

Calday Grange Grammar School



PUBLIC EXAMINATIONS HANDBOOK

GCSE & GCE A Levels

Information for Parents and Candidates

Summer 2026

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INTRODUCTION

It is the aim of Calday Grange Grammar School to make the examination experience as stress free and successful as possible for all candidates. This handbook is intended to inform you about examination procedures, to answer some of the most frequently asked questions and to help, guide and support candidates and parents/carers through the examination process.

Please read it carefully so that you are aware of the examination regulations and the procedures to follow in the event of any problem arising. JCQ (Joint Council for Qualifications) sets down strict criteria which must be followed for the conduct of examinations and Calday Grange Grammar School is required to follow this precisely.

Copies of documents published by the JCQ which contain these regulations can be found on the JCQ website: <http://www.jcq.org.uk/>. Candidates should pay particular attention to the JCQ Information for candidates' documents, Warning to Candidates and Unauthorised Items Posters.

Examination entries are made on the understanding that candidates will adhere to all examination rules and regulations laid out in this handbook. It is the **responsibility of parents/carers and candidates** to ensure that they are familiar with this document and its contents. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance.

The school will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help candidates to achieve their best. Internal examinations are run to the same standards and rules in order that candidates are familiar with the process beforehand.

Hard copies of this handbook will be provided to candidates prior to the Summer 2026 examination period. The latest version will be shown on our website.

The school examination webpages are updated regularly and include examination guidance, performance, results, timetables and copies of relevant school policy documents. Parents and candidates are encouraged to use the website to keep themselves well informed. An electronic copy of this handbook is also available online.

<https://www.calday.co.uk/examinations>

Candidate school e-mails will be the main form of communication from the Exams Office – remember to check your school email regularly. If you experience any problems with your email please contact IT support promptly.

Internal examinations (mocks) are intended to prepare candidates for external examinations and will be set to mimic external examinations as closely as possible; therefore, candidates are expected to follow the same rules and regulations. Candidates should be aware that in the event of local or national disruption affecting the examinations taking place, the grades achieved in the marks may be used by the exam boards.

This document should be read in conjunction with the school's *Examination and Assessment Policy* which is available on the school website.

The Examinations Office
Email: examsinbox@calday.co.uk

STUDENTS MUST...

All students **must**:

- ✓ Read and fully understand the [JCQ Notices to Candidates](#). Calday Grange Grammar School has a duty to report any breach of regulations to the awarding bodies which can result in disqualification from all subjects.
- ✓ Check all the details on your Statement of Entry and report any errors to the Exams Office.
- ✓ Check all the details on your Individual Candidate Timetable (issued prior to written exams) and report any errors to the Exams Office.
- ✓ Inform the School, via the Exams Office, of any event for which special consideration might be sought from the Awarding Bodies (e.g. illness before or during an exam, bereavement or other trauma, disadvantage or disturbance during an exam).
- ✓ Read the instructions of each exam paper very carefully.
- ✓ Follow the instructions of the Invigilators at all times during an exam.

WHO IS RESPONSIBLE FOR THE EXAMINATIONS?

The school's Examinations Officer Mrs Jen Byrne and the Director of Achievement Mr Philip Douglass are responsible for administering all public examination arrangements and for oversight of candidates during examinations, under direct responsibility from the Head of Centre; the Head Teacher, Mr Stephen Gray.

The Exams Office is located in the Walker Building opposite W11.

There is a team of adult invigilators who will be present during the examinations at all times and who are supervised by the Examinations Officer.

EXAM DATES AND CONTINGENCY ARRANGEMENTS SUMMER 2026

The JCQ have implemented 'contingency sessions' into the examination timetable, these will be used "in the event of national or significant local disruption to examinations in the United Kingdom".

The external exam period begins on **Thursday 7th May 2026**.

The contingency session that has been set aside is **Wednesday 24th June 2026 (full day)**.
This means all exam candidates must be available to sit exams from the date of their first exam until Wednesday 24th June 2026.
This is not a school decision and does apply to all candidates in all schools.

Where a candidate has chosen not to be available for any rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they **will not** be eligible for enhanced grading arrangements. It is therefore important that parents/carers ensure candidates remain available until that day should an awarding body need to invoke a contingency plan.

COURSEWORK / NON-EXAMINATION ASSESSMENTS

Some subjects have an element of coursework or non-examination assessment included in them, which has to be completed, marked, assessed and the work and marks sent to the Examination Board well before formal examination sessions take place.

The school sets deadlines that allow time for this process and to meet board deadlines and regulations. These cannot be changed.

Candidates who do not submit work on time will not be allocated a mark for this portion and their overall grade will suffer. They may then not be eligible for special consideration in their formal examinations should they be ill as they will not have completed the minimum requirements for the qualification.

Candidates will be made aware of an internally assessed mark before external moderation procedures take place. These marks are **provisional** and may become subject to change following external moderation by the exam boards.

Appealing a Centre Assessed Grade

On being informed of their centre assessed marks, if a candidate believes that procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the mark scheme to their marking, then they can make use of the appeals procedure to consider whether to request a review of the centre's marking.

This policy can be found in the school's *Examination and Assessment Policy (Section 6)* on the school website. Any appeal must be submitted by the candidate, in writing, within 5 days of receiving their internally assessed mark.

<https://www.calday.co.uk/examinations>

Candidates **must read** the relevant **JCQ Notices to Candidates** (*coursework, non-examination assessments*), which are included in the appendices of this handbook, along with *A Candidate's Guide to Malpractice* (page 42).

Use of AI in Assessments

All work submitted by candidates for assessment **must be their own**. In any cases where AI has been used this must be referenced correctly by the student.

If you have any questions about appropriate use of AI in your assessments you must discuss this with your subject teacher. Further guidance can be sought from Mr Douglass or the Examinations Officer Mrs Byrne.

Candidates who misuse AI such that the work they submit for assessment is not their own will have committed malpractice, in accordance with JCQ regulations, and may attract severe sanctions.

Please refer to the 'Malpractice' section within this document for further information about Malpractice.

The JCQ AI Use in Assessments document offers clarification on appropriate use (some extracts from the document can be viewed in the appendices):-

https://www.jcq.org.uk/wp-content/uploads/2024/07/AI-Use-in-Assessments_Feb24_v6.pdf

MALPRACTICE

All candidates should be aware of what malpractice is and the possible consequences. Malpractice means any act or practice, which is in breach of the Regulations.

Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.

JCQ provides information regarding what situations constitute malpractice:

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of candidates' work
- Undermining the integrity of examinations/assessments

Information about the indicative sanctions against candidates can be found in the Suspected Malpractice document on the JCQ Website

https://www.jcq.org.uk/wp-content/uploads/2024/08/Malpractice_Sep24_FINAL.pdf

Candidates need to be aware that the following would be considered malpractice. This list is not exhaustive: -

- Communicating verbally or non-verbally to another candidate once in the exam room; this includes laughing, turning around, or trying to distract others.
- Being in possession (whether used or not) of unauthorised items e.g. mobile phone, ear pods, smart glasses, watches etc.
- Copying or allowing work to be copied e.g. posting written work on social networking sites prior to examination/assessment, or sharing work via email or in person.
- Collusion: allowing others to help produce your work or helping others with theirs
- Asking others about what questions your exam will include (even if no one tells you)
- Having or sharing details about exam questions before the exam, whether you think these are real or fake.
- Not telling exam boards or School about exam information being shared.

Things NOT to do on Social Media:

- ❌ Buy/ask for/share exam content
- ❌ Pass on rumours of what's in exams
- ❌ Share your work
- ❌ Work with others so that your coursework is not your own independent work and/or non-examination assessments and coursework, as example:

AI Use, research and using references

Where computer generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated.

Failure to acknowledge AI use may attract severe sanctions.

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.

Any candidate suspected of malpractice will also be subject to the Schools behaviour policy.

WHAT INFORMATION WILL CANDIDATES RECEIVE ABOUT THEIR EXAMINATION ENTRIES?

It is school policy to enter every candidate who is being taught a subject, for the most appropriate level of Examination.

Examination entries must be made in a candidate's **legal name**, which must also be the name written on all examination scripts and assessments. This is so that the name can be verified by suitable identification, such as birth certificate, passport etc.

When the entries have been made on the school's computer system, candidates will be given a **Statement of Entry**, detailing the subjects and tiers for which they have been entered. It also shows the personal details we have on the computer system. Candidates are responsible for **checking all details** on this document, both personal e.g. spelling of name, date of birth etc. and details relating to examination entries. If there are any errors you must inform the Examination Office immediately so that any amendments can be made without delay.

The Statement of Entry serves three purposes:

1. To check all entries that have been made are correct (including the correct tier).
2. To check all personal details are correct.
3. To inform parents that they undertake to pay the entry fees should their son/daughter fail to take the examination without good reason.

Statements of Entry should be kept safely by the candidate, as they are evidence that an entry has been made. They should be retained by the candidate as an additional check on papers entered, tiers of entry, candidate number etc. but not written on. Sometimes candidates will receive updated statements if entries made for them change.

Candidates must bring their **Candidate ID card with them to all examinations**, these have their candidate number, name and photograph on and should be kept safely and not written on.

A fee of £5 will be charged for a replacement ID card.

WHERE WILL THE EXAMINATIONS BE HELD?

The main locations for the **Summer 2026** exams will be the **Main Hall and Gym**. For students with Access Arrangements, the main locations will be D34 and D35. A school timetable will be produced and issued to candidates before the start of the examination season showing the room that each examination will be in.

Candidates must be on time for their examinations to enable seating procedures to be carried out. Candidates should arrive **at least 20 minutes before** the start.

Examinations start at **09:00 hrs** for AM sessions and **13:20 hrs** for PM sessions.

Candidate exam room and seat numbers will be available on Edulink for A Levels and GCSEs, they will also be displayed outside each room before each examination.

Candidates must wait quietly outside the examination room until directed by an invigilator to enter in row order to take their examination seat.

Candidates must remain in silence once they have entered the examination room; they must not talk or communicate with other candidates in any way, verbal or non-verbal. Be aware that **any** communication or misconduct will be reported to the examination board as Malpractice and can result in disqualification from the examination.

HOW DO I KNOW THE DATE WHEN THE EXAMINATIONS TAKE PLACE?

Provisional timetables are shown on the Examination Board websites.

A **school timetable** showing all examinations and rooming details will be on the school webpages before the start of the Examination Series. It is helpful if parents/carers make sure a copy of this timetable is available to them at home with their son's/daughter's examinations highlighted on it alongside their individual timetable.

Candidates will be issued with an **individual timetable** listing their own examination entries for the series. It is important that candidates keep the timetable safe and check they know when all of their exams are.

EduLink will show the room and seat number for each candidate.

If a candidate is unsure about any arrangements they should go to the Examination Office.

AT WHAT TIME DO THE EXAMINATION SESSIONS BEGIN?

- ✓ **Morning Examinations start at 09:00**
- ✓ **Afternoon Examinations start at 13:20**
- ✓ During mock exams the start times may vary so it is important you check the timetable online and EduLink carefully.
- ✓ Candidates should arrive **at least 20 minutes before** the published start time of the examination.

The length of examination papers varies and longer papers may not finish until after the end of the school day. Candidates and parents/carers need to account for this and consider that they may not be out of the examination in time to catch the school buses and alternative arrangements for getting home may be needed.

Candidates will not be allowed out of the examination early for any reason.

Some candidates may also receive an allowance of extra time for the examinations due to access arrangements and their finishing times will be even later, again, this must be taken into consideration when arranging transport home.

It is the candidate's responsibility to be aware of the start time of each examination, but parents/carers should be warned there is a tendency for candidates to confuse a.m. and p.m. sessions. Please ensure your son/daughter checks their examination commitments for each day on the previous evening.

WHAT HAPPENS IF A CANDIDATE HAS MORE THAN ONE EXAMINATION AT THE SAME TIME?

If a candidate is timetabled to sit two or more examinations at the same time this is known as a **clash**. If these are for the **same subject** this is intentional on the part of the board and the examinations are meant to run one after another; this is called a **'false clash'**.

If the student has a clash, the Examinations Team will make arrangements for one of the examinations to be taken at a different time on the same day.

Where this happens, the candidate will have to remain under supervision between the papers, please note that the **rules and regulations on mobile phones and electronic devices also applies to these supervised breaks**. Even attempting to communicate with anyone during any supervision will invariably result in the loss of all those examinations for all the candidates involved.

In all cases, the Examinations Officer will decide on the order in which the papers are taken in line with the JCQ regulations.

During a supervised break:

- Candidates must remain under formal examination conditions inside the examination room.
- Candidates must remain seated and follow the invigilator's instructions at all times.
- Candidates supervised break may be in the same room, or they may be moved to another room for their break, depending on the arrangements which have been made.
- If candidates are moved, they must not communicate with anyone until they have arrived in the quarantine room.

During a supervised lunch break where candidates are put into a quarantine room, candidates are permitted to talk to the other candidates in the same room unless told otherwise. Candidates may also bring lunch/food/drink with them (they will not be permitted to visit the dining room to purchase food) and revision and equipment for their next examinations; all of which must be handed to the invigilator at the start of their first examination and placed in a clear plastic bag (provided). These items will then be handed back to the candidate at the start of their supervised break. No prohibited items should be brought into the quarantine room.

At the end of their break, candidates will then be moved to another room for their next examination, the invigilators will instruct the candidates on the arrangements. Candidates must then hand back their revision and any food/drink before formal examination conditions re-commence and the next examination begins.

HOW ARE CANDIDATES SUPERVISED?

Invigilators will supervise candidates under direct management of the Examinations Officer. Once candidates enter the examination room they must remain supervised and follow the invigilator instructions at all times. Invigilators are experienced in examination procedures and subject to strict regulation, references and police checks. They usually work in teams and can contact the Examinations Office by radio/phone to resolve issues and deal with emergencies.

Invigilators will call candidates into the examination room and will instruct them to sit at the correct seat according to the seating plan.

Exam papers will already be on examination desks, these must not be opened or any details completed on the front until candidates are instructed to do so.

During an examination, **toilet breaks are not permitted** in the **first hour or last fifteen minutes**, this is to reduce disruption to other candidates. If there is a *medical reason* why you will require toilet breaks during the first hour or last fifteen minutes, or are unwell on the day, you must notify the examinations office in advance so that arrangements can be put in place.

At the end of the exam an invigilator will collect the papers from the candidates. Candidates should not attempt to leave the room until instructed to do so by an invigilator.

Candidates **must remain in silence** until they are out of the examination room.

SEATING AND IDENTIFYING CANDIDATES

It is very important that candidates sit in the place allocated to them.

A candidate who cannot find their seat will need to seek help from the Invigilator who will check the seating plan. If the candidate is not listed on the seating, it may be that they have been seated in another room, the invigilator will then check which room the candidate is seated in and take them there.

If the candidate is not on any seating plan, the Examinations Office will check the entry and deal with any issues.

ID Badges **MUST** be brought to every exam and placed on the desk, these will be checked by the Invigilators before the start of the exam.

WHAT HAPPENS IF A CANDIDATE IS LATE?

If parents/carers are aware that their child is going to be late (for example the bus has broken down) they **should telephone the school immediately** and get a message to the Examinations team. Depending on how long the examination has been in progress it may be possible for the candidate to be admitted. However, we are bound by the Examination Board regulations on this matter.

Normally candidates with a genuine reason and who are brought straight to school will be admitted to the examination unless they are considered very late. For very late arrivals, the Examination Board reserves the right not to accept the completed paper. Unfortunately, there have been a few candidates whose papers were not marked in the past.

WHAT HAPPENS IF A CANDIDATE DOES NOT ARRIVE FOR AN EXAMINATION?

A candidate who absents themselves from any examination without presenting a doctor's note or a satisfactory reason for a request for special consideration will receive a grade based only on those elements of the examinations which have been marked.

Parents/carers should be aware that the school will seek to recover the examination fees if a candidate does not turn up for an examination **without good reason** and parents/carers will be invoiced for the cost of the examination entry fee. It is in all our interests to ensure that the school's examination budget is not wasted.

Where a candidate has a good reason and relevant **evidence**, the school can apply for **special consideration** and ask the examination board to apply **enhanced grading** if the candidate meets the requirements. Further information can be found on the JCQ website in the Special Consideration guidance <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

WHAT SHOULD CANDIDATES BRING TO THE EXAMINATIONS?

Candidates are responsible for ensuring that they bring everything they need to the examination. This includes black pens, pencils and any instruments they need for the examination.

Please make sure you take all equipment needed for the examination with you as you may not be able to borrow anything in the examination room.

- ✓ Candidates should bring their stationary in a transparent plastic bag or pencil case.
- ✓ Candidates must write in **black ink** or black ballpoint pen. (Please bring more than one pen)

Some subject papers require the use of dictionaries or set texts and candidates will be advised by their subject teachers about this.

Candidates **must not** have anything **written on their hands** e.g. a telephone number, examination number, homework notes; it may be construed as cheating by the Examination Boards. Any candidate with writing on their hands will be reported to the examination boards for suspected malpractice.

WHAT CANDIDATES SHOULD NOT BRING WITH THEM?

Some items are **strictly prohibited** from examination rooms and should not be brought into the examination room. The Examination boards treat possession of these items as an infringement of the regulations, any candidate found in possession of these items will be reported to the boards for suspected malpractice.

- ✗ Mobile phones or devices with an electronic communication/storage device or digital facility (for example iPads, iPods, Kindles, Fitness trackers, smart glasses etc)
- ✗ Watches of any kind – all candidates will be asked to remove any watches
- ✗ Electronic cigarettes
- ✗ Personal MP3 players, iPods, headphones, earpods, smart glasses etc.

The school advises candidates to not bring these items into the examination room at all, however they can be handed to an invigilator before the start of an examination **but must be switched off**. The school cannot be responsible for their security while the examination is in progress.

- ✗ The use of tippex or correction pens is not permitted. Candidates should cross through work they do not wish to be marked. Highlighter pens are also not permitted on the answer sheet.
- ✗ Notes, papers and text books etc. are only allowed in certain examinations and candidates will be informed by the subject teachers in advance.
- ✗ Candidates should not bring lucky mascots/trinkets into the examination room.
- ✗ No food items or chewing gum are allowed.

The JCQ ‘**information for candidates – written examinations**’, (see appendix) outlines the rules and regulations for candidates on what is and is not permitted in an examination. You must read this carefully.

MAY CANDIDATES BRING A DRINK?

- ✓ No more than 750 ml of still water may be brought, preferably in a sport cap bottle.
- ✗ No fizzy drinks, cans or pouches will be allowed due to risk of spillage.
- ✓ Bottles must be clear and **transparent** with **no labels** on them.

REGULATIONS GOVERNING THE USE OF CALCULATORS

Unless stated otherwise, some subject papers, especially maths, explicitly prohibit the use of calculators. Candidates must not have on them or attempt to use any form of calculator for these.

Calculators with any of the following facilities are prohibited:

- Data banks
- Dictionaries
- Language translators
- Retrieval of text or formulae
- QWERTY keyboards
- Built in symbolic algebraic manipulations
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Capability of remote communication with other machines

The use or attempted use of any such calculators will be regarded as malpractice.

Calculators with graphic displays and programmable calculators are permitted if information and/or programmes stored in the calculator’s **memory are cleared** before the examination. Retrieval of

information and/or programmes during the examination is an infringement of the regulations. Candidates are responsible for clearing any information and/or programmes before the examination.

It is the candidate's responsibility to check that their calculators conform to the examination regulations.

HOW ARE EXAMINATIONS STARTED?

A formal announcement will be made and candidates will be cautioned that they are subject to the regulations. Any instructions or Examination Board notices, changes to papers etc. will be read out and candidates asked to complete their details on the answer papers.

Candidates **must not** write anything on their examination paper until instructed to do so by the Invigilators.

The start time and end time of the examination is then displayed at the front of the room.

WHAT STANDARDS OF BEHAVIOUR ARE EXPECTED DURING EXAMINATIONS?

All candidates must read the JCQ notices which are printed in the Appendices and on the JCQ website <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

All details must be observed.

The School and Examination Boards regard breaches of examination regulations very seriously. Parents/Carers should please impress on your son/daughter the importance of good behaviour in an examination, as any activities that may disturb or upset other candidates will not be tolerated and will be reported to the exam board as suspected malpractice.

The Head of Centre and the Examinations Officer have the power to remove disruptive candidates.

Candidates are asked to wait quietly outside the examination venue, and to enter and leave in silence. This avoids disturbance to other candidates and helps to maintain a calm atmosphere for those candidates who are nervous about their examinations.

Candidates who try to communicate with other candidates inside the venue, or who create a disturbance in the examination room will be asked to leave, and in these circumstances will be reported to the Examination Board for suspected malpractice. This may result in the candidates not receiving a grade for the whole of that examination.

The writing of obscene, offensive or inappropriate material (including doodling) on examination scripts, may also disqualify a candidate from an examination.

In cases where it is deemed that a candidate has failed to adhere to these rules, the school may seek to recover the examination cost of that paper and reserves the right to refuse entry into future examinations.

WHAT SHOULD CANDIDATES WEAR FOR EXAMINATIONS?

The School Uniform Policy must still be adhered to during all examinations.

Examinations are a school activity and candidates below the Sixth Form must wear normal uniform. Sixth Form candidates must dress as they would for a formal business environment.

We ask for co-operation of parents in ensuring candidates are correctly dressed as we wish to avoid causing stress to candidates in the examination room by pointing out when they are not in uniform.

WHAT DO I NEED TO DO IF A CANDIDATE HAS PROBLEMS THAT MAY AFFECT EXAMINATION PERFORMANCE?

ACCESS ARRANGEMENTS

Some candidates are eligible for **extra time or special examination arrangements**. These are normally long-term issues identified by the school in advance of the exam period and appropriate applications made are supported by appropriate evidence.

Any candidate who feels that they may need access arrangements must liaise with Mrs Holmes or the Examinations Office **prior to the internal examinations** for the year in which external examinations are taken (November/December for Year 11, January for Year 13). This is to allow time for evidence to be gathered and the candidate tested prior to submitting an application to the exam board before the deadline **in February**.

The Examination Boards are able to grant extra time or similar arrangements, but only given the correct evidence and within the regulations. All relevant medical evidence etc. must be given to the Examination Office before February application deadline. Mrs Holmes - Access Arrangement Co-ordinator will make arrangements for providing any special assistance and will inform the candidates.

Whereby there is an emergency temporary access arrangement requirement, such as a broken hand requiring a word processor or scribe, the Examinations Office must be notified immediately to be able to offer any support.

JCQ guidance on access arrangements: <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

During Examinations rest breaks cannot be taken in the first 10 minutes of an examination. A rest break cannot be longer than 30 minutes in length.

As a School we recommend that Students take a break for 5 minutes every hour, e.g. a 2-and-a-half-hour exam would have 12 minutes of rest breaks taken (approximately).

In all cases, Mrs Holmes will determine the appropriate amount of rest breaks required as per the JCQ regulations.

SPECIAL CONSIDERATION

A candidate's examination performance can sometimes be affected by circumstances out of their control.

Special Consideration is a post-examination adjustment to a candidate's mark or grade to reflect a temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which 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.

Which candidates will be eligible for special consideration?

Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of controlled assessment, coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control.

The range of allowance given is 1-5%. The maximum allowance that can be given is 5% and this is reserved for the most exceptional and serious cases such as terminal illness of the candidate/parent/carer, death of a member of the immediate family within two months of the examination.

The most common category of allowance is 1% / 2% for illness at the time of the assessment, broken limb, concussion, extreme distress (not exam related).

Please note that exam boards only advise that special consideration has been awarded on the results information not what percentage they have been awarded.

In the event of student being absent on the day of an examination, we will require the student to complete a self-certification form (further details to follow nearer the time of the exam period) which will assist us when submitting an application to the exam board. We have to highlight that should a candidate be found to be falsifying absence this will constitute malpractice.

During the exam period the exams office will email further details on the procedure for parents/carers to notify us of any circumstances we need to be aware of. This will also include information on what supporting evidence we may need for an application to be made.

All evidence must be dated to show that the illness or circumstance was present **at the time of the affected examination(s)**. This includes applications for enhanced grading where an examination has been missed with good cause.

At all times information shared will be treated in the strictest confidence.

<https://forms.gle/UonDzuCN2t4XFzwC6>

The form will not open until during the examination period, the exams office will send an email out confirming when the google form is open for submissions to be made.

The deadline for completing the form is 4pm Friday 26th June 2026.

JCQ guidance on special consideration: <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

ADMISSIONS TESTS

The school no longer hosts University Admissions Tests, other than the STEP Mathematics test.

All entry fees must be paid for by the candidate, and additional fees may incur to cover the cost of any invigilation.

<https://www.ocr.org.uk/students/step-mathematics/>

Please notify the exams office if you wish to be registered for the STEP test. It is the candidate's responsibility to check if the course they are applying to require a pre-admissions test and to ensure that they apply before the specified deadline (End of April 2026).

HOW CAN PARENT'S BEST HELP THEIR SON/DAUGHTER DURING THE EXAMINATION PERIOD?

Examinations are inevitably a stressful time for some candidates and support from both school and parents can be helpful.

The school will provide advice about revision programmes and examination techniques, and if this is followed it should not be necessary for any candidate to work abnormally long hours during the revision period. It is probably helpful to discuss with your son/daughter how he/she intends to organise revision and to talk through any anxieties about particular techniques or subject matter. Testing knowledge of factual material can benefit the candidate if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement. Candidates should get plenty of sleep and some opportunities for relaxation.

WHAT HAPPENS ABOUT THE RETURN OF SCHOOL BOOKS AND EQUIPMENT AT THE END OF THE EXAMINATION PERIOD?

Candidates will be informed before the start of examinations the arrangements for the return of books etc. Please ensure that all textbooks and equipment are returned promptly to school.

WHEN AND HOW ARE RESULTS DISTRIBUTED?

A Level results are issued on Thursday 13th August 2026.

GCSE results are issued on Thursday 20th August 2026.

Results will be available to candidates via Edulink on the morning of Results Day – the time for release will be confirmed nearer to the time.

Candidates will be invited into School to collect a hardcopy of their results – details of timings for this will be shared closer to results day; should they wish for someone else to collect their hard copy of results on their behalf they must send a **signed letter of authorisation** with the collector and **notify the Exams Office in advance**.

Results will not be given over the phone or emailed under any circumstances.

Members of SLT will be available **on site** on results days along with the Exams Office team.

WHAT CAN I DO IF RESULTS ARE SUBSTANTIALLY DIFFERENT FROM WHAT IS ANTICIPATED?

SHOULD I CONSIDER A REVIEW OF MARKING?

After the release of examination results, a candidate has the right to apply to the awarding body, through the centre, for a review of marking if they consider the grade to be too low. This can take the form of a clerical check or full review of marking of an examination paper or papers.

Candidates should be aware that this process may result in an increase or a decrease to the grade. This process has a short deadline (full details will be given with your results) and therefore any requests must be carried out quickly within the strict deadlines; which will be published with the results.

Application forms and details of the deadlines, procedures and prices for ROM'S and scripts are available from the Examinations Office and online on results days. A ROM normally costs around £50 - £60 per paper depending on the examination board and level. Copies of scripts are around £10 - £16 each, or with some boards available free of charge. The final date for ROM applications to be received by the board is normally **the end of September** for Summer examinations.

We advise any candidate who has concerns about a grade awarded for a subject to talk their concern through with the Examinations Office, dates and times of opening will be given to candidates with their results. Please note the Examination Office will not be open at any time other than those stated.

It must be remembered that examinations can only measure performance on the day, and that candidates can do better or worse than anticipated for a variety of reasons.

Examination Scripts will be available to request should you wish, the Exams Team will send out information to candidates about how to request these.

- ✓ **Candidates signed consent (or via school email account) is required for every script and ROM application.**
- ✓ **Candidate results and Examination Scripts are confidential to the candidate and will only be shared to their Caldai email address.**

If the results have serious implications for the candidate's future plans then advice should be sought from the Careers Service.

WHAT CAN I DO IF I DISAGREE WITH THE ROM OUTCOME AND WISH TO APPEAL?

The school advises any candidate who has concerns about a mark awarded after an ROM to talk their concern through with the Examinations Office within **1 week of the outcome**.

You are advised to request a copy of the post-reviewed script before proceeding with an appeal against an outcome, therefore it is advisable to order one of this at the time of the ROM application where you have serious concerns about a result.

Following this discussion, the school can apply for a preliminary appeal if this is considered appropriate, we would expect to support you in most cases, however we would need to be able to ensure that we have met the grounds for appeal.

JCQ guidance on post results services, including appeals and grounds for appeal, can be found on their webpages: <http://www.jcq.org.uk/exams-office/post-results-services>.

The ROM outcome letter from the examination board will also provide details on what to do next.

Where the school does not support your request to appeal an ROM outcome and you wish to appeal the school's decision, please see the Examinations and Assessment Policy, (section 6 Post Results Appeals - Appeals procedure following the outcome of an enquiry about results) on the school website.

HOW DO I GO ABOUT OBTAINING COPIES OF MARKED EXAMINATION SCRIPTS?

The exams team will share information nearer results day about how you can obtain your Examination Scripts.

Candidates have to give written consent and scripts will only be sent to Calday email addresses due to the confidentiality of the scripts.

HOW SHOULD FEES BE PAID?

Payments for post results services can only be made via ParentPay or the School Shop, the Examination Team will confirm this.

WHEN DO CANDIDATES RECEIVE CERTIFICATES?

The examining boards issue certificates well after the examinations have taken place.

Certificates for the Summer 2026 series of examinations should be received by school by the end of November/December 2026.

Candidates are required to collect certificates in person. A friend or family member may collect certificates but only bearing a letter of request signed by the candidate and a form of ID.

Any certificates not collected by the end of January 2026 may be posted to your home address on the School's records.

If you are likely to be changing address it is important that you inform the school as uncollected certificates will be posted to the address that we have on our system.

CAN I REPLACE A LOST CERTIFICATE?

If you lose your certificates they can only be replaced by direct application to the Boards (AQA, OCR, EDEXCEL, WJEC) by the candidate and will require proof of identity such as original birth certificate and a substantial fee per certificate.

PRIVATE CANDIDATES

Candidates who are not a current candidate on roll at the school, must bring with them photographic ID, such as a driving licence or passport. This will be checked upon entry to the examination room.

APPENDICES

Joint Council for Qualifications (JCQ) Information for Candidates documents can be found on the webpages, and copies of the formal notices are included below: <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Including:

- [Information for Candidates – Non examination assessments \(p19 to p22\)](#)
- [Information for Candidates – Coursework Assessments \(p23 to p26\)](#)
- [Information for Candidates – Onscreen Tests \(p27 to p30\)](#)
- [Information for Candidates – Privacy Notice \(p31 to 33\)](#)
- [Information for Candidates – Social Media \(p34\)](#)
- [Information for Candidates – Written Exams \(p35 to p39\)](#)
- [JCQ AI Use in Assessments \(Page 39\)](#)
- [JCQ Warning to Candidates \(p46\)](#)
- [JCQ No Mobile Phones \(p47\)](#)

In addition, the school also provide the following guidance:

- [Candidate's Guide to Malpractice \(p48 to p49\)](#)
- [Results dates \(p50\)](#)

Information for candidates

Non-examination assessments

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 something 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** write up your **own account** of the assignment. Even if the information you have is the same, you **must** describe in your own words how that information 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 known as **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/onthisday/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 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.



Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

Effective from 1 September 2025

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

When you submit your work 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, 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.

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, 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/onthisday/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 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. They 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 information you have is the same, the description of how that information 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. **Don't** 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.

Don't 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.

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 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. They can 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 rules, one of the following sanctions will be applied:

- you will be awarded zero marks for your work;
- 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 sanction is appropriate.

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



Joint Council for
Qualifications ^{CIC}

Information for candidates

On-screen tests

With effect 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 exams.
- 4** Only take into the exam room the materials and equipment which are allowed for that exam.
- 5** You **must not** take into the exam room any unauthorised material including:
 - (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, 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 spellcheckers

- 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 issues;
 - (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.



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

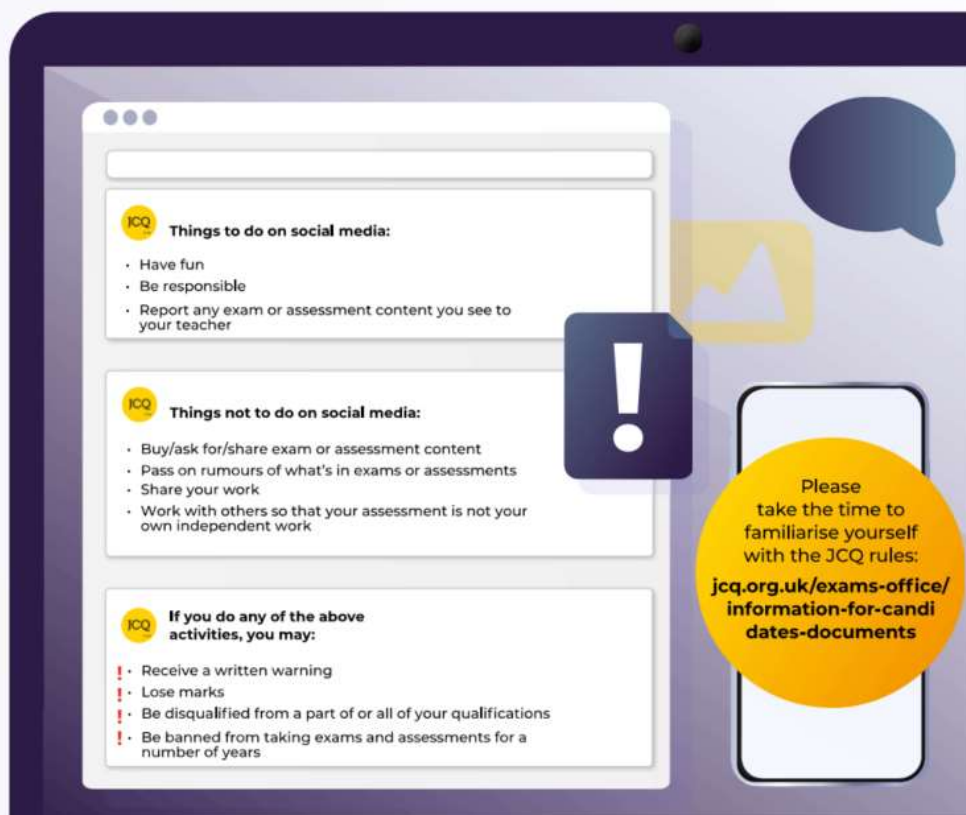
To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

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

Written examinations

With effect 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 any unauthorised material, including:
 - (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 be used only for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spellcheckers

- 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 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:
 - (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 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.

AI Use in Assessments: Protecting the Integrity of Qualifications

Guidance for Teachers & Assessors

Published on: 26 April 2023

Revision one: 2 February 2024

Produced on behalf of:



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Executive summary

While the potential for student artificial intelligence (AI) misuse is new, most of the ways to prevent its misuse and mitigate the associated risks are not; centres will already have established measures in place to ensure that students are aware of the importance of submitting their own independent work for assessment and for identifying potential malpractice. This guidance reminds teachers and assessors in centres of best practice in this area, applying it in the context of AI use.

The guidance emphasises the following requirements:

- As has always been the case, and in accordance with section 5.3(k) of the *JCQ General Regulations for Approved Centres* (<https://www.jcq.org.uk/exams-office/general-regulations/>), teachers and assessors must only accept work for qualification assessments which is the students' own;
- Students who misuse AI such that the work they submit for assessment is not their own will have committed malpractice, in accordance with JCQ regulations, and may attract severe sanctions;
- Students and centre staff must be aware of the risks of using AI and must be clear on what constitutes malpractice;
- Students must make sure that work submitted for assessment is demonstrably their own. If any sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student and they must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded (please see the [Acknowledging AI use](#) and [AI use and marking](#) sections below and [Appendix B: Exemplification of AI use in marking student work](#) at the end of this document); and
- Where teachers have doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it have been generated by AI but this has not been acknowledged), they must investigate and take appropriate action.

The JCQ awarding organisations' staff, examiners and moderators have established procedures for identifying, reporting and investigating student malpractice, including the misuse of AI.

This guidance refers to AI tools and AI detection tools as they were at the time of publication; the JCQ awarding organisations are continuing to monitor developments in this area and will update this guidance when appropriate. Examples of candidate AI misuse cases and marking candidate work where AI tools have been used can be found in [appendices A](#) and [B](#) to this document.

This document was first published on 26 April 2023. It was amended on 2 February 2024.

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

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

While the range of AI tools, and their capabilities, is likely to expand greatly in the near future, misuse of AI tools in relation to qualification assessments at any time constitutes malpractice. Teachers and students should also be aware that AI tools are evolving quickly but there are still limitations to their use, such as producing inaccurate or inappropriate content.

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

Answering questions

- Analysing, improving, and summarising text
- Authoring essays, articles, fiction, and non-fiction
- Writing computer code
- Translating text from one language to another
- Generating new ideas, prompts, or suggestions for a given topic or theme
- Generating text with specific attributes, such as tone, sentiment, or formality

AI chatbots currently available include:

- ChatGPT (<https://chat.openai.com/auth/login>)
- Jenni AI (<https://jenni.ai>)
- Jasper AI (<https://www.jasper.ai/>)
- Writesonic (<https://writesonic.com/chat/>)
- Bloomai (<https://huggingface.co/bigscience/bloom>)
- Gemini (<https://gemini.google.com/>)
- Claude (<https://claude.ai/>)

There are also AI tools which can be used to generate images, such as:

- Midjourney (<https://midjourney.com/showcase/top/>)
- Stable Diffusion (<https://stablediffusionweb.com/>)
- Dalle-E 2 (OpenAI) (<https://openai.com/dall-e-2/>)

There are also AI tools which can be used to generate music. These include:

- Soundraw (<https://soundraw.io/>)
- wavtool (<https://wavtool.com/>)
- Musicfy (<https://create.musicfy.lol/>)

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

What is AI misuse?

As has always been the case, and in accordance with section 5.3(k) of the *JCQ General Regulations for Approved Centres* (<https://www.jcq.org.uk/exams-office/general-regulations/>), students must submit work for assessments which is their own. This means both ensuring that the final product is in their own words, and isn't copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work. Students are expected to demonstrate their own knowledge, skills and understanding as required for the qualification in question and set out in the qualification specification. This includes demonstrating their performance in relation to the assessment objectives for the subject relevant to the question/s or other tasks students have been set. While AI may become an established tool at the workplace in the future, for the purposes of demonstrating knowledge, understanding and skills for qualifications, it's important for students' progression that they do not rely on tools such as AI. Students should develop the knowledge, skills and understanding of the subjects they are studying.

Students must be able to demonstrate that the final submission is the product of their own independent work and independent thinking.

- AI misuse is where a student has used one or more AI tools but has not appropriately acknowledged this use and has submitted work for assessment when it is not their own. Examples of AI misuse include, but are not limited to, the following:
- Copying or paraphrasing sections of AI-generated content so that the work submitted for assessment is no longer the student's own
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies.

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

Examples of AI misuse cases dealt with by awarding organisations can be found in **Appendix A: AI misuse examples** at the end of this document.

Acknowledging AI use

It remains essential that students are clear about the importance of referencing the sources they have used when producing work for an assessment, and that they know how to do this. Appropriate referencing is a means of demonstrating academic integrity and is key to maintaining the integrity of assessments. If a student uses an AI tool which provides details of the sources it has used in generating content, these sources must be verified by the student and referenced in their work in the normal way. Where an AI tool does not provide such details, students should ensure that they independently verify the AI-generated content – and then reference the sources they have used.

In addition to the above, where students use AI, they must acknowledge its use and show clearly how they have used it. This allows teachers and assessors to review how AI has been used and whether that use was appropriate in the context of the particular assessment. This is particularly important given that AI-generated content is not subject to the same academic scrutiny as other published sources.

Where AI tools have been used as a source of information, a student's acknowledgement must show the name of the AI source used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. The student 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 it has been used.

This must be submitted with the work the student submits for assessment, so the teacher/assessor is able to review the work, the AI-generated content and how it has been used. Where this is not submitted, and the teacher/assessor suspects that the student has used AI tools, the teacher/assessor will need to consult the centre's malpractice policy for appropriate next steps and should take action to assure themselves that the work is the student's own. Further guidance on ways this could be done are set out in the JCQ Plagiarism in Assessments guidance document (see link below).

The JCQ guidance on referencing can be found in the following:

- *Plagiarism in Assessments* (<https://www.jcq.org.uk/exams-office/malpractice/plagiarism-in-assessments---guidance-for-teachersassessors/>)
- *Instructions for conducting coursework* (https://www.jcq.org.uk/wp-content/uploads/2022/08/Coursework_ICC_22-23_FINAL.pdf)
- The Information for Candidates documents (<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>)

Other actions which should be considered in relation to acknowledging AI use are:

- a) Students being reminded that, as with any source, poor referencing, paraphrasing and copying sections of text may constitute malpractice, which can attract severe sanctions including disqualification – in the context of AI use, students must be clear what is and what is not acceptable in respect of acknowledging AI content and the use of AI sources. For example, it would be unacceptable to simply reference 'AI' or 'ChatGPT', just as it would be unacceptable to state 'Google' rather than the specific website and webpages which have been consulted;
- b) Students should also be reminded that if they use AI so that they have not independently met the marking criteria, they will not be rewarded (examples of how to implement this can be found in **Appendix B: Exemplification of AI use in marking student work** at the end of this document).

Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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A



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.

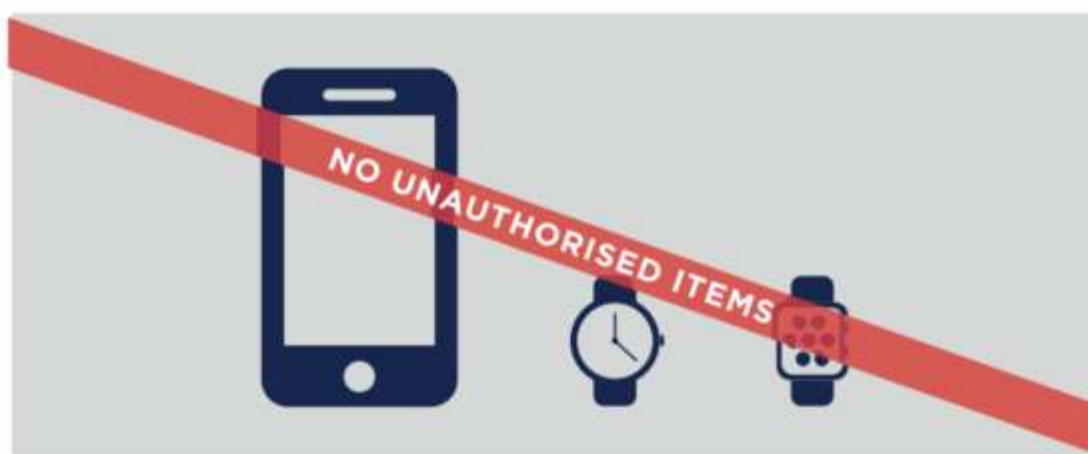
7

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.

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.

A Candidate's Guide to Malpractice: Coursework, Non-Examination Assessments and Examinations

Some of your courses include school-assessed work that contributes towards your external examination marks e.g. course work, assignments, portfolios and essays. There are rules and regulations in place which ensure that no candidate gains an unfair advantage through plagiarism, cheating or collusion. These are forms of malpractice. This document provides you with an overview of the action the school will take in suspected cases.

The [Public Examinations Handbook](#) (the yellow booklet issued to you at the start of term) includes full information for candidates about written examinations, Non-Examination Assessments (NEA's) and coursework on pages 19 to 22. You should read through these carefully.

Examples of malpractice, including candidate and staff malpractice, maladministration and full details of the processes and procedures for reporting and investigating malpractice can be found in section 4 of the school's [Examinations and Assessment Policy](#).

What is Assessment Malpractice?

- Taking someone else's work, images or ideas and passing it off as your own e.g. using the Internet to cut and paste material from a website, or by taking another candidate's work that has been emailed to you. This is called **plagiarism**.
- **Cheating**, this is, acting unfairly or dishonestly to gain an advantage.
- Agreeing with others to cheat or deceive e.g. by allowing other candidates to copy your work. **This is known as collusion**.
- Allowing others to copy your work.
- Failing to follow the warnings and instructions given by staff conducting examinations and Non-Examination Assessments;

If you are discovered or suspected of doing any of the things shown in the list above, the school will investigate and may take disciplinary action against you which will normally include notifying the awarding body of the incident.

This is what is expected of you whilst you are at Calday Grange Grammar School:

- You will follow the warnings and all instructions given by staff supervising assessments and written examinations, and will not:
 - ❌ Bring unauthorised material or items into the examination room;
 - ❌ Communicate with anyone other than the member of staff conducting the assessment or examination;
- Any work you submit for assessment will be your own work; you will never present someone else's work as your own or use material from another candidate given to you by email or on a pen drive as if it were your own work;
- You will never let other candidates use or copy from your work and pass it off as if they had done it themselves. If you are approached by another candidate to do this, or witness it happening, you should inform your teacher/tutor immediately;
- You will always acknowledge and reference any sources you use in your assessed work (see below).

Referencing sources:

A source is any resource that you use to collect information for your coursework including text books, encyclopaedias, journals, TV and radio programmes, the internet and other people. You should list (acknowledge) any sources (including AI bot software) you use so that someone else can find it, along with an indication in your coursework of which information came from that source.

By referencing the sources of the information, you use, either directly in quotations or indirectly to inform your own words you will gain the following benefits:

- You cannot be accused of plagiarism or copying;
- Referencing justifies and aids the construction of your argument or point you are making;
- Referencing enables you to include main ideas from key writers or authors;
- Referencing is good academic practice and shows your teacher/tutor that you have read widely

The information for candidates documents on pages 18 to 44 of your yellow Public Examinations Handbook provide useful guidance on referencing and how to prepare your work. If in any doubt how to reference your work, ask your teacher for advice.

What will happen if you are suspected of malpractice?

- The member of staff or examination board will inform the Head teacher of the suspected malpractice; you and your parents will be informed of the allegation that has been made;
- An investigation will be carried out to consider the evidence and establish the facts;
- You will be called to a meeting with the Head teacher or his designated member of staff;
- In all cases where there is clear evidence of deliberate malpractice the relevant awarding body for the qualification will be informed in accordance with the regulations. The school will also take internal disciplinary action in line with the seriousness of the malpractice.

What happens if you suspect malpractice?

If you suspect another candidate of malpractice you should inform your teacher immediately. It is important to remember that any allegations will be taken seriously and you will be asked to put these in writing.

If you suspect a teacher or other member of staff of malpractice - which results in a candidate or candidates being given an unfair advantage - you should report this to the Head teacher. It may be helpful to refer to section 4.2 of the Examinations and Assessment Policy on the school website which explains what is meant by staff malpractice. The school will take any allegations made very seriously and you will be asked to put any allegations in writing.

The school will not tolerate any misuse of this process for reporting unfounded allegations of candidate or staff malpractice with malicious intent and will deal with any instances using school candidate management procedures.

What are the penalties or sanctions for malpractice?

In cases where it is believed that there is clear evidence of malpractice, actions will be taken by the school and/or the examination board. These actions will depend on the seriousness of the malpractice. Actions taken by the examination board are beyond the control of the school.

Actions may include the following:

- Your mark or assessment grade may be reduced or awarded zero for that assignment;
- You may not be allowed to take the unit/exam/test again;
- You may have to redo the work under supervised conditions in accordance with an agreed action plan drawn up by the Course Leader;
- You may be given a different assignment to do on the same section of the specification;
- You may be disqualified from your course;
- You may be excluded from the school;
- You may be disqualified from all of your examinations or barred from entering for examinations for a set period of time.

In all cases, a record will be made in your file of the allegation, the outcome and any penalty you are given. This information may be used by the school when it is asked to provide a reference for you. Candidates and the Head of Centre have a right to appeal against any decisions made. Further details regarding the appeal process are available in section 5 of the Examinations and Assessments Policy.

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. Airbuds, 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



EXAMINATION RESULTS

Summer 2026

A Level

Thursday 13th August 2026

GCSE

Thursday 20th August 2026

FAQs

Why do I need to check the details on my Statement of Entry?

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your exam certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry are correct and that no subjects are missing.

What do I do if I have an accident or am ill before the exam?

Inform the school as soon as possible so that we can help or advise you. You will have to obtain medical or other evidence if you wish the school to appeal for special consideration on your behalf.

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 who will draw this to the attention of the Exams Officer.

What happens if transport links are delayed?

Phone school immediately.

What happens if I arrive late for an exam?

You must report to Exams Office immediately. A member of staff will then escort you to the exam room. You must not enter an exam room unaccompanied once an exam has started. Please ensure that you allow enough time to get to school. You should also be aware that if you start the exam more than 1 hour after the published starting time, we must inform the awarding body and it is possible that the awarding body may decide not to accept your work. 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.

If I miss the examination can I take it on another day?

No. Timetables are published by the exam boards and you must attend on the stated date and time.

Do I have to wear school uniform?

Yes. Normal school policy regulations apply to uniform, hair, jewellery, make-up etc.

Can candidates take holidays during term time?

Under current school absence legislation, holidays are not permitted during term time, this includes during periods of internal and external examinations.

Dates for examinations are rigidly fixed by the Examination Boards and are subject to change until close to the time that candidates start study leave. Legislation does not permit study leave for internal examinations

What arrangements are made for study leave?

Study leave is normally given for external summer examinations and dates will be given nearer the time of the examinations. During study leave candidates are only required to be in school when they actually have examinations.

Why can't I bring my mobile telephone / electronic devices (included watches) into the exam room?

Being in possession of a mobile telephone (or any other electronic device) is regarded as malpractice and is subject to severe penalty from the awarding bodies.

How do I know how long the exam is?

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

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

The 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.

What do I do if I forget my Candidate Number?

Your candidate number will appear on your exam timetable, on your ID card and also on the seating plan outside of the exam room. The Invigilator can also help you with your candidate number.

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

The Centre Number will be clearly displayed in each exam room.

Can I leave the room to use the toilet during an exam?

Toilet breaks are not permitted in the first hour or last fifteen minutes of an exam unless there is a medical need that the SENCO has given a medical pass for.

What do candidates do who finish early?

Candidates should use all of the available time on their examinations and spend any time at the end checking their answers.

Candidates are not permitted to leave before the published finish time of the examination.

Candidates must sit quietly at their desk so as not to disturb other candidates. Any disturbance would be treated as malpractice.

What do I do if I don't get the grades I need?

SLT and exams staff will be available to advise you on results day. You should be aware that your mark could go down as well as up or may even stay the same. Review of marking requests must be submitted to the Exams Office as soon as possible. The Exams Office will advise of the cost of this process. You must complete a consent form and provide payment to cover the cost of the enquiry prior to the submission of an exam review of marking request to the exam board.

