- Any watch or electronic item on a student in the exam room.
- Not obeying instructions such as making noises, distracting other candidates, communicating with other candidates in the exam room, being rude to centre staff.
- Having an unfair advantage over other students intentionally.
- Signing a document to say coursework is all your own work when it is copied or not credited to other sources (called plagiarism).

Frequent requests to leave an examination hall can raise suspicion of malpractice due to the disruption they cause to the test environment and the potential for accessing unauthorised materials or assistance outside the designated area. This behaviour deviates from standard test-taking procedures, leading invigilators to question the integrity of the examination and potentially investigate for violations of exam rules.

If an incident has occurred during an exam, the candidate will be allowed in most cases to complete their exam.

In the event of suspected malpractice:

When the exam has finished, the candidate will be accompanied to a quiet room or kept behind to discuss what has happened. The candidate will be given an opportunity to write a candidate statement, which should be signed and dated. This is the candidate's chance to tell us in their own words:

- What has happened
- If there were any circumstances that led up to the incident
- If they are sorry
- If they had any intention to commit suspected malpractice

The Exams Officer will:

- ask the centre staff involved to write witness statements.
- advise the candidate about the process, their rights, and timescales involved.
- inform the Head of Centre about the incident, and may decide to call a senior member of staff to be present in the room when talking to the candidate.
- will notify the awarding body and send any relevant evidence.
- Will confirm actions to the candidate in writing, and their parents/carers.

When the Head of Centre has received the awarding body's decision, the Exams Officer will advise the candidate and their parents/carers in writing.

The candidate has a right to request an appeal if they are not happy with the decision, and the Head of Centre will decide whether this is appropriate. The final decision is made by the Head of Centre.

There are several penalties that could be applied if an exam board decide that malpractice has been committed:

- Warning
- Loss of all marks for a section / component or a unit
- Disqualification from a unit / all units in one or more qualifications
- Disqualification from a whole qualification / all qualifications taken in that series
- Candidate debarral

Information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators and other appropriate authorities.

The infographic is titled "Information for candidates Using social media and examinations/assessments". It features a dark purple header with the JCQ logo. The main content is on a light purple background. On the left, there is a text box with a warning: "While we like to share our experiences online, when it comes to exams, we have to be careful." Below this are five bullet points about sharing information online. At the bottom left is a photo of hands holding a smartphone. The center features a large graphic of a laptop displaying three sections: "Things to do on social media" (Have fun, Be responsible, Report any exam content), "Things not to do on social media" (Buy/ask for/share exam content, Pass on rumours, Share work, Work with others), and "If you do any of the above activities, you may:" (Receive a written warning, Lose marks, Be disqualified, Be banned). To the right of the laptop is a speech bubble icon and a smartphone icon with a yellow circle containing the text: "Please take the time to familiarise yourself with the JCQ rules: [jqc.org.uk/exams-office/information-for-candidates-documents](\"http://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/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://www.jcq.org.uk/exams-office/information-for-candidates-documents)

(Information about exam malpractice can be found on the JCQ website at <http://www.jcq.org.uk/exams-office/malpractice>)

AI USE IN ASSESSMENTS

Protecting the Integrity of Qualifications

What is AI use and what are the risks of using it in assessments?

AI use refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead towards qualifications.

While the range of AI tools, and their capabilities, is likely to expand greatly in the near future, misuse of AI tools in relation to qualification assessments at any time constitutes malpractice.

AI chatbots are AI tools which generate text in response to user prompts and questions. Users can ask follow-up questions or ask the chatbot to revise the responses already provided. AI chatbots respond to prompts based upon patterns in the data sets (large language model) upon which they have been trained. They generate responses which are statistically likely to be relevant and appropriate.

The use of AI chatbots may pose significant risks if used by students completing qualification assessments. As noted above, they have been developed to produce responses based upon the statistical likelihood of the language selected being an appropriate response and so the responses cannot be relied upon. AI chatbots often produce answers which may seem convincing but contain incorrect or biased information. Some AI chatbots have been identified as providing dangerous and harmful answers to questions and some can also produce fake references to books/ articles by real or fake people.

What is AI misuse?

As has always been the case, and in accordance with the *JCQ General Regulations for Approved Centres* students must submit work for assessments which is their own. This means both ensuring that the final product is in their own words, and isn't copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work. Students are expected to demonstrate their own knowledge, skills and understanding as required for the qualification in question and set out in the qualification specification. This includes demonstrating their performance in relation to the assessment objectives for the subject relevant to the question/s or other tasks students have been set. Any use of AI which means students have not independently demonstrated their own attainment is likely to be considered malpractice. While AI may become an established tool at the workplace in the future, for the purposes of demonstrating knowledge, understanding and skills for qualifications, it's important for students' progression that they do not rely on tools such as AI. Students should develop the knowledge, skills and understanding of the subjects they are studying.

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

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

- Answering questions
- Analysing, improving, and summarising text
- Authoring essays, articles, fiction, and non-fiction

- Writing computer code
- Translating text from one language to another
- Generating new ideas, prompts, or suggestions for a given topic or theme
- Generating text with specific attributes, such as tone, sentiment, or formality
- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies.

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

Emergency evacuation procedure (exams)

The invigilator will take the following action in an emergency, such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

Frequently Asked Questions

What time does my exam start?

MORNING EXAM SESSION - the exams will start any time from 8.30am

AFTERNOON EXAM SESSION - the exams will start any time from 1pm

Exam dates and start times are set by the exam boards and are therefore non-negotiable. Students must arrive in good time for their exams. The length of each exam varies so end times are not published.

Students should be very careful to check if their exam is in the morning or the afternoon. **You cannot sit the exam if you turn up at the wrong session.**

You should follow your own exam timetable to find out when you should come in for an exam. It will look like the one below:

Date	Start	Duration	Board	Level	Element	Component
TBA	N/A	0	EDEXL/GCE	GCE/A	9CH0: Chemistry	9CH0 E: Core Practicals
Wed 24/05/2023	13:00	135	OCR	GCE/A	H556A: Physics A	H556/01: Physics A: Modelling Physics Wtn
Thu 25/05/2023	13:00	90	EDEXL/GCE	GCE/A	9FM0H0: Further Mathematics Option H0	9FM0 01: Core Pure Maths.1

I have an exam what should I do?

- Arrive at school in good time (**at least 30 minutes before the start of your exam**) to check the location of the exam.
- Have any equipment organised, out of bags and ready to take into the exam room.
- **Check on the poster displayed for your seat number.**
- Enter the exam room calmly and in silence.
- Hand in any unauthorised items such as notes, flashcards, iPod, a mobile phone, a MP3/4 player or similar device, or a watch, **AirPods, earphones/earbuds**
- Sit the exam ensuring they act in accordance with the rules and regulations.

What should I wear?

All students are expected to observe the usual formal dress code. No hats.

You should make sure you have layers that are appropriate to the weather. Students should **not** be wearing external coats.

Can I have a drink in the exam room?

You are advised to bring a small drink with you, no fizzy or hot drinks are allowed. **If you bring a bottle of water into the examination, the bottle must be see-through and the label needs to be removed.**

Can I go to the toilet during the exam?

It will not always be possible for you to use the toilet during an exam. You should make sure you use the toilet before going into the exam room. If you need to use the toilet during the exam, please note that you will **not be allowed during the first 30 minutes and the last 30 minutes** of the exam that is 2 hours or longer, and you will have to be escorted. There are no toilet breaks in the exams that are 1h 45 minutes or shorter. **Students don't get back any time lost when using the toilet during the exam.**

How do I behave in the exam room?

The school has a duty to ensure students follow the rules and regulations set down by the Exam Boards and the Joint Council for Qualifications.

The Notice to Candidates gives general guidelines about what you must do and how you should behave.

The main things you need to remember include:

- **You need to be silent from the moment you walk through the door to the exam room and remain silent until you have left the exam room.**
- **You should not communicate with any other student in the exam room – this includes eye contact, speaking or signalling. Turning or looking around is a distraction to others and could be seen as cheating.**
- **You should face the front of the room for the whole exam.**
- You should hand in any items you are not allowed to have on you in the Exam room
- **You should listen carefully to the instructions you are given.**
- You should not create any kind of disturbance during the exam.
- **At the end of the exam you MUST stop writing as soon as the exam has ended.**

Be aware that any disruption or signs of rule-breaking will be reported to the exam board immediately. You risk being disqualified from all your examinations.

The Exams Officer has the right to remove any student causing any kind of disturbance. Once you have been removed from the exam room you will not be allowed to go and complete your exam.

What must I do with my mobile phone, wristwatch or any other unauthorised items?

You must hand in any items such as mobile phones or a watch at the start of the exam. These items should be switched off.

You should not have mobile phones, MP3 players, watch or earphones with you, in your pocket. If you have bought these items in the exam room they need to be handed in. On your desk, you will see a card with your name and exam details. There will also be a clear plastic bag where you should put any equipment authorised by the exam bodies. An invigilator will come and collect those bags before the exam starts. If the label does not have your name on it, please stay seated and put your hand up for assistance. At the end of the exam, you should ensure you get your equipment back.

You risk being disqualified from ALL your exams if you do not hand these items in switched off.

All incidents with mobile phones must be reported by the Exams Officer to the exam board.

How are the exams started?

Every exam at HA is started in the same way. Students will be asked to hand in any unauthorised items. The SLT/Exams Officer or the Lead Invigilator will then remind students of the rules and regulations. **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 before you start the exam. Do not open the question paper until you are instructed that the exam has begun.** The exam will then start.

What do I do if I am late?

You should ensure you leave home enough time to arrive no later than 8.30am for a morning exam and 1pm for an afternoon exam.

If you are running late you should get to school as soon as possible.

You will be asked to wait to speak with the Exams Officer before you enter the exam room.

What happens if I miss an exam?

You are expected to attend every exam you have been entered for.

A register is taken as soon as the exam has started, any student absent at this time will be telephoned on the contact number(s) provided.

You will be given a U grade for the examination you miss.

What do I do if I have more than one exam at the same time?

When you receive your exam timetable you should look through it very carefully to check that you do not have a 'clash' (more than one exam at the same time). Sometimes the exam boards timetable exams from the same subject so they run after each other, but this is okay. If you have more than three hours of exams in either the morning or the afternoon session, the Exams Officer may arrange for you to do the exam at a different time on the same day. The Exams Officer will decide in what order you should do the exams. You will not be able to change this order.

What if I finish my exam early?

If you finish your exam early you will not be allowed to leave the exam room. You should use all the available time to ensure you have done the best you can with your exam and check over all your answers. If you finish early you must sit quietly until the exam has ended. Failure to do this could result in you being disqualified from all your exams.

Results

Results Day

Thursday 20 March 2025

Results will be emailed to students with an attachment to the students' Hammersmith Academy email address.

Hammersmith Academy examination policies and notices are available on the academy website: <https://www.hammersmithacademy.org/information/exam-information>