



Bishop Heber Exam Rules

**Exam Timetable &
Guidance on what to do in
Public Examinations**

YOU MUST READ THIS DOCUMENT



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

GCE Exam Timetable – Summer 2025

Date	Morning – 9.15	Duration	Afternoon – 13.00	Duration
Thursday 08/05/25			BTEC Business Marketing Unit 2A	2hrs
Friday 09/05/25	BTEC Business Marketing Unit 2B	3hrs		
Monday 12/05/25	Edexcel Economics P1 OCR AS Biology P1	2hrs 1hr 30mins	AQA AS Psychology P1 Edexcel AS Further Maths P1 BTEC Health & Social Unit 1	1hr 30mins 1hr 40mins 1hr 30mins
Tuesday 13/05/25	AQA AS Chemistry P1 AQA AS Sociology P1 Edexcel Geography P1	1hr 30mins 1hr 30mins 2hrs 15mins	OCR AS Computer Science	1hr 15mins
Wednesday 14/05/25	AQA AS Physics P1	1hr 30mins	AQA English Literature P1 BTEC Sport Unit 1	2hrs 30mins 1hr 30mins
Thursday 15/05/25	BTEC Travel & Tourism Unit 1	1hr 30mins	BTEC Business Finance Unit 3	2hrs
Friday 16/05/25	AQA Psychology P1	2hrs	Edexcel AS Further Maths P2 WJEC L2 Tourism Unit 1 BTEC Health & Social Unit 2	1hr 40mins 1hr 30mins 1hr 30mins
Monday 19/05/25	AQA Sociology P1	2hrs	Edexcel Economics P2 OCR Media Studies P1 OCR AS Computer Science	2hrs 2hrs 1hr 15mins
Tuesday 20/05/25	AQA AS Chemistry P2 AQA AS Sociology P2	1hr 30mins 1hr 30mins	AQA AS Psychology P2 Edexcel Further Maths P1 Edexcel Politics P1	1hr 30mins 1hr 30mins 2hrs
Wednesday 21/05/25	AQA Psychology P2	2hrs	AQA AS Physics P2 EDUQAS English Language P1	1hr 30mins 2hrs
Thursday 22/05/25	AQA English Literature P2 OCR AS Biology P2	3hrs 1hr 30mins	Edexcel Further Maths P2 Edexcel Geography P2 Edexcel Music Technology P3	1hr 30mins 2hrs 15mins 1hr 30mins
Friday 23/05/25	AQA History P1 AQA Physics P1	2hrs 30mins 2hrs		
	Half		Term	
Monday 02/06/25	AQA Product Design P1 AQA Drama	2hrs 30mins 3hrs		
Tuesday 03/06/25			WJEC L3 Food & Nutrition Unit 1	1hr 45mins



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GCE Exam Timetable – Summer 2025

Wednesday 04/06/25	AQA Sociology P2 Edexcel Music Technology P4	2hrs 2hrs 15mins	EDUQAS English Language P2 Edexcel Maths P1	2hrs 15mins 2hrs
Thursday 05/06/25	Edexcel Economics P3 WJEC L3 Tourism Unit 3	2hrs 1hr 30mins	Edexcel Politics P2 OCR Biology P1 OCR Media Studies P2	2hrs 2hrs 15mins 2hrs
Friday 06/06/25	Edexcel Geography P3	2hrs 15mins	AQA History P2 Edexcel Further Maths P3C	2hrs 30mins 1hr 30mins
Monday 09/06/25	AQA Physics P2 AQA Psychology P3	2hrs 2hrs		
Tuesday 10/06/25	AQA Chemistry P1 AQA Product Design P2 Edexcel Politics P3	2hrs 1hr 30mins 2hrs	AQA Religious Studies P1	3hrs
Wednesday 11/06/25	OCR Computer Science P1	2hrs 30mins	Contingency Session	
Thursday 12/06/25			Edexcel Maths P2	2hrs
Friday 13/06/25	OCR Biology P2 EDUQAS English Language P3	2hrs 15mins 1hr 45mins	AQA Sociology P3 Edexcel Further Maths P3B	2hrs 1hr 30mins
Monday 16/06/25	AQA Chemistry P2	2hrs		
Tuesday 17/06/25	AQA Physics P3	2hrs	AQA Religious Studies P2	3hrs
Wednesday 18/06/25	OCR Biology P3 OCR Computer Science P2	1hr 30mins 2hrs 30mins	Edexcel Further Maths P3A	1hr 30mins
Thursday 19/06/25			Edexcel Maths P3	2hrs
Friday 20/06/25			Edexcel Further Maths P3D	1hr 30mins
Monday 23/06/25			Edexcel Further Maths P4D	1hr 30mins
Wednesday 25/06/25	Contingency Session		Contingency Session	
End of Main Exam Season				

Afternoon of Wednesday 11th June and all day Wednesday 25th June 2025 are listed as Contingency Sessions so **ALL** students need to plan to be available for exams at these times until after they have sat their last exam.

Appendix 5

Information for candidates for written examinations – effective from 1 September 2024



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
4	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> a) notes; b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device. <p>Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	If you have a watch, the invigilator will ask you to hand it to them.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once you have entered the exam room.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	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.
C Calculators, dictionaries and computer spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> 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 or formulae; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker 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: <ul style="list-style-type: none"> 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 in all the details required on the front of the question paper and/or the answer booklet. Do not open the question paper until you are told that the exam has begun.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> a) you have a problem and are not sure what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations any loose additional sheets should be placed behind your script.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
<p>This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.</p>	

Before the day of your exam of assessment

Make sure you know:

- the date, start time and location of the exam or assessment – is it in the morning or the afternoon and what time do you need to arrive?
- if you are permitted or required to take any specialist equipment with you and have that ready
- who you need to contact at your school or college in case there's an emergency and you will be late, or can't sit your exam or assessment

On the day of your exam or assessment

What you can take in:

- a clear pencil case
- two or more black pens – blue pens are not acceptable for exams or written assessments
- any specialist equipment you will need or are required to bring in – this may include a ruler, maths set and an approved calculator, if relevant for your exam or assessment (including practicals)
- a transparent drink bottle if you wish and if permitted by your school or college – this must not have any labels

You should check in advance whether these items will be provided for you by your school or college.

What you can't take in :

- your mobile phone
- any type of watch – this includes analogue, digital or smartwatches
- iPads, iPods, Fitbits, AirPods, earphones or ear buds, MP3 or MP4 players or similar devices
- revision notes - (although you should check exact requirements with your teachers as prior research might be permitted for certain VTQ assessments)

Your school or college will advise you of the arrangements for safekeeping of these items while you are sitting your exam or assessment.

Other important information

Read the front of the exam or assessment paper carefully and check that you've got the right paper - ask if you're not sure.

If you are taking a tiered subject (such as maths), or a modular or unitised subject, check you've got the paper you expect.

Listen carefully to the invigilator or assessor's instructions, which will be specific to your exam or assessment (including practical/spoken tests).

Fill in your details on the front of the answer booklet when you are told to do so.

Do not open the question paper until you are instructed to do so.

Raise your hand and wait for an invigilator or member of staff, if you:

- are unsure about anything
- need additional answer sheets – don't forget to write your details on these answer sheets too
- need the toilet or feel unwell

Make sure you adhere to formal exam conditions once you enter the exam room - talking to, communicating with or disturbing another candidate could lead to disqualification.

A word about exam and assessment materials

You must not take any exam or assessment materials with you out of the exam room once the exam has finished. This includes question papers, answer booklets (used or unused) or rough work.

Be aware that fake papers may be circulating prior to you taking your exam or assessment. If you see information in advance or online, or if someone sends something to you, then report it to a teacher. Do not engage with anyone offering you access to papers and do not share any other information, papers or links with other students – this is cheating and may lead to you being disqualified from some or all of your exams or assessments.

More information can be found in [Ofqual's Student Guide](https://www.gov.uk/government/publications/ofqual-student-guide-2024) (<https://www.gov.uk/government/publications/ofqual-student-guide-2024>).

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Information for candidates – coursework assessments

This notice has been produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

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

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

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

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

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

The regulations state that:

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

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

If you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called ‘referencing’. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, p 29).

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – good practice

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

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

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

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

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

Don't be tempted to use any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Plagiarism

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

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned
- they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

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

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



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



JCQ Things to do on social media:

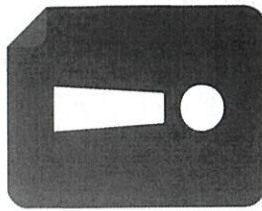
- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

JCQ Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

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

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







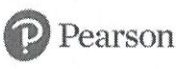

Please
take the time to
familiarise yourself
with the JCQ rules:

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



Appendix 4

Warning to candidates

 Questions matter AQA	 City & Guilds	 Rewarding Learning CCEA	 Oxford Cambridge and RSA OCR	 Pearson	 wjec cbac WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the 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.

Appendix 7



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



**Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in**

DISQUALIFICATION

from your examination and your overall qualification.

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



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Year 13 Mock Exam Timetable 7th – 13th February 2025

	Friday 7 th (wk A)	Monday 10 th (wk B)	Tuesday 11 th (wk B)	Wednesday 12 th (wk B)	Thursday 13 th (wk B)
WEEK 2	SPH BLOCK B1	SPH BLOCK C1	SPH BLOCK E1	SPH Block D2	SPH BLOCK A2
AM 9.10 – 11.30	English Language 2hrs English Literature 1hr40mins Geography 2hrs Maths (Pure) 2hrs	Computer Science 2hrs Music Technology 1hr30mins Product Design P2 1hr 30mins Psychology 2hrs Sociology 2hrs	Business Studies (NEA) EC2 Chemistry 2hrs Economics 2hrs Food (NEA) (DT8 JST)	Biology 2hrs Physics 2hrs Politics 2hrs Psychology 2hrs	Art (NEA) AR2 KCL Further Maths (Des) 2hrs Geography 2hrs History 2hrs 30mins Maths (Applied) 1hr 30mins
Lunch					
11.30 – 12.20 12.20	Line up for afternoon exams.				
	BLOCK A1	BLOCK D1	BLOCK B2	BLOCK C2	BLOCK E2
PM 12.30 – 16.00	Art (NEA) AR2 AST Further Maths (Pure) 2hrs Geography 2hrs History 2hrs 30mins Maths (Pure) 2hrs Tourism 1hr 30mins	Biology 2hrs 15mins Media Studies 2hrs Physics 2hrs Politics 2hrs Psychology 2hrs	English Language 2hrs 30mins English Literature 3hrs Geography 2hrs Maths (Applied) 1hr 30mins	Computer Science 2hrs 30mins Music Technology (MU3 SFE) 2hrs 15mins Product Design P1 2hrs 30mins Psychology 2hrs Religious Studies 3hrs Sociology 2hrs	Business Studies (NEA) EC2 Chemistry 2hrs Economics 2hrs Theatre Studies 3hrs

Line up on West Courtyard (Maths) for all exams.

Normal Year 13 timetable will be suspended for the week.