

2024/2025 Exam Changes

Key changes and updates for the new
academic year

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Objectives

- To highlight and confirm a range of key changes and updates
- To understand and discuss the impact of these upon your role and in your centre
- To help you prepare for the new academic year
- To suggest good practice and hints and tips
- To network with colleagues
- To provide an opportunity for you to ask questions



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Areas covered

- Review of the Summer 2024 series
- Key changes and updates to the JCQ regulations and instructions for 2024/2025
- DfE and Ofqual update
- The Exams Office and NAE0 update

Content correct at time of printing – August 2024



Review of Summer 2024

JCQ centre inspections 2023/2024

A summary of the JCQ centre
inspections held during 2023/2024
(includes Summer 2024)



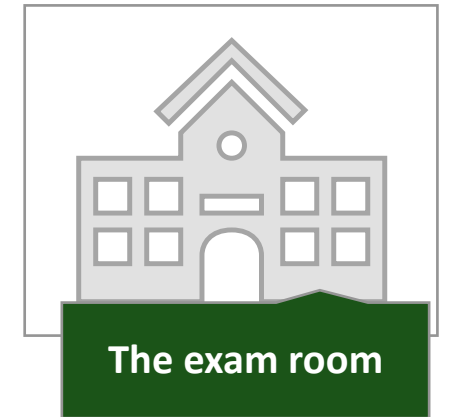
JCQ centre inspections in 2023/2024

Type	2023/2024	% centres with issues	2022/2023	% centres with issues
Access arrangements inspection	677	67%	667	52%
General inspection	6045	55%	5714	53%

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JCQ centre inspections – Summer 2024

- Top issues identified by JCQ Centre Inspectors in Summer 2024



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JCQ centre inspections – Summer 2024

Issue	Areas to note/check
Contingency plan	<ul style="list-style-type: none">Contingency plan requirements – the name/details of the alternative site and the impact of a cyber-attack
Invigilator training	<ul style="list-style-type: none">If exams are held in November, invigilators must be trained/updated before the series startsAll invigilators/facilitators who support access arrangements must be trainedInvigilators must not read the question paper or use their mobile phone (other than to contact the exams officer)
Handling secure materials	<ul style="list-style-type: none">The required logs are kept and are available for inspectionRegulations for splitting question papers – packet(s) must be opened in the secure room
Policies and procedures	<ul style="list-style-type: none">Policies and procedures required for inspection are updated (where required)
The exam room	<ul style="list-style-type: none">Exam room set-up – complete pre-exam checks on all exam rooms being used



Joint Council for
Qualifications ^{CIC}

JCQ changes

This section covers a selection of the changes for 2024/2025

The JCQ documents for 2024/2025 need to be read in their entirety by the relevant members of centre staff

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Who should read the JCQ documents?

JCQ document	Exams officer	Head of centre	Senior leader	SENCo	Teacher	Other
General Regulations	✓	✓	✓			
ICE / ICE for Functional Skills	✓	✓	✓			
Access Arrangements			✓	✓		
Suspected Malpractice	✓	✓	✓	✓	✓	✓
Special Consideration	✓	✓	✓			
Non-Exam Assessment		✓	✓		✓	
Coursework		✓	✓		✓	
Post-Results Services	Not specified in the document					
Appeals	✓	✓	✓			

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General Regulations for Approved Centres

Key changes for 2024/2025

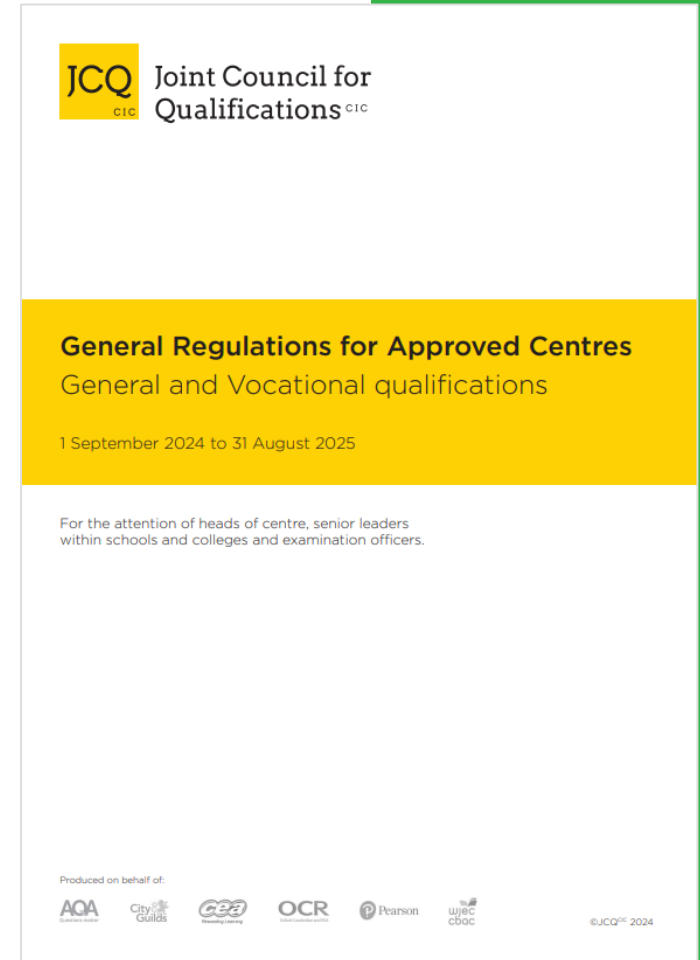


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Title page
Section 1.6

Scope of the regulations

- The document applies to general and vocational qualifications – this is now highlighted on the title page
- The qualifications covered by the document now includes City and Guilds Level 2 and Level 3 Technical qualifications



Key changes for 2024/2025

- A table listing the key changes for 2024/2025 is included in the document

Key changes for 2024-25

Page number	Section	Paragraph	Summary of change
7	3	3.10	Where a centre is at risk of closing or is intending to close, it must note the steps to be taken.
8-9	3	3.16 to 3.19	New section on resilience and contingency arrangements.
9	3	3.20 to 3.21	New section on cyber security.
12-14	5	5.3 (b), (c), (m), (n) and (q)	Additional responsibilities for heads of centre to note.
15	5	5.3(z)	Required policies for inspection to be reviewed and updated annually.
15	5	5.3(z)	The centre's written malpractice policy to acknowledge the use of AI.
18	5	5.7(i)	Arrangements for backing-up candidates' work.

Third party arrangements

- An addition has been made to the table identifying examples of the key third party arrangements that must be covered, along with acceptable exclusions:
 - A teacher examiner conducting a MFL Speaking assessment contracted directly by the centre is excluded from third party arrangements

Centre status

- **If the centre is at risk of closing or is intending to close**, it must take all reasonable steps to protect the interests of the candidates
- The centre must also notify each of the awarding bodies it is approved with. The awarding body will take all reasonable steps to protect the interests of the candidates



2023/24 regulations

‘In the event of a centre ceasing to operate it must take all reasonable steps to protect the interests of the candidates’

Resilience and contingency arrangements

- A new section on resilience and contingency arrangements has been added (3.16 – 3.19)

Resilience arrangements

- Centres must ensure they are familiar with the regulators' guidance on ensuring resilience in the qualifications system. Centres should consider putting in place a process for gathering evidence of candidate performance in line with the published guidance
- Links to the relevant guidance documents published by Ofqual, Qualifications Wales and CCEA Regulation are provided

Resilience and contingency arrangements

Contingency arrangements

- All centres must have an up to date written contingency plan
- The contingency plan must cover all aspects of examination/assessment administration and delivery
- Senior leaders must have robust contingency arrangements in place that will minimise the risk to examination/assessment administration and delivery and any adverse impact on candidates



The written contingency plan was formerly called the written examination contingency plan

Resilience and contingency arrangements

Contingency arrangements

- The contingency plan must cover the following scenarios:
 - The head of centre, relevant senior leader(s) with oversight of examination and assessment administration, SENCo/ALNCo, examinations officer or any other key staff essential to the examination process being absent at a critical stage of the examination cycle
 - The potential impact of other events such as flooding which could lead to all or parts of the centre becoming unavailable
 - Potential issues with the centre's IT systems

Resilience and contingency arrangements

Contingency arrangements

- As part of their contingency plan centres must identify an alternative site if examinations cannot be conducted at the registered address
- Larger centres may require more than one potential alternative site or different sites for different Year Groups
- The following guidance will provide a framework for senior leaders to build and shape a plan/policy in light of their local circumstances:
 - www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland
 - www.jcq.org.uk/exams-office/other-documents/preparing-for-disruption-to-examinations



See the
*Contingency
Planning* section of
the Senior Leader
and Line Manager
Exam Support
website

Resilience and contingency arrangements

Contingency arrangements

- Each centre must have at least one senior member of staff (senior designated contact) who is available to manage emergency requests from awarding bodies that are results related during the summer holidays. However, a number of contacts can be provided to reduce the risk of this falling on one individual throughout the summer holidays
- Centres must ensure that candidates' work is backed-up and should consider the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up. Centres must implement appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks

Written contingency plan – summary

The 2024/2025 written contingency plan must include/cover/consider:

1. All aspects of examination/assessment administration and delivery
2. Robust arrangements to minimise risk and adverse impact on candidates
3. Absence of key staff at a critical stage of the exam cycle
4. Impact of events leading to all or parts of the centre being unavailable
5. Identification of alternative site(s) if exams can't be conducted
6. Potential issues with the centre's IT systems
7. Senior designated contact
8. Back-up/protection of candidates' work in the event of IT issues/cyber-attack
9. The use of the joint contingency plan guidance as a framework

2023/2024 requirements – reminder

1. Cover all aspects of examination administration
2. Allow members of the senior leadership team to act immediately in the event of an emergency or where the head of centre, examinations officer or SENCo is absent at a critical stage of the examination cycle
3. Reinforce procedures in the event of the centre being unavailable for examinations, or on results day, owing to an unforeseen emergency
4. Consider the potential impact of a cyber-attack

Cyber security

- A new section on cyber security has been added (3.20 – 3.21)
- The awarding bodies will maintain high standards of cyber security to:
 - Safeguard sensitive information provided by centres, including personal candidate data
 - Protect the integrity of secure electronic assessment materials

Cyber security

- The head of centre must ensure there are procedures in place to maintain the security of user accounts by:
 - Providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret
 - Providing training for staff on awareness of all types of social engineering/phishing attempts
 - Enabling additional security settings wherever possible
 - Updating any passwords that may have been exposed
 - Setting up secure account recovery options
 - Reviewing and managing connected applications

Cyber security

- The head of centre must ensure there are procedures in place to maintain the security of user accounts by:
 - Monitoring accounts and regularly reviewing account access, including removing access when no longer required
 - Ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document *Guidance for centres on cyber security*: www.jcq.org.uk/exams-office/general-regulations. Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements
 - Reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body



The **JCQ *Guidance for centres on cyber security*** document covers:

- Account management best practices
- Cyber security best practice

These guidelines align with industry best practice

Communication

- Centres must provide appropriate support and information to parents and candidates, including private candidates, where required. This would include, for example, information about access arrangements, special consideration and post-results services
- Centres **should not** advise parents/candidates to contact awarding bodies/JCQ directly. If contacted, the awarding body/JCQ will **normally** direct the parent/candidate back to the centre
- In exceptional circumstances an awarding body may communicate directly with a parent or candidate. For example, where the parent wishes to make a formal complaint and has exhausted the centre's own complaints process



2023/24 regulations
'Centres **must not** advise
parents/candidates to
contact awarding
bodies/JCQ directly'

Centre management

- The head of centre must ensure:
 - Appropriate controls are in place which **ensure** accurate data is submitted to the awarding bodies **by the required deadlines**, e.g. entries, internally assessed marks
 - All reasonable steps are taken to **respond promptly** to requests for information or documentation made by an awarding body or regulatory authority

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Section 5.3b

Section 5.3c

Centre management

Additional responsibilities for heads of centre to note are included in section 5.3

Recruitment, selection, training and support

- The head of centre must ensure:
 - Teaching staff do not use artificial intelligence (AI) as the sole means of marking candidates' work
 - Relevant senior leader(s), **teachers**, the examinations officer and the SENCo (or an equivalent member of staff such as ALNCo) receive appropriate training and support to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ **and awarding body regulations**



See also:
*JCQ Instructions for
conducting non-
examination
assessments, 6.1*

*JCQ Instructions for
conducting
coursework, 8.1*

Centre management

Recruitment, selection, training and support

The head of centre must ensure:

Exams officer

- The examinations officer understands relevant awarding body and JCQ documentation and has sufficient time to perform their role

SENCo

- The SENCo understands the JCQ document *Access Arrangements and Reasonable Adjustments* and is given sufficient time to manage the access arrangements process within the centre



2023/24 regulations

‘The head of centre must ensure that the exams officer has sufficient time to perform their role and familiarise him/herself with relevant awarding body and JCQ documentation’

‘The head of centre must ensure that the SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ document *Access Arrangements and Reasonable Adjustments*’

Centre management

Recruitment, selection, training and support

The head of centre must ensure:

Senior leadership team

- Any member(s) of the senior leadership team who are responsible for examination administration familiarise themselves with relevant awarding body and JCQ documentation. This will ensure the examinations officer and the SENCo are supported as well as ensuring effective centre decision making in line with the published regulations

Teachers

- Teachers understand the relevant awarding body and JCQ documentation for the qualifications they are delivering to ensure they are delivered in line with the relevant regulations

Centre management

External and internal governance arrangements

- The head of centre must ensure a member of the senior leadership team **who has a good working knowledge of the examination system**, will provide effective **line management** support and supervision of the examinations officer to ensure that the integrity and security of examinations and assessments is maintained throughout an examination series



2023/24 regulations

‘The head of centre must ensure that the examinations officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system’

Previously located in ‘Centre management – recruitment, selection, training and support’)

Centre management

Security of assessment materials

- All reasonable steps must be taken to maintain the integrity of the examinations/assessments, including:
 - Ensuring the security of all assessment materials
 - Ensuring that assessment materials supplied to the centre by the awarding body, including pre-release materials and set assignments, and information about their contents are only shared with appropriate centre staff and candidates and are not shared outside of the centre
 - Reporting immediately to the awarding body/bodies any potential or actual breach of examination or assessment materials

Centre management

Security of assessment materials

- There must be arrangements to access, download, print (where appropriate) and store electronic assessment materials safely and securely at all times in accordance with section 4 of JCQ *Instructions for conducting examinations 2024/2025*

Centre management

National Centre Number Register and other information requirements

- Greater clarity given on the centre contact details which must be provided:
 - A physical address – this must be the registered address of the centre
 - A landline telephone number – this must be the number of the main office/switchboard of the centre
 - A contact email address for communications – this must be the email address of the person or team responsible for the administration of examinations. Personal email addresses are not acceptable. Note: Except for WJEC, if this is a shared email account it must not be used to access awarding body secure websites
 - The name of the head of centre and their email address
 - Senior designated contact details – these must be the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue

Centre management

National Centre Number Register and other information requirements

- Centres must inform the National Centre Number Register Team immediately (email address – ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place
- This must be on centre headed stationery which can be sent as an email attachment **including the signature of the head of centre**

Centre management – policies for inspection

- The policies required to be available for inspection must be reviewed and updated annually

Written contingency plan

- The contingency plan must cover all aspects of examination/assessment administration and delivery. The requirements are covered in section 3.17

Written internal appeals procedure

- The procedure must cover at least appeals regarding internal assessment decisions, **access to** post-result services and appeals, and centre decisions relating to access arrangements and special consideration

Centre management – policies for inspection

Written malpractice policy

- The policy must also acknowledge the use of AI (e.g. what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice)

Written policy regarding the management of non-examination assessments

- Non-examination assessments includes controlled assessments and coursework
- The specific reference to A Levels and GCSEs has been removed



See also
section 5.7h
(‘Centre-
assessed
work’)

Access arrangements and reasonable adjustments

- The head of centre/senior leadership team will:
 - Appoint a SENCo, **or an equivalent member of staff, who will coordinate the access arrangements process** within the centre and determine appropriate arrangements for candidates with learning difficulties and disabilities, **candidates for whom English is an additional language, as well as those with a temporary illness or temporary injury**
 - Ensure there are appropriate resources in place at the time of examinations/assessments to meet candidates' needs, e.g. sufficient readers and scribes
- Specific references to A Levels and GCSEs have been removed

Entries

- The centre will submit registrations, examination entries and certification claims by the deadline(s) **and comply with the requirements of the specification including any terminal rules which need to be met at the point of certification**

- The following has been removed from section 5.6:
 - The guidance for WJEC Level 1 and Level 2 Vocational Awards (Technical Awards) specifications
 - The guidance for centres outside England on unitised GCSE specifications and WJEC Welsh Second Language

Centre-assessed work

- The centre will ensure that where candidates are taking non-examination assessments, teaching staff check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre's safeguarding responsibilities
- Centres must ensure that candidates' work is backed-up and should consider the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up. Centres must implement appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks



See also
section 3.19
(‘Resilience and
contingency
arrangements’)

Candidate information

- The centre will:
 - Ensure that the JCQ *Information for candidates* documents (coursework, non-examination assessments, on-screen tests, social media and written examinations) and **awarding body privacy notices** are distributed to all candidates whether electronically or in hard copy format prior to assessments and/or examinations taking place
 - Draw to the attention of candidates and their parents/carers their written complaints policy **which will cover general complaints regarding the centre's delivery or administration of a qualification and their internal appeals procedure**



See also
section 6.1
(‘Personal
data’)

Results and post-results services

- The centre will report immediately to the awarding body/bodies any potential or actual breach of the results
- The centre will ensure that all private candidates are made aware that all post-results service requests can be made directly through the relevant awarding body



JCQ Post-Results Services June and November 2024, section 4.1.1

- Centres must make candidates aware of the arrangements for clerical re-checks, reviews of marking and reviews of moderation prior to the issue of results
- **Candidates must be provided with written information on the arrangements**

Personal data

- The requirement for centres to bring to candidates' attention the JCQ document *Information for candidates – Information About You and How We Use It* (the Privacy Notice) has been removed
- Centres must ensure **awarding body privacy notices** are distributed to all candidates – see section 5.8c ('Candidate information')

Personal data

- 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
- Where a centre or third party is in possession of any Student Materials for the purposes of candidate assessment, the Student Materials will be held on behalf of the awarding body

Copyright

- The copyright in all question papers, on-screen assessments, computer-based assessments, awarding body set assignments and pre-release materials as well as answer sheets, mark schemes, model answers and specifications, created by an awarding body belongs to that awarding body (save as otherwise specified by the awarding body) (“Assessment Materials”). Permission for a centre to use the awarding body’s Assessment Materials are governed by the terms of the awarding body’s agreement with the centre as referred to in paragraph 3.1
- Candidates should be informed that they may access Student Materials (including examination scripts) through the access to scripts arrangements set out in paragraph 5.13



The copyright section has been reduced

Content on materials submitted by candidates for assessment has been removed and is now covered in the ‘Personal data’ section of the document (see section 6.8)

ExamsTraining

Instructions for conducting examinations (ICE)

Key changes for 2024/2025



Key changes for 2024/2025

- The document has a new design. A print version is available to support centres who wish to provide a printed paper copy to invigilators in the main examination room
- A table listing the key changes is included in the document

Key changes for 2024–25

PAGE	CHAPTER	PARAGRAPH	CHANGE
13	1	1.6	Reminder that care must be taken when handling question paper packets to ensure the packaging is not damaged.
14	2	2.5	Reminder that question papers must always be kept in their sealed packets until signed out for the appropriate exam session.
14	3	3.1	Clarification given on who may be a key holder to the secure room and who may be a key holder to the secure storage facility.
15	3	3.6	Reminder that question papers must always be kept in their sealed packets until signed out for the appropriate exam session.
15	3	3.8	In an emergency situation where the secure room and the secure storage facility cannot be accessed and the centre will need to invoke a contingency arrangement, the JCQ Centre Inspection Service must be contacted immediately.
17	4	4.4	All staff accessing secure assessment material via awarding bodies' online systems must have a device complying with awarding bodies' multi factor authentication (MFA) requirements.
17	4	4.10	Devices used for the purposes of multi-factor authentication (MFA) must never be shared by more than one member of staff.
18	4	4.18	Secure files must be accessed and printed within a secure environment at the centre. Files must not be accessed or printed at alternative locations without the awarding body's prior permission.

Instructions for conducting examinations

1 September 2024 to 31 August 2025

For the attention of heads of centre,
senior leaders within schools and
colleges and examination officers

PRODUCED ON BEHALF OF:



Tip: Click "GO" to begin
navigating this document.

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Keeping question papers secure

- Care must be taken when handling question paper packets to ensure the packaging is not damaged
- Question papers must always be kept in their sealed packets until signed out for the appropriate exam session

The secure room

- Access to the secure room must be restricted to two to six key holders, one of whom must be the exams officer
- The two to six key holders must be permanent members of staff or members of staff who have a formal contract of employment and are subject to standard HR policies and procedures
- Facilities staff may have access to the secure room either as a named keyholder or accompanied by a keyholder

**See also Table 1
(The secure room)**

The key holders must be directly employed by the centre

The secure storage facility

- Access to the secure storage facility must be restricted to two to six key holders, one of whom must be the exams officer
- The two to six key holders must either be part of the exams team or the senior leadership team. A key holder from the exams team must be a permanent member of staff or a member of staff who has a formal contract of employment and is subject to standard HR policies and procedures
- When the secure storage facility is being accessed for the storage and preparation of secure assessment materials the door to the secure room must be closed

The secure room and secure storage facility

- In an emergency situation where the secure room and the secure storage facility cannot be accessed and the centre will need to invoke a contingency arrangement, the JCQ Centre Inspection Service must be contacted immediately

Handling secure electronic materials

Centre authorisation

- At least two and no more than six members of centre staff should be authorised to handle secure electronic materials, one of whom must be the exams officer. **The exception that applied to AQA for one member of staff to be authorised has been removed**

Secure account management

- All staff accessing secure assessment material via awarding bodies' online systems must have a device complying with awarding bodies' multi-factor authentication (MFA) requirements
- Devices used for the purposes of multi-factor authentication (MFA) must never be shared by more than one member of staff



Remember!

Passwords must never be written down or shared (section 4.11)

Accessing secure electronic materials

Accessing and printing secure files

- The release time for electronic question paper materials will be set by the awarding body. It may be varied by the awarding body to protect the security of the examination
- Secure files must be accessed and printed within a secure environment **at the centre. Files must not be accessed or printed at alternative locations without the awarding body's prior permission.** Only authorised members of staff must be present in the room, e.g. exams office staff and a Reprographics Assistant. A subject teacher must not be present in the room

Coloured/enlarged paper

- Where a candidate requires a question paper on coloured paper and/or enlarged from A4 to A3, it is strongly recommended that a PDF copy of the standard question paper is used

AQA, Pearson and WJEC

- Download a PDF question paper from AQA Centre Services, Pearson Edexcel Online (SDS) or WJEC Portal within 60 minutes of the awarding body's published starting time for the examination

CCEA and OCR

- Order a non-interactive PDF question paper using *Access arrangements online*
- The question paper can then be downloaded from the awarding body's secure website within 60 minutes of the awarding body's published starting time for the examination



See also
JCQ *Access
Arrangements
and Reasonable
Adjustments*,
section 6.5.1

Coloured/enlarged paper

- Where a centre requires access to a PDF copy of the standard question paper for this purpose, the 60-minute release time should be considered. An awarding body will not vary the release time for a PDF copy of the standard question paper to accommodate a centre's earlier starting time for the examination
- For City & Guilds centres, a non-interactive electronic (PDF) question paper cannot be requested where a candidate requires a question paper on coloured paper and/or enlarged from A4 to A3



See also
section 6.6
(‘Starting times
for exams’)

Starting times for examinations

- For an examination which lasts one hour or more:
 - Where candidates are taking an examination earlier than the awarding body's published starting time, centres must ensure that question papers used by those candidates **are returned to the centre's secure storage facility until the awarding body's published finishing time of the examination**



2023/24 regulations

'Centres must ensure that question papers used by those candidates are kept in the centre's secure storage facility until one hour after the awarding body's published starting time for that examination'

Timetable clashes

- Centres must not vary the timetable if a timetabled examination clashes with school transport arrangements
- Where a candidate is taking an examination earlier than the awarding body's published starting time due to a timetable clash and a PDF copy of the standard question paper is required, the relevant awarding body must be contacted
- 'Centre supervision' means that a member of centre staff, or an invigilator, will always be in the same room as the candidate(s). **The invigilator must not be the subject teacher for the rescheduled examination**

Section 7.1

Section 7.7

Section 7.8

Overnight supervision arrangements

- The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning
- This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes email, internet, **online streaming services, printed media**, radio, social media (**including messaging apps**), telephone and television



2023/24 regulations

'This includes any form of electronic communication/storage device, e.g. telephone, email, internet and social media. It also extends to television and radio, which could report key details of the day's examinations'

Alternative sites

- An awarding body will not vary the release time for a PDF copy of the question paper to accommodate travel time to the alternative site
- The PDF copy of the question paper must be downloaded and printed within a secure environment at the centre. It must not be accessed or printed at an alternative location without the awarding body's prior permission

Invigilation arrangements for candidates with access arrangements

- It is not acceptable for a centre to use a current student to facilitate an access arrangement
- Where the invigilator additionally acts as a practical assistant, **a prompter**, a reader and/or a scribe, the centre must additionally use a 'roving' invigilator



Reminder (section 13)

The 'roving' invigilator will enter the room at regular intervals to observe the conducting of the examination, ensure all relevant rules are being adhered to and support in maintaining the integrity of the examination



See also
JCQ Access
Arrangements
and Reasonable
Adjustments,
section 4.2.10

Access arrangements

- Closed circuit television (CCTV) has been removed from the list of arrangements which may be provided to candidates at the time of their examinations without prior approval
- Arrangements which may be provided to candidates without prior approval will be determined by the SENCo or an equivalent member of staff

Contingency arrangements

- If the head of centre decides the centre cannot be opened for scheduled examinations, **the centre's contingency plan must be invoked, utilising the centre's alternative site(s)** and the relevant awarding bodies must be informed as soon as possible
- The awarding bodies 'contingency sessions' for examinations in summer 2025 are:

Summer 2025 sessions

Contingency afternoon session	11 June
Contingency day	25 June

Section 15.4

Sections 15.5 –
15.8



See also
*JCQ General
Regulations for
Approved
Centres*, section
3.17



Reminder! Centres must
ensure candidates and
parents are aware of the
contingency arrangements
(section 15.8)

Identifying candidates

- Centres must have a written procedure which details how the identity of all candidates sitting examinations will be confirmed
- Invigilators must establish the identity of all candidates sitting examinations, in accordance with the written procedure



See also
*JCQ General
Regulations for
Approved
Centres*, section
5.9d

Unauthorised items in the examination room

- Candidates must not be in possession of the following items:
 - AirPods
 - earphones/earbuds
 - iPods
 - mobile phones
 - MP3/4 players or similar devices
 - watches
 - **smart glasses**
 - **any other smart devices**

Starting the examination

- Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave:
 - Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. **If they do, this must be reported to the relevant awarding body**
 - Candidates must not open the question paper until the examination begins. **If they do, this must be reported to the relevant awarding body**

Starting the examination

- Candidates must hand in their mobile phones and any other unauthorised items if they have not already done so. This is their final chance. Failure to do so **must be reported to the relevant awarding body** and may lead to disqualification
- For City & Guilds multiple choice examinations, candidates must record their answers on the answer sheet. Answers on the question paper will not be marked



See also
section 26.2.2
(‘Finishing the
examination’)

Leaving the examination room

- Candidates can only leave the examination room where necessary or where supervised rest breaks have been granted by the SENCo
- The centre must ensure that candidates who leave the room do not have access to any unauthorised materials

Invigilator's announcement

- Point 7: Check the day, date, time, subject, unit/component and tier on the front of your question paper now. **Put up your hand if you think you have been given the wrong question paper**



2023/24 regulations

‘Check that you have been given the correct paper for the day, date, time, subject, unit/ component and tier’

Appendix 3

Suggested wording for the invigilator's announcement at the beginning of written examinations

Centres may wish to laminate copies of this announcement or alternatively digitally record it. If using a digital recording centres must consider alternative means of communication for candidates with deafness.

1.	You must now follow the regulations of the examination.
2.	Only material listed on the question paper is allowed in the exam room. You must not have on or near you any other material.
3.	Check your pockets now. Check for things such as notes, books, papers, AirPods, Earphones/ Earbuds, iPods, mobile phones and watches. If you have any unauthorised items in your possession, you must hand them in to an invigilator now. Failure to do so may lead to disqualification.
4.	If you have a watch, hand it to an invigilator now.
5.	(For examinations with books that are allowed, add: check that no notes or papers have accidentally been left inside any book you are allowed to have in the examination room. Check you have the correct edition of the allowed set text(s).)
6.	(For examinations where a calculator is allowed, add: make sure that the lid, case, or cover of your calculator does not have printed formulae or instructions and that you have cleared anything stored in the memory.)
7.	Check the day, date, time, subject, unit/component and tier on the front of your question paper now. Put up your hand if you think you have been given the wrong question paper.
8.	Fill in all the details needed on the front of your answer book (or question paper) in black ink. Make sure you fill these details in on any additional answer sheets that you use. Do not write anything else and do not open the question paper until you are instructed that the exam has begun.
PAUSE TO ALLOW TIME FOR CANDIDATES TO FILL IN THE DETAILS	
9.	Read the instructions on the front of the question paper. (You may read these out to the candidates, if required.)
10.	Check that you have all the materials you need for the exam.
PAUSE TO ALLOW TIME FOR QUERIES	
TELL THE CANDIDATES ABOUT ANY ERRATUM NOTICES	
11.	Remember, you must write clearly and in black ink. You may use pencil for drawings and rough notes.
12.	You must write in the designated sections of the answer booklet.
13.	You must write all rough work in your answer book and neatly cross it through with a single line. (For multiple-choice papers, add: you must do any rough work in the question booklet.)
14.	You must not use correcting pens, fluid or tape, erasable pens or blotting paper. You must not use highlighters or gel pens in your answers.
15.	You must not communicate in any way with, ask for help from or give help to another candidate while you are in this exam room. You should put up your hand to attract the invigilator's attention.
16.	If the fire alarm sounds, remain seated and wait for instructions from the invigilator.
TELL THE CANDIDATES WHEN THEY MAY BEGIN AND HOW MUCH TIME THEY HAVE	

Warning to candidates poster

- The *Warning to candidates* poster in Appendix 4 has been re-designed – the wording/content of the poster has not changed from previous exam series
- Centres may continue to use their existing versions of the *Warning to candidates* poster or use the new candidate friendly re-designed version in this year's ICE document
- The re-designed version and the version used in previous exam series are both available to download from the JCQ website ('Exam Room Posters' section)

Appendix 4 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.

Information for candidates – written examinations and on-screen tests

- Smart glasses and any other smart devices are included in the items which must not be taken into the examination room
- Candidates must not talk to or try to communicate with, or disturb other candidates once **they have entered the exam room**



2023/24 regulations

‘Do not talk to or try to communicate with, or disturb other candidates **once the exam has started**’

Access Arrangements and Reasonable Adjustments

Key changes for 2024/2025

This section highlights the changes most relevant to exams officers





The document
has a new
design!

Key changes for 2024/2025

- A table listing the key changes for 2024/2025 is included in the document
- Before contacting the JCQ and/or an awarding body with a query about access arrangements/reasonable adjustments, the SENCo must ensure that this document or the relevant section of the JCQ document *Instructions for conducting examinations* has been checked. The answers to many queries will be found within these documents



Adjustments for candidates with disabilities and learning difficulties

Access Arrangements and Reasonable Adjustments

This document covers the following qualifications:

AQA Applied General qualifications,
AQA Level 2 Certificate in Further Maths,
AQA Level 3 Certificate in Mathematical Studies,
BTEC Firsts, BTEC Nationals, BTEC Tech Awards, **BTEC Level 2 Technicals**,
Cambridge Nationals, Cambridge Technicals,
City & Guilds Level 2 and Level 3 Technical qualifications,
ELC, FSMQ, **Functional Skills**, GCE, GCSE, OCR Level 3 Certificates,
T-Levels,
Welsh Baccalaureate Qualification (WBQ),
WJEC Level 1 and Level 2 General qualifications,
WJEC Level 1 and Level 2 Vocational qualifications,
WJEC Level 1 and Level 2 Vocational Awards (Technical Awards),
WJEC Level 3 Applied qualifications

1 September 2024 to 31 August 2025

For the attention of SENCos, assessors and senior leaders within schools and colleges.

PRODUCED ON BEHALF OF:



Tip: Click "GO" to begin navigating this document.

ExamsTraining

Qualifications covered

- The following qualifications are now covered by the regulations:
 - BTEC Level 2 Technicals
 - Functional Skills
 - T Levels

Importance of the regulations

- The head of centre must ensure that the SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise themselves with the JCQ document *Access Arrangements and Reasonable Adjustments*
- The head of centre must also ensure that the SENCo and the centre's appointed assessor undertake regular CPD such as attending an annual update course on these regulations



See also
JCQ *General
Regulations for
Approved Centres*,
section 5.3c

Principles for centres

- A centre must make decisions on appropriate access arrangements for their candidates. Although professionals from other organisations may give advice, they cannot make the decision for the centre. They will not have a working knowledge of an individual candidate's needs and how their difficulties impact in the classroom and/or in timed assessments. It is the responsibility of the SENCo to make appropriate and informed decisions based on the JCQ regulations (this paragraph is repeated in section 4.2.1)
- The SENCo must work with the centre's appointed assessor to ensure a consistent, joined-up process. This will also allow the SENCo to discuss individual candidate cases with the assessor before making final decisions

Supervised rest breaks – evidence

- The SENCo must complete the statement within either **Part 1 of Form 8** or **Part 1** of Form 9 to confirm the need for supervised rest breaks
- **Part 1 of Form 8 will be used to confirm the need for supervised rest breaks for those candidates with learning difficulties who also require 25% extra time and/or a scribe**
- **The SENCo** must confirm the nature of the candidate's impairment and that supervised rest breaks reflect their normal way of working within the centre
- A JCQ Centre Inspector may ask to see the completed **Form 8** or Form 9 supporting the awarding of supervised rest breaks. **Specialist evidence is not required for inspection purposes**

Supervised rest breaks – purpose

- The purpose of a supervised rest break is for a break from the examination and **must** not be used as ‘thinking time’



2023/24 regulations

A supervised rest break **should** not be used for ‘thinking time’

Supervised rest breaks – duration

- Clarification on the duration of a supervised rest break has been provided:
 - The statement that there is no maximum time set for supervised rest breaks has been removed
 - A single supervised rest break should be no more than 30 minutes in duration. A supervised rest break will often be shorter than this. Candidates cannot be given as many supervised rest breaks as they like for as long as they like. A supervised rest break will not normally be required within the first 10 minutes of an examination but may be thereafter
 - The **duration of the supervised rest break** must be **determined** by the SENCo based on their knowledge of the candidate's needs and the candidate's normal way of working when placed under timed conditions

25% extra time

- Clarification on the awarding of 25% extra time in a timed Art examination has been provided:
 - 25% extra time would be awarded in a timed Art examination where a candidate has a formally diagnosed medical condition, a physical disability or a sensory impairment which has a substantial and adverse effect on their manual dexterity, their physical coordination. The candidate is demonstrably slower when, for example, mixing paints, painting and/or sketching
- Where a candidate has an approved application for 25% extra time, advice should always be sought from the relevant awarding body as to how the extra time is to be applied in a Listening **and/or Speaking** examination

Computer reader/reader

- English as an additional language has been added to the list of disabilities or access needs which qualify a candidate for a computer reader/reader
- Specialist evidence is not required for a computer reader/reader
- In a paper (or a section of a paper) testing reading a reader may read back, upon request, what the candidate has written without any emphasis on errors. **Alternatively, the candidate may read aloud their answers**

Centre delegated arrangements

- The following arrangements have been added to those that do not require an application via *Access arrangements online* or evidence to support the arrangement for inspection purposes:
 - Non-electronic headphones
 - Timer on candidate's desk – a small countdown clock, a small analogue or digital clock, digital timer
- Closed circuit television (CCTV) has been removed from the list of centre delegated arrangements

Alternative rooming arrangements

- One-to-one invigilation and the use of an alternative room would apply where the candidate has a serious medical condition such as frequent seizures, Tourette's or significant behavioural issues which would disturb other candidates in the examination room
- Alternative rooming arrangements is a new example of arrangements a candidate with sensory and physical needs may require

Access to a mobile phone for medical purposes

- *Access arrangements online* will approve applications where a candidate has a medical condition and when handed their mobile phone by an invigilator to check their medical condition will be individually supervised



2023/24 regulations

'Access arrangements online will approve applications where a candidate with a medical condition will be subject to 1:1 invigilation when in possession of their mobile phone to ensure the integrity of the examination'

New arrangements

- Two new arrangements have been added:
 - Timetable variation on the day of the exam for a candidate with a disability
 - Listening to music/white noise due to substantial impairment
- For those qualifications listed within the *Deadlines for submitting applications for access arrangements/reasonable adjustments and orders for modified papers using Access arrangements online* section (page 12), an application must be processed using *Access arrangements online*

Modified papers

- *Access arrangements online* can now also be used to submit orders for modified papers for:
 - BTEC Firsts
 - BTEC Level 2 Technicals
 - BTEC Nationals
 - BTEC Tech Awards
 - T Levels (Pearson specifications)

- The centre must not use software to convert a non-interactive (PDF) electronic question paper into an interactive format

Applications via *Access arrangements online*

- *Access arrangements online* must now be used for the following qualifications:
 - BTEC Firsts
 - BTEC Level 2 Technicals
 - BTEC Nationals
 - BTEC Tech Awards
 - Functional Skills (AQA and Pearson specifications)
 - T Levels (Pearson specifications)
- Online applications must only be processed where they are supported by the centre and the candidate meets the published criteria for the arrangement(s) with the full supporting evidence in place



See also
'Importance
of the
regulations',
page 8

Applications via *Access arrangements online*

- The following arrangements must be applied for via *Access arrangements online*:
 - Listening to music/white noise due to a substantial impairment
 - Timetable variation on the day of the exam for a candidate with a disability
 - Timetable variation requiring overnight supervision for a candidate with a disability

A guide to the special consideration process

Key changes for 2024/2025

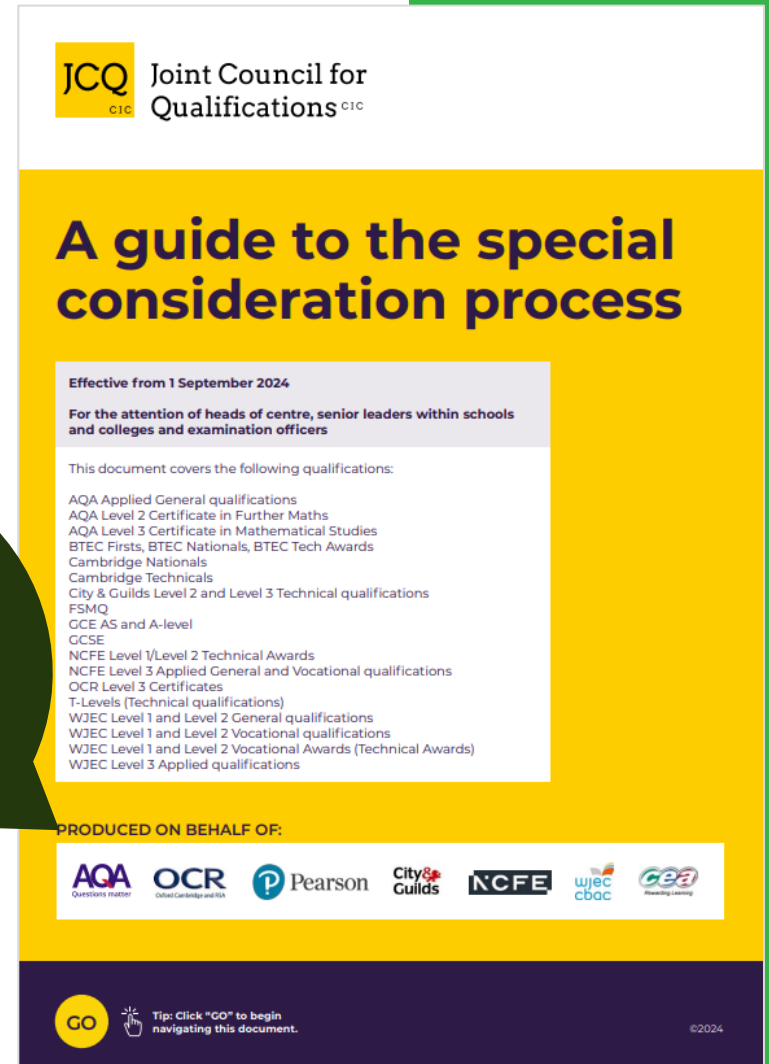


Scope of the regulations

- The document applies to a range of general and vocational qualifications – these are now listed on the title page
- NCFE qualifications are now included



The document
has a new
design!



Special consideration

- Centres must only submit applications for special consideration where an adverse issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment. For example, a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment



2023/24 regulations

'Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment'

Special consideration

- Centres must not submit applications for special consideration for trivial cases. The circumstances which warrant special consideration are set out within paragraphs 2.1 and 3.3
- Examples of trivial cases which would not warrant special consideration include, but are not limited to:
 - A bird tweeting outside the examination room
 - A lorry reversing
 - A toilet being flushed
 - Doors in a corridor adjacent to the examination room opening and closing
 - Very short, momentary noise from, for example, aeroplanes, helicopters, lawn mowers

ExamsTraining

Special consideration

- All assessments measure what a candidate knows and can do. Special consideration can only be awarded where a candidate has been fully prepared for assessments and covered the entire course but their ability to demonstrate their subject knowledge and understanding is materially affected by adverse circumstances beyond their control at the time of the assessment(s)
- Special consideration cannot be applied for because the candidate was not able to develop their subject knowledge and understanding due to absence during the course, joining the course late or teaching and learning being disrupted by staff shortages, planned building work or lack of specialist facilities
- The overall grade(s) awarded must reflect the candidate's level of attainment demonstrated in the assessment(s). Qualifications would not accurately reflect candidates' attainment if special consideration was given to reflect lost teaching and learning

Section 1.6

Section 1.7

Section 1.8

Eligibility for special consideration

- Candidates will be eligible for special consideration if they are participating in sporting events, training camps or other events at an international level at the time of the assessment, e.g. representing their club or country at an international level **for sport on the day of the examination**
- Candidates will not be eligible for special consideration for a minor disturbance in the examination room caused by another candidate, such as momentary bad behaviour, a mobile phone ringing, **or a momentary fire alarm**
- Candidates will not be eligible for special consideration if affected by quality of teaching, staff shortages, **planned** building work or lack of facilities

Candidates who are present but disadvantaged

Changes/additions have been made to the examples of circumstances which must apply at the time of the assessment:

- 4% category of allowance
 - Severe disease (**e.g. cancer**)
- 3% category of allowance
 - Flare-up of a psychological condition, **a mental health condition**
 - **Flare-up of a disability such as Autism**
 - **Crohn's disease**
 - **Cyber-attack significantly affecting the completion of candidates' coursework/non-examination assessments**
- 1% category of allowance
 - Stress or anxiety for which **medical advice has been sought and/or** medication has been prescribed

Candidates who are absent for acceptable reasons

- Additional qualifications have been added to the section on minimum requirements for enhanced grading in cases of acceptable absence:
 - **City and Guilds Level 2 and 3 Technical qualifications:** the synoptic assignment(s) must be completed
 - **NCFE (numerical marked examinations):** 25% of the total qualification must have been completed
 - **OCR Cambridge National and Cambridge Technical qualifications:** one whole unit must have been completed. This can either be a timetabled examination or a moderated unit. Enhanced grading in cases of acceptable absence is only possible in the certification series when all other units within the specification have been completed
 - **T Level Technical qualifications:** one whole sub-component, which can either be an examination or an employer-set project, must have been completed
 - **NCFE T Level Technical qualifications:** 25% of the Occupational Specialism must have been completed. Enhanced grading cannot be applied to practical assignments

Other problems

- There are circumstances which are accidental and may require specialist input. For example, an incorrect question paper was handed to the candidate, or a question paper was defective in some way, such as an incorrectly printed page

 - **Where a candidate has been:**
 - Issued with an incorrect question paper
 - Set the wrong coursework or non-examination assessment task
 - Taught the wrong set task
- an awarding body may investigate this as maladministration**

Processing applications

- Online applications for special consideration are made through AQA Centre Services, CCEA SpC Online, Edexcel Online, **NCFE secure website**, OCR Interchange and WJEC Secure Website
- All applications must be supported by appropriate evidence signed by a member of the senior leadership team. **Where the centre is aware of an on-going medical condition which may cause sudden absence or the candidate was known to be unwell in the run-up to the examination or the candidate turned up for the examination unwell and was sent home, then a statement can be produced to support an online application for special consideration. There is no need for formal medical evidence**



The guidance on making paper applications using *Form 10 – JCQ SC* has been removed

Suspected Malpractice Policies and Procedures

Key changes for 2024/2025

A table listing the principal changes is included in the document



Preventing malpractice

- Centres must take all reasonable steps to prevent malpractice

Centre staff malpractice and maladministration

- Ensure that members of staff follow appropriate security procedures to ensure confidential information relating to examinations and assessment materials is not breached
- Ensure that staff delivering/assessing coursework, **internal assessments and/or** non-examination assessments have robust processes in place for identifying and reporting plagiarism (**including AI misuse**) and other potential candidate malpractice

Preventing malpractice

- Centres must take all reasonable steps to prevent malpractice

Candidate malpractice

- Ensure that candidates completing coursework or non-examination assessments are aware of the need for the work to be their own **and are provided with clear instructions on how to avoid plagiarism (including AI misuse)**

Guidance and support resources on AI use in assessments are available on the JCQ website

JCQ 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?

- 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
- 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
- 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

Identifying and reporting malpractice

- Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where a candidate has signed the declaration of authentication, must be reported to the relevant awarding body using Form JCQ/M1
- If at the time of the malpractice there is no entry for that candidate (who the centre intended to enter), the centre is required to submit an entry by the required entry deadline



See also section 7.10

‘Centres must not withdraw candidates after malpractice has been identified, even if the candidates have not completed the assessments in question’

‘Similarly, centres are required to continue to make an entry for a candidate(s) who were not entered at the time they were found to have committed malpractice’

Submitting a report

- When reporting candidate malpractice, if statement(s) from the candidate(s) is/are not enclosed, centres should put a cross in the box on the Form JCQ/M1 form to indicate that the candidate(s) has/have been given the opportunity to make a statement, but has/have chosen not to do so

Information submitted with this form	
Statement(s) from invigilator(s)	<input type="checkbox"/>
Statement from teacher/tutor/head of subject/assessor/internal verifier	<input type="checkbox"/>
Statement from examinations officer	<input type="checkbox"/>
Statement(s) from candidate(s)	<input type="checkbox"/>
Statement from employer	<input type="checkbox"/>
Seating plan of examination room	<input type="checkbox"/>
Unauthorised material removed from the candidate(s)	<input type="checkbox"/>
Copies of sources of plagiarised material	<input type="checkbox"/>
Assessment and Internal Verification or Moderation records	<input type="checkbox"/>
Other (please give details)	<input type="checkbox"/>

☐ If statement(s) from the candidate(s) is/are not enclosed, please put a cross in this box to indicate that the candidate(s) has/have been given the opportunity to make a statement, but has/have chosen not to do so.

Sanctions applied against candidates

Disqualification from a unit / all units / from a whole qualification

- For qualifications with assessments taken throughout the academic year, the candidate will be disqualified from the unit(s) and will not be able to use the unit(s) to aggregate/certificate
- The candidate will need to redo the unit in order to be eligible for aggregation/certification, subject to the awarding body's qualification requirements

Sanctions applied against candidates

- Unless a sanction is accompanied by a bar on future entry, all candidates penalised by loss of marks or disqualification may re-take the component(s), unit(s) or qualification(s) affected in the next examination series or assessment opportunity if the **awarding body qualification** permits this
- For qualifications which have an endorsement component (such as GCSE English Language or A level Chemistry), candidates can carry forward their endorsement result to the next assessment opportunity, as long as there has been no indication that it has been affected by malpractice

Indicative sanctions against centre staff

- The indicative sanctions table is for guidance only and sanctions can be flexibly applied according to the details of each individual case

Type of offence	Warning	Training	Special conditions
Security breach	Failure to give due care and attention to security (including electronic security) of assessment materials not resulting in a security breach Failure to audit or review account access or account inactivity	Risk presented to integrity of exam with evidence of failure to understand regulations designed to protect exam integrity, e.g. sharing Multi Factor Authentication device(s)/details	Failure to follow requirements in section 4 of JCQ ICE which inadvertently facilitates unauthorised access to secure electronic materials

Indicative sanctions against candidates

- The indicative sanctions table is for guidance only and sanctions can be flexibly applied according to the details of each individual case

Type of offence	Loss of aggregation / certification opportunity (sanctions 5 – 9)
Behaving in a way as to undermine the integrity of the examination/assessment	Attempting to unfairly influence a centre staff member, awarding body staff member or other assessment representative

Standard sanctions	
1. warning	6. disqualification from all units in one or more qualifications taken in that series or academic year
2. loss of all marks for a section	7. disqualification from the whole qualification
3. loss of all marks for a component	8. disqualification from all qualifications taken in that series or academic year
4. loss of all marks for a unit	9. barred from entering exams for a set period of time
5. disqualification from the unit	



See also section 10.2
'The sequence of numbers does not imply that the sanctions become progressively more severe'

Other JCQ documents

Key changes for 2024/2025



Instructions for conducting coursework

Declaration of authentication

- Confirmation that artificial intelligence has not been used as the sole or primary means of marking candidates' work and that any use of AI is supplementary to the marking process and its use is continually monitored and assessed has been added to the form

Information for candidates – coursework assessments

- Students can demonstrate knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. **They must remember that information from these sources may be incorrect or biased**

Appendix 1

Declaration of authentication – coursework assessments

Each candidate **must** sign a declaration when submitting their coursework to their subject teacher for final assessment. This is to confirm that the work is their own and that any assistance given and/or sources used have been acknowledged. **Ensuring that they do so is the responsibility of centres.**

(A candidate is defined as someone for whom an entry is in place for the unit or qualification.)

Awarding bodies may issue Declaration of authentication forms to centres, which will replicate some or all of the wording detailed below. Alternatively, the following text may be used as guidance by those centres who wish to create their own documentation.

The work you submit for assessment **must** be your own.

If you copy from someone else, allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified from at least the subject concerned.

Declaration by candidate

I have read and understood the Information for candidates – coursework assessments. I have produced the attached work without assistance other than that which is acceptable under the scheme of assessment.

(For ELC qualifications if necessary, the teacher can complete this section on behalf of the candidate. The text **must** be explained to the candidate before the teacher signs the form.)

Candidate's name:

Candidate's signature:*

Date:

Declaration by teacher

I confirm that:

- the candidate's work was produced in line with the conditions within the specification;
- I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate; and

3. artificial intelligence has not been used as the sole or primary means of marking candidates' work. Any use of AI is supplementary to the marking process and its use is continually monitored and assessed.

Teacher's name:

Teacher's signature:*

Date:

* Electronic signatures are acceptable. Typed names will be taken as being as binding as a handwritten signature.
EJCQTM 2024

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JCQ common key dates

- The common key dates for November 2024 and June 2025 are available on the JCQ website – these apply to AS/A Level, GCSE and Project qualifications
- Common key dates for January 2025 and June 2025 are now also provided for vocational and technical qualifications. The qualifications in scope are listed in Appendix A



Key dates in the examination cycle, Vocational and Technical qualifications

January 2025 series

Produced on behalf of:

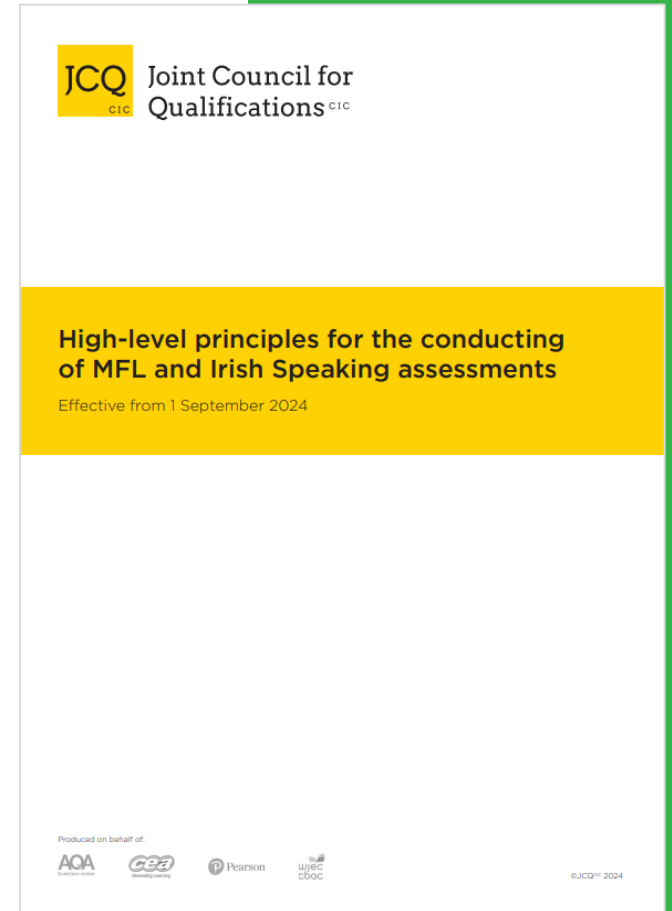


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ExamsTraining

New documents for 2024/25

- The JCQ awarding bodies (AQA, CCEA, Pearson and WJEC) have produced **high-level principles for the conducting of MFL and Irish Speaking assessments**. This document does not replace the awarding bodies' own instructions for the conducting of MFL and Irish Speaking assessments. Centres must continue to refer to these instructions and ensure they are familiar with them
- The **guidance regarding parental/candidate requests for access arrangements when the centre has no evidence of need** supports the information sheet about access arrangements which centres can use with parents/carers and students
- The JCQ has published **guidance for centres on remote invigilation**



DfE and Ofqual update



ofqual

ExamsTraining

ExamsTraining

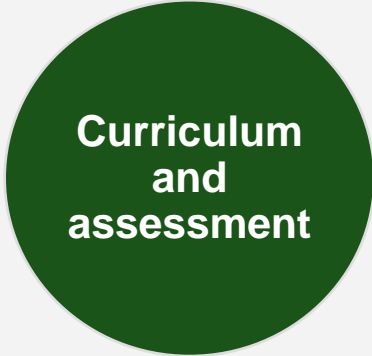
Education policy

- In July, the DfE confirmed (for England):




Post-16 VTQ reforms

A short 'pause and review' of the previous government's post-16 reforms to vocational and technical qualifications



Curriculum and assessment

An independent review of curriculum and assessment from Key Stage 1 to Key Stage 5



Post-16 skills system

The establishment of Skills England to provide oversight of the skills system

ExamsTraining

Additional support materials for GCSE exams

On 3 October 2024, the DfE confirmed that students taking exams in **2025, 2026 and 2027** will not need to memorise the usual formulae and equations for GCSE maths, physics and combined science. DfE will confirm the longer-term expectations with the outcomes of the Curriculum and Assessment Review

The outcome of Ofqual's consultation on the details of how these formulae and equations will be provided was published on 13 November.

Ofqual will change its rules to require awarding bodies to provide students with the support materials in 2025, 2026 and 2027.



ExamsTraining

Resilience arrangements

- The DfE and Ofqual's arrangements ensure resilience in the qualifications system in England should there be any event with such severe consequences that it would necessitate a government decision to cancel exams and assessments
- Ofqual provides guidance for schools and colleges in England on the steps to take to collect and retain evidence of student performance for GCSEs, AS and A Levels, Project qualifications and the Advanced Extension Award (AEA) in mathematics
- For other qualifications, refer to the guidance provided by the relevant awarding body



***JCQ General Regulations for
Approved Centres,
section 3.16***

***'Centres must ensure they
are familiar with the
regulators' guidance on
ensuring resilience in the
qualifications system'***

Level 1/Level 2 Technical Award qualifications

- Level 1/Level 2 Technical Award qualifications are available to 14-16 year olds to take alongside GCSEs – first teaching of reformed Technical Award qualifications began in September 2022
- There are some key features that all awarding bodies must include for the qualifications to count in performance measures:
 - The non-exam assessment must be set by the awarding body
 - The non-exam assessment must have marks and be moderated
 - Students must take one or more assessments by examination, worth at least 40% of the qualification, in the series in which they certificate – the terminal rule

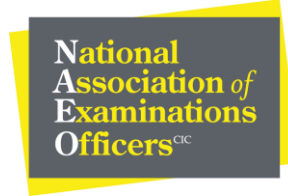


Information is available on the **JCQ website** – jcq.org.uk/exams-office/vtqs/

The Exams Office and NEAO update

Additional support available from
The Exams Office and National
Association of Examinations
Officers (NAEO) during the
2024/2025 academic year

The
ExamsOffice
Supporting Exams Officers



ExamsTraining

The Exams Office

Annual Exams Officer Conference – booking window opened 1 November

Key skills learning and assessment platform – launching early 2025

Cyber security training platform – launching early 2025

Cyber Security Policy (exams) template

Exam Year Review Tool – launching Spring 2025

New Learning and Assessment platform for September 2025



Hub updates:

- Data cleanse (update all user records)
- Online calendar
- Invigilator online training and assessment
- Exam Timetable and Key Dates Calendar tools (improved search and filtering functionality)
- Conference booking form and certification

ExamsTraining

National Association of Examinations Officers (NAEO)

- Exams Officer Professional Standards
- Annual exams officer survey (1 – 31 October)
- Senior leader conference (6 February, Coventry)
- Senior leader online support (www.sltsupport.org)
- Summer conference (27 June, Coventry)
- SSSNB (School Support Staff Negotiating Body)



ExamsTraining

Stay connected

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- www.thenaeo.org
- Facebook: <https://m.facebook.com/theexamsoffice/>
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**Thank you for attending
and have a safe journey**

