



EXAMINATIONS HANDBOOK

INFORMATION AND GUIDANCE FOR STUDENTS and PARENTS/CARERS

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Introduction

It is the aim of St John Fisher Catholic Comprehensive School to make the exam experience as stress-free and successful as possible for all students.

Hopefully, this handbook will prove informative and helpful for you and your parent/carer. Please read it carefully and show it to your parent/carer so that they are also aware of the exam regulations and the procedures to follow in the event of any problems occurring.

JCQ, in conjunction with the Awarding Bodies (or Exam Boards), set down strict criteria which must be followed for the conduct of exams and St John Fisher Catholic Comprehensive School is required to follow them precisely. **You should therefore, pay particular attention to the JCQ information given to you in this handbook (Appendices 1 – 9) and the “No Unauthorised Items” post and “Warning to Candidates” poster which are displayed for each examination.**

During Year 10 you will continue to sit Pre-Public Examinations (PPEs) and possibly BTEC or WJEC assessments and in Year 11 you will sit PPEs, BTEC and WJEC assessments (internal and external) and public examinations. To ensure consistency, this guidance is to help you follow JCQ and Awarding Body instructions.

Some of the questions you may have are answered at the back of this handbook. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you, or your parent/carer, have any queries or need help or advice at any time before, during or after the exams please contact the Exams Manager:

Mrs Franks on:

Telephone: **01634 543123**

Email: **exams@stjohnfisher.school**

Remember – we are all here to help.

BEFORE THE EXAMINATIONS

Entry Timetable

All students receive an individual timetable indicating the subjects they are being entered for and the levels of entry, where applicable. **Please check that these are correct.** Some GCSE subjects only have one tier of entry, others have Foundation and Higher tiers. Please check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded. Please note that legal names will appear on your entry timetable and desk label – not preferred names. Your timetable will also have your seating information on it, so that you know where you are going to sit in advance of your exam. This is to help you enter the room and to ensure a smooth start to your exam.

A few students may have a clash where two subjects are timetabled at the same time. This usually means that you will sit one exam, have a supervised break, and then sit the next. You must check your individual timetable and see Mrs Franks if you are unsure of what to do. If you think there is a clash on your timetable that has not been resolved, please see Mrs Franks immediately.

Candidate Name

Students are entered under the name format of (legal)First Name + One middle initial + (legal) Surname, e.g. Adam J Smith.

Candidate Number

Each student has a four-digit candidate number. This is the number you will enter on exam papers. It is shown on your individual timetable and will appear on your desk label when you are seated for any exam. **Please learn it.**

Unique Candidate Identifier (UCI)

In addition to a candidate number, each student must have a UCI number (12 numbers and 1 letter) which is shown on the top of your timetable. Your UCI number is used for administration purposes and it is not necessary for you to remember it.

Contact Numbers

Please check that the school has at least one up-to-date contact number for you.

Equipment

Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

DURING THE EXAMINATIONS

Exam Regulations

A copy of the “Notice to Candidates”, “Warning to Candidates” and “Unauthorised items” notices, which are issued jointly by all examination boards with the JCQ Inspection Service are included in this handbook. All students must read these carefully and note that to break any of the exam rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

Attendance at Exams

Students are responsible for checking **their own timetable** and arriving at school on the correct day and time, properly dressed and equipped. Students are to meet in the canteen area, from where you will be sent to the relevant exam room.

For PPEs, students will be in school so you will either be in an exam or lesson, as per the PPE exam timetable.

For both public examinations and PPEs, a copy of the exam seating information will be displayed outside each exam room, in the Canteen and on the noticeboard by Room G.41.

There will also be a copy of the A level/GCSE/PPE exam timetable on the noticeboard by the Exams Office.

Start times

For public examinations, morning exams begin at 9.00am and afternoon exams at 1.30pm.

For PPEs, start times will vary in line with the school day, so you will need to refer to the information that is given out with your PPE timetable.

Students who arrive late for an exam must report to Reception and let the Receptionist know that you should be in an exam. The Receptionist will contact the Exams Manager or SLT who will meet you and escort you to the exam room. You will be allowed the full time to complete the exam.

If you arrive one hour or more after the start time or if the exam has ended, you are classed as very late. You may not be permitted to sit the exam if you arrive after this time.

If you think you may be very late for your exam for any reason, you should contact the school and, where possible, give a responsible adult any electronic devices you have with you. If a parent/carer or responsible adult can verify you did not have access to any unauthorised materials from the start time of the exam, the awarding body is more likely to accept your exam paper.

If you arrive late on more than one occasion without a justifiable reason, the school may refuse to let you sit any further exams.

Full School Uniform must be worn. Sixth formers are expected to wear smart business dress. If you arrive in unsuitable clothing you may be asked to leave and will not be permitted to sit the exam.

All items of equipment (pens, pencils, mathematical instruments, etc.) should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.

Pens should be **BLACK** ink. No gel pens or correction pens/fluid are allowed. Highlighters are allowed in exams but must not be used to write your answers.

Do not attempt to communicate with or distract other students.

Mobile telephones, all watches or any electronic device MUST NOT BE KEPT ON YOUR PERSON. They must be left in your bag or handed in. If a mobile phone or watch (or any other type of electronic communication or storage device) is found in your possession during an exam (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made. To ensure this regulation is followed, electronic scanning devices are now in use before a student enters an exam room.

All bags and coats are to be put into the relevant row "cage" (if you are in the Sports Hall) or Room 2.16 (if you are in the Activity Room). The "cages" will be moved to a secure location, and room 2.16 will be locked before the exam begins.

Toilet breaks are not permitted for any exams lasting one hour or less. Exams lasting one hour or more will not permit breaks in the first hour or the last 10 minutes. Please always ensure you use the facilities before entering the exam room. If you leave the exam room for a toilet break, you will not get this time back. The only exception to this is if you have a toilet pass – which you must bring with you and hand to the Lead Invigilator in your exam room.

No drink (except still water in a clear bottle with no label) is allowed in the exam rooms.

No food (except food needed for a medical reason) is allowed in the exam rooms. If food is required for a medical reason, please see Mrs Franks BEFORE A Level, GCSE or PPE examinations begin.

Please do not write on exam desks. This is a breach of exam rules and is regarded as vandalism and you will be asked to pay for any damage.

Please do not write on your desk label. This is a breach of exam rules. Do not draw graffiti or write offensive comments on exam papers – if you do the exam board may refuse to accept your paper.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.

Check you have the correct question paper – check the subject, paper and tier of entry. Read all the instructions carefully.

All students must stay in the exam room for the duration of the exam. You will not be allowed to leave an exam room early. If you have finished the paper, use any time remaining to check over your answers and that you have completed your details correctly.

At the end of the exam all work must be handed in – remember to cross out any rough work. If you have used loose sheets of paper place, check that you have included your name, exam number and Centre number on and put them in your answer booklet after the first page. Question papers, inserts and additional paper must NOT be taken from the exam room.

Invigilators will collect your exam paper before you leave the room. Absolute silence must be maintained during this time. Remember you are still under exam conditions until you have left the exam room.

Remain seated in silence until told to leave the exam room. Please leave the room in silence and, once outside the exam room, show consideration for other students who may still be working.

Emergency procedures

If the fire alarm sounds during an exam, you **must** stay in **silence** and listen to the instructions given to you by the invigilators.

You should stop writing immediately and will be told to close your exam paper. A note of the time will be made by the invigilator.

If an evacuation is necessary, you must remain in silence. You will be escorted outside and must line up where directed by your invigilator.

If you attempt to communicate with any students, staff, or non-examining students within the school, a report will be made to the awarding body and you may be disqualified from the exam.

Invigilators

The school employs external invigilators to conduct the exams. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the exam room(s) to supervise the conduct of the exam. They will distribute and collect the exam papers, tell students when to start and finish the exam, hand out extra writing paper or equipment if required and deal with any problems that occur during the exam, for example if a student is feeling ill.

Please note that invigilators cannot discuss the exam paper with you or explain the questions.

Students who are disruptive or behave in an unacceptable manner will be removed from the exam room by invigilators and/or members of the SLT. Any incidents of this kind are reported to the exam board and the usual practice in such circumstances is disqualification.

Students with Access Arrangements

Some students may be entitled to extra support during their exams. This is known as Access Arrangements (AAs).

If you are entitled to AAs, you will have access to these arrangements in class assessments, PPEs and public examinations. These arrangements are not mandatory but we do encourage students who are entitled to an arrangement to use it, as regular practice will only benefit you. AAs will reflect your normal way of working.

An exam AA card will be placed on your desk before you enter the exam room. This will remind you of the AAs available to you for every exam.

Laptops/word processors are not automatically available for Maths examinations, but can be requested in advance if you would prefer.

If you are unsure about your AAs, you should arrange to speak with the SENCo or Exams Manager as soon as possible. If, during the exam, you have any concerns about your AAs, or you think you have not been given access to an arrangement you are entitled to, you must speak to the invigilator.

Absence from Exams

If you experience difficulties during the exam period (e.g. illness, injury, personal problems) please inform the school at the earliest possible point so we can help or advise you. Only in 'exceptional circumstances' are students allowed special consideration for absence from any part of an exam. It is essential that medical or other appropriate evidence is obtained on the day by the student/parent and given to the Exams Manager without delay in all cases where an application is to be made for special consideration. For the award of a grade by special consideration, where a student misses part of an exam through illness or personal misfortune, a minimum of 15% of the exam (including coursework) must be completed.

Parents and students are reminded that the school may require payment of entry fees (approximately £55.00 per subject) should a student fail to attend an exam without good reason.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

After the Exams

Notification of Results

A level and **GCSE** results are published in **August**. The actual date will be advised after you have finished your A level and GCSE examinations.

Results will be distributed to students on the relevant results day. Results not collected will be sent home by first class post. If you wish someone else to collect your results for you, please ensure that they have a permissions slip/letter, signed by you, giving them permission to collect your results on your behalf.

PLEASE NOTE: If they do not have a permissions slip/letter from you, your results will not be released to them.

Enquiries about Results

After the release of exam results, a student has the right to apply to the awarding body, through the centre, for a review of their result if they consider the grade to be too low. This can take the form of a clerical check or a review of marking of an exam paper or papers. This review is termed an Enquiry about Results (EAR) and is applied for by the centre on behalf of the student. Students should be aware that this process **may** result in a lowering of the grade awarded. This procedure has a short deadline and therefore any requests must be carried out quickly within the strict deadlines outlined below.

St John Fisher Catholic Comprehensive School advises any student who has concerns about a grade awarded for a subject, to talk their concern through with their teacher within two calendar weeks of the issue of results. Following this discussion, the school will immediately apply for a review if this is considered appropriate and **we would expect to support you in most cases**. If, however, the school does not consider a review appropriate, the student will be informed of this decision within three working days. If the student still wishes to proceed with a request for a review, the following procedure will apply:

- The student should appeal against the decision within two days.
- The centre will then arrange a meeting within three days with the student and their parent/carer, the subject teacher concerned, the Exams Manager and the Head of School or their representative from the senior staff.
- The student and their parent/carer will be able to present their reasons for asking for the review at this meeting.
- The Head of School, or their representative, will make a final decision on whether the appeal should go ahead, and will inform the student and their parent/carer verbally, then in writing, of the decision.
- If the final decision is to proceed with the request for a review, the Exams Manager will carry this out to meet the appropriate deadline.

In cases of Enquiries About Results, where the school does not uphold a request for such an enquiry, the student may pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

Internal Appeals Procedure

St John Fisher Catholic Comprehensive School is committed to ensuring that whenever its staff assesses students' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The Centre is committed to ensuring that assessment evidence provided by students is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to their work, they may make use of this appeals procedure. Note that appeals may only be made against the **process** that led to the assessment and not against the mark or grade submitted by the Centre for moderation by the awarding body.

1. Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of Centre marks to the awarding body.
2. Appeals must be made in writing (using the Internal Appeals Form, obtainable from the Exams Manager).
3. The Head of Centre will appoint a senior member of staff, e.g. a Deputy Headteacher or an Assistant Headteacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the awarding body's specification and subject-specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
6. The outcome of the appeal will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After a student's work has been internally assessed, it is moderated by the awarding body to ensure consistency between Centres'. The moderation may lead to mark changes. This process is outside the control of St John Fisher Catholic Comprehensive School and is not covered by this procedure.

Post Results

If you need post-results advice, St John Fisher Catholic Comprehensive School teaching staff will be available on Results Day.

Certificates

Certificates are received from the awarding body during November. You will be advised when they are ready for collection.

If you sit your exams in Year 10 or 12, your certificates will be securely stored until the following year when you complete your A level or GCSE qualifications.

If you are unable to collect your certificates in person, you can authorise another person to collect them on your behalf. If you wish to do this, you must sign a letter of consent, naming the person authorised to collect. They should bring this letter with them when they come to collect. Certificates will not be given without this consent.

Frequently Asked Questions

Q. What do I do if there's a clash on my timetable?

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Students will normally sit one paper then have a break during which they will be supervised and must not have any communication with other students. They will then sit the second subject paper. Correct times should be on your individual student timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both exams are completed. If in doubt consult the Exams Manager.

Q. What do I do if I think I have the wrong paper?

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately. Do not communicate with another student.

Q. What do I do if I forget my Candidate Number?

Candidate Numbers are printed on the label on your desk. Invigilators will be able to help you find your number if you are not sure which one it is.

Q. What do I do if I forget the school Centre Number?

The Centre Number is 61217. It will be clearly displayed at the front of each exam room.

Q. What do I do if I have an accident or I'm ill before the exam?

Inform the school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an application for Special Considerations on your behalf (see below).

Q. What is Special Considerations?

Special Considerations is an adjustment to the marks or grades of a student who is eligible for consideration. Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Students will only be eligible for Special Considerations if they have been fully prepared and covered the whole course but performance in the exam or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Exams Manager must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the student may be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I'm late can I still sit the exam?

Provided you arrive within 1 hour of the scheduled start time, you may sit the exam. You should get to school as quickly as possible and report to the exam room and quietly gain the attention of one of the invigilators. You must not enter an exam room without permission after an exam has begun. You should also be aware that if you arrive 1 hour after the scheduled exam start time, we must inform the relevant exam board, who may not accept your paper. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the exam can I take it on another day?

No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc. Under no circumstances are hooded tops allowed to be worn in the exam room.

Students in the Sixth Form are expected to wear smart business dress.

If you arrive in unsuitable clothing you may be asked to leave and will not be permitted to sit the exam.

Q. What equipment should I bring for my exams?

- You should bring at least 2 Pens (**black ink only**). **NOT gel or correcting pens.**
- 2 x **HB** Pencils, pencil sharpener.
- For some exams you will need a calculator, compass, protractor.
- Ruler (marked with cm and mm).
- Rubber.
- For some exams you may need coloured pencils.

Q. What items are not allowed into the exam room?

Only material that is listed on question papers are permitted in the exam room and students who are found to have any material with them that is not allowed will be reported to the appropriate exam board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Bags and coats and any other items not permitted under exam regulations must be left in the cages provided. All phones, watches, any electronic devices and/or valuables should also be left in your bag (but it is advised that you do not bring any valuables into school with you when you attend for an exam). The cages will be locked securely away during the exam.

No drink (except still water in a clear bottle with no label) is allowed in the exam rooms.

No food (except food needed for a medical reason) is allowed in the exam rooms. Please see the Exams Manager if you require access to food for a medical reason **BEFORE** the exam season begins.

Mobile phones or any other type of electronic device are not allowed in the exam room(s).

No watches of any kind are allowed in the exam room(s).

Q. Why can't I bring my mobile telephone or watch into the exam room?

Being in possession of a mobile phone or watch (or any other electronic communication device, e.g. iPod, headphones) can lead to communication and is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you may be **disqualified from all papers for the subject (including any already taken).**

Q. How do I know how long the exam is?

The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will indicate the start and finish time at the front of the exam hall. There will be a clock in all exam rooms.

Q. Can I leave the exam early?

It is not the school's policy to allow students to leave the exam room early, as this is disruptive to other students. A student may not leave the exam room without the permission of the invigilators.

Q. What do I do if the fire alarm sounds?

The exam invigilators will tell you what to do. If an evacuation of the room is needed, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other students during the evacuation. **You must remain silent.**

Q. Can I go to the toilet during the exam?

You are advised to make yourself comfortable before any exam. Unless you have a medical condition, we do not usually allow students to leave to use toilet facilities because of the disruption to other students. If it is absolutely necessary then you must put your hand up to attract an invigilator's attention who will then escort you there and back. You will not be allowed any extra time. Toilet breaks are not allowed during the first hour of an exam or the last 10 minutes.

Q. If I have more than one exam on a day can I get lunch at school?

Students who have exams in both morning and afternoon sessions will be able to get lunch from the canteen.

Q. Why do I need to check the details on my personal timetable?

All student details used to generate timetables are taken from our database. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. I am entitled to extra time – how will this affect the way I take my exams?

Some students receive an allowance of 25% extra time or more. Where possible such students will be seated together to minimize disturbance from other students who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam at the front of the room and also put the end time on your desk.

If you have any queries or questions please do not hesitate to contact Mrs Franks (Exams Manager) in the Exams Office or by email: exams@stjohnfisher.school.

Please do not feel embarrassed to ask any questions you may have

REMEMBER: If it is bothering you then it is worth asking the question

**WE WOULD LIKE TO WISH ALL STUDENTS GOOD LUCK WITH THEIR
EXAMINATIONS**

JCQ Information

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THIS INFORMATION IS TAKEN FROM THE CURRENT JCQ REGULATIONS 2025-26

Information for candidates – Written Examinations – effective from 1 September 2025

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

1. Be on time for all your exams. If you are late, your work might not be accepted.
 2. **Do not** become involved in any unfair or dishonest practice during the exam.
 3. If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
 4. You **must not** take into the exam room:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) watches.
- Any pencil cases taken into the exam room **must** be see-through.

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

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

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

1. Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2. If you arrive late for an exam, report to the invigilator running the exam.
3. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4. Only take into the exam room the pens, pencils, erasers and any other permitted equipment needed for the exam.
5. You **must** write clearly and in black ink. Coloured pencils or inks may 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. If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in its memory;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
3. **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the exam

1. Always listen to the invigilator. Always follow their instructions.
2. Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed;
 - (c) you think you have not been given the expected access arrangement(s).
3. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4. **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. **Do not** open the question paper until you are instructed that the exam has begun.
5. Remember to write your answers within the designated sections of the answer booklet.
6. Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

1. If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2. Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
3. You **must** not ask for, and will not be given, any explanation of the questions

F. At the end of the exam

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

THIS INFORMATION IS TAKEN FROM THE CURRENT JCQ REGULATIONS 2025-26

Information for candidates – On-Screen Tests – effective from 1 September 2025

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand ask your teacher.

A. Regulations – Make sure you understand the rules

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

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

- (d) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. floppy disks, CDs, memory sticks, social media sites, spreadsheets or the internet;
- (e) prepared templates.

Bringing unauthorised material into the exam room is breaking the rules, whether you intend to use it or not. You will be subject to sanctions and possible disqualification.

6. **Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
7. If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
8. **Do not** borrow anything from another candidate during the on-screen test.

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

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

C. Calculators, dictionaries and computer spell-checkers

1. You may use a calculator unless you are told otherwise.
2. If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in its memory;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) do not bring into the examination room any operating instructions or prepared programs.
3. **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the on-screen test

1. Always listen to the invigilator. Always follow their instructions.
2. Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT irregularities;
 - (d) your access to the on-screen test has not been set up correctly;
 - (e) adjustments to the on-screen test have not been made for you, e.g. additional time has not been added, computer reading software or speech recognition software has not been uploaded.
3. You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are told that the exam has begun.

E. Advice and assistance

1. If, on the day of the on-screen test, 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 on-screen test if:
 - (a) you have a problem with your computer and are not sure what you should do;
 - (b) you do not feel well.
3. You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

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

THIS INFORMATION IS TAKEN FROM THE CURRENT JCQ REGULATIONS 2025-26

Information for candidates – Non-Examination Assessments (NEA) – effective from 1 September 2025

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

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

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

Preparing your work – good practice

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

If you worked as part of a group on an assignment, for example undertaking field research, you **must** each write up your **own account** of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained. You **must draw your own conclusions from the data**.

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

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

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

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

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

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

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though – you **cannot** copy it and claim it as your own work.

The regulations state that:

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

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

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

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

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

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

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to. For example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

Plagiarism

Plagiarism involves taking someone else’s words, thoughts, ideas or outputs and trying to pass them off as your own. It could also include AI-produced material. **Plagiarism is a form of cheating which is taken very seriously.**

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

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who will be very familiar with work on the topic concerned. They may have read the source you are using or even marked the work you have copied from.

- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Sanctions for breaking the regulations

If it is discovered that you have broken the regulations, one of the following sanctions will be applied:

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

The awarding body will decide which sanction is appropriate.

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

No Unauthorized Items



NO MOBILE PHONES NO WATCHES

NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL SOURCES OF INFORMATION



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

DISQUALIFICATION
from your examination and your overall qualification.

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

Warning to Candidates

Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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1

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

2

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

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Information for Candidates – Social Media

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

Things to do on social media:

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

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

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

Information for Candidates – Exam Day Reminders



On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

What you will need:

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



Contingency sessions:

- ☐ There are contingency sessions within the Summer 2026 exam timetable on the morning and afternoon of 24 June 2026. Make sure you are available on 24 June 2026.

What you cannot take into your exams:

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



Other important information:

- ☐ Listen carefully to the invigilator's instructions, which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need an additional answer sheet, raise your hand and wait for an invigilator to provide one. Remember to add your details to this sheet.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator to escort you from the exam room.
- ☐ Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2025

AI and Assessments



Information for candidates

AI (Artificial Intelligence and assessments)

What is AI?



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

What is an AI tool?



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

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

When can I use AI?



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

When can I not use an AI tool?



- AI tools cannot be used in an exam or any other assessment where exam rules apply.
- This is what exam boards call **AI misuse and is a form of cheating**.

**Acknowledgment – When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words, for example, *ChatGPT 3.5* (<https://openai.com/blog/chatgpt/>), 25/01/2025

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

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



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

How to make sure you don't misuse AI

DECLARE

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

***Declare – this means that when you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.


ACKNOWLEDGE

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

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

LAST CHECKS 

Know the rules 

Check with your teachers 

ACKNOWLEDGE and DECLARE 

EFFECTIVE FROM 1 SEPTEMBER 2025