HALEWOOD ACADEMY

CANDIDATE HANDBOOK 2026-2027

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A GREAT PLACE **TO BE A PART OF**

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Introduction

Halewood Academy is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Purpose of this handbook

- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidate's documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

Malpractice

Candidates must be aware of what malpractice is and the possible consequences.

- To maintain the integrity of qualifications, strict regulations are in place
- 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 constitutes 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

We cannot stress enough how important it is **NOT TO BRING A MOBILE PHONE** into the exam venue on the day of your exams. Anyone found with a phone on their person during an exam, whether it is turned off or not will be severely reprimanded by the appropriate awarding body. You may be disqualified from that exam and other exams. See enclosed notice to candidates - Appendix 5.

Personal data

JCQ has fully committed to adherence of the General Data Protection Regulation (GDPR) which came into force on 25 May 2018.

Copyright

- The copyright of any work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate
- By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence)
- You will be asked to sign an Access to Script form when you pick up your results to confirm if you consent to your scripts being used in the classroom for teaching and learning and if you object to your name being displayed on the script.

Coursework assessments/non-examination assessments

Non-examination assessment makes up part of the GCSE course and the final qualification grade and includes an internal assessment or externally marked and/or externally set practical examination.

The regulations state that:

- The work you submit for assessment must be your own
- You must not copy from someone else or allow another candidate to copy from you

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page. 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 and content was generated. See Appendix 7.

If it is discovered that you have broken the regulations, the awarding bodies can apply penalties to your work.

You must read the Information for Candidates Non-Examination Assessments and Coursework Appendix 1 and 2.

Written timetabled exams

All candidates will be issued or have access to:

- Candidate statement of entry (to check that personal details and exam entries are correct)
- Candidate exam timetable (please ensure you know the date, time and venue of all your exams/assessments)
- The JCQ information for candidates' documents – written examinations, social media – Appendix 3 and 4
- Exam room posters – Warning to candidates, Unauthorised items - Appendix 5 and 6

If there are errors you will need to notify the Exams Officer immediately

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Contingency sessions - Summer 2027

The awarding bodies will designate 'contingency sessions' for examinations, summer 2027.

The designation of 'contingency sessions' within the common examination timetable is in the event of national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

In the event of national disruption to a day of examinations in summer 2027, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the last contingency day. Centres will be alerted if it is agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the rescheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those covered by special consideration, they will not be eligible for enhanced grading arrangements. The Contingency dates are highlighted on the Summer 2027 exam timetable.

What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)

If you have two exam papers timetabled at the same time this is known as a clash. If you have any timetable clashes, please notify the Exams Officer immediately

- If the clash involves two or three examinations in the same subject and does not exceed 3 hours, these exams will be sat one after the other
- If the clash involves two or three examinations in either the same or different subjects and exceeds three hours, one of the exams will be moved to the morning/afternoon. You will have to be isolated between the two sessions.
- If the clash involves two or more examinations in different subject and does not exceed three hours, these exams will be sat one after the other.
- You will be supervised in between examinations and will not be able to have access to any electronic communication/storage devices or the internet until you have completed the 'clash' examination.

Where you will take your exams

All your exam venues will be clearly stated on your exam timetable. Please wait quietly outside your exam room until a member of staff allows you to enter. Once inside the room, you are under examination regulations and you must be silent.

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What time your exams will start and finish

Please arrive by:

Morning exams: 8.45am

Afternoon exams: 12.50pm

Your start and finish times will be clearly displayed at the front of your exam venue. You will be required to stay seated in the exam room for the full length of the exam including any extra time and will not be permitted to leave until the published finish time.

Supervision during your exams

- Examinations are supervised by a team of external invigilators
- Invigilators follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies. All instructions issued by the invigilator must be followed.

Exam room conditions

- A member of staff or an external invigilator will invite candidates into the exam venue.
- You are under formal exam conditions as soon as you enter the exam room until you are given permission to leave by the invigilator.
- Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room.
- Candidates must not attempt to open the question paper until the examination begins.

Where you will sit in the exam room

Your seat number will be printed on your exam timetable and seating plans will be clearly displayed outside the exam venue.

- Candidates will be seated in rows in candidate number order
- Please make sure you are aware of your seat number and check where your seat is located on the seating plan before you enter the exam venue
- You must sit in in the designated seat on your timetable

How your identity is confirmed in the exam room

A senior member of staff or member of the Pastoral team will be present at the beginning of every exam

Invigilators are provided with photo ID of every candidate

External candidates will be asked to provide photographic identification before sitting each exam

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What equipment you need to bring to your exams

You will need:

Pencil case – must be clear

Black ball point pen – not blue or gel pens

Pencil, pencil sharpener, rubber, ruler – no erasable pens, correction pens or fluid tape.

Highlighters or gel pens can be used in exams but **MUST NOT** be used to highlight your answers. They can only be used to highlight the questions or resource booklets.

Using calculators

A calculator will be provided, if you bring your own, please see below for the requirements:

During an examination a calculator must not be able to offer any of these facilities:

- Language translators
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other machines or the internet

During an examination a calculator must not give access to pre-stored information. This includes:

- Databanks
- Dictionaries
- Mathematical formulae
- Text

A calculator must be free of lids, cases and covers which have printed instructions or formulae.

A calculator must not be borrowed from another candidate during an examination

[Taken from JCQ Instructions for conducting examinations 2026-2027 Section 10]

What you should not bring into the exam room

Unauthorised items are:

- Notes
- iPods, MP3/4 Player or similar device
- Mobile phone
- Air Pods, earphones, earbuds
- Watches
- Smart glasses or any other smart device

See enclosed notice to candidates – Appendix 5.

Food and drink in exam rooms

Food cannot be brought into the exam venue; you may bring a bottle of water with the label removed, which can be placed on the floor next to your desk

What you should wear for your exams

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Full school uniform must be worn when sitting your exams.

Where your personal belongings will be stored during your exam

All personal belongings will be placed at the back of the exam venue including watches and mobile phones. All devices must be turned off and placed in your bag or coat.

What to do if you arrive late for your exam

If you are late for an exam, the Vice Principal will decide if you are permitted to sit the examination.

- A candidate will be considered very late if they arrive; more than one hour after the awarding body's published start time for an examination which lasts one hour or more i.e. after 10.00am for a morning exam or after 2.30pm for an afternoon exam. After the awarding body's published finishing time for an examination which lasts less than one hour.
- Please be aware that if you an hour or more late and are permitted to sit the exam, the awarding body may not accept the script.

What to do if you are unwell on the day of your exam

- If you are ill and cannot sit the exam, you **must** telephone the school immediately and leave a message with attendance. You must provide a sick note from your GP.
- If you feel unwell on the day of your exam but are still able to attend, please make the Exams Officer aware of this.
- If you are absent from, taken ill before or during an exam, special consideration may be applied for with the awarding body. Special consideration can be applied when the issue/event has had, or reasonably likely to have had a material effect on a candidate's ability to take an exam or demonstrate their normal level of attainment in the exam.
- Please contact the Exams Officer as soon as possible to discuss your reason for absence or illness and you will be asked to provide evidence i.e. a medical letter, before special consideration will be applied for.

What happens if you have an unauthorised absence from your exam

If you miss any exam, you will **NOT** be able to sit it at another time.

If you do not have a genuine reason for missing an exam, you will be charged for the exam.

What happens in the event of an emergency in the exam room

If the fire alarm sounds during an examination, the invigilators will tell you what to do. **Do not panic!** If you have to evacuate the room, you will be asked to leave in silence. You will be escorted to the designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until you are told to. You will be allowed the full working time and a report will be sent to the awarding body.

Candidates with access arrangements/reasonable adjustments

Those who are entitled to access arrangements during your exams will have all requirements met.

If you feel you require access arrangements during your examinations please contact the SENCO Mr C Knight.

Results

Summer 2026 examination series. Results can be collected from the school atrium from 8.30am on Thursday 19th August.

If you wish someone else (including a family member) to collect your results, you must give them written consent.

Any uncollected results will be posted out.

Unfortunately, we are unable to give results out over the phone or by email.

Post-results services

If you would like to make an enquiry about your result (a review of marking), there are three possible outcomes:

- Your original mark will be confirmed as correct and there will be no change to your grade
- Your original mark may be raised and this may or may not result in a change of grade
- Your original mark may be lowered and this may or may not result in a change of grade

In order to proceed with the enquiry, you must fill out a consent form, which can be obtained from the Exams Officer. The form must be completed, signed and returned to the Exams Officer as soon as possible.

Certificates

- You will receive your certificates at the Awards Evening in December
- You will be asked to sign for your certificates upon collection
- If you wish for someone else (including family member) to pick up your certificates, you must give them written consent.
- We are only required to hold your certificate for one year.
- Please keep your certificates safe. If you misplace your certificates you will need to contact the exam boards directly for replacements and the charge is approximately £42 per certificate.

Internal appeals & Complaints procedure

You have the right to appeal against any school assessment decision and may be able to appeal where assessment decisions have been made by an external Awarding body.

It is important that you talk through any concerns with your teacher/assessor. If you still have any concerns, please complete an internal appeal form within 7 calendar days of receiving copies of the requested materials. The review will be carried out within 14 calendar days and the candidate will be

informed in writing of the outcome. The Exams Officer can guide you through the appropriate stages of appeal.

APPENDIX 1

JCQ Information for candidates – coursework assessments

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.

JCQ CIC Joint Council for Qualifications CIC

Information for candidates

Coursework assessments

Effective from 1 September 2026

Produced on behalf of:

AQA CAMBRIDGE OCR City & Guilds cea Pearson wjec cbac

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WE SEEK THE BEST

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, encyclopaedias, 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 2027.

Where AI has been used, 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/), 25/01/2027.

You should also acknowledge the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s)/prompts used to generate the AI content as well as the AI generated content itself 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 from other sources and do not show your sources in references and a bibliography, this will be considered as cheating.

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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 not crediting the source. This includes outputs from AI tools. **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 for detecting plagiarism 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.

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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.

WE SEEK THE BEST

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

Joint Council for Qualifications CIC

Information for candidates

Non-examination assessments

Effective from 1 September 2026

Produced on behalf of:

AQA CAMBRIDGE OCR City & Guilds cea NCFE Pearson wjec cbac

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WE SEEK THE BEST

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, encyclopaedias, 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.

WE SEEK THE BEST

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 2027.

Where AI has been used, 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/), 25/01/2027. You should also acknowledge the sources used by the AI tool in generating the content.

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

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

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

WE SEEK THE BEST

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and not crediting the source. This includes outputs from AI tools. 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 for detecting plagiarism 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.

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JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed timetabled written exams.

Joint Council for Qualifications CIC

Information for candidates

Written examinations

With effect from 1 September 2026

Produced on behalf of:

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WE SEEK THE BEST

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. You should also check with your teacher which calculator you may use in your exams.

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.

3 **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 any unauthorised material into the exam room, including:

(a) notes;
(b) earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods);
(c) a mobile phone;
(d) a watch (e.g. analogue, digital, smartwatch);

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.

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 your 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.

WE SEEK THE BEST

Calculators, dictionaries and computer spell-checkers

1 You may use a calculator unless you are told otherwise.

2 If you use a calculator:

(a) make sure it works properly; check that the batteries are working properly;

(b) clear anything stored in its memory and make sure it is in exam mode;

(c) remove any parts such as cases, lids or covers which have printed instructions or formulae;

(d) **do not** bring any operating instructions or prepared programs into the exam room.

3 Do not use a dictionary or computer spellchecker unless you are told otherwise.

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 place any additional answer sheets inside your answer booklet. (For CCEA examinations place any additional sheets behind your answer booklet.)

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

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.

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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.

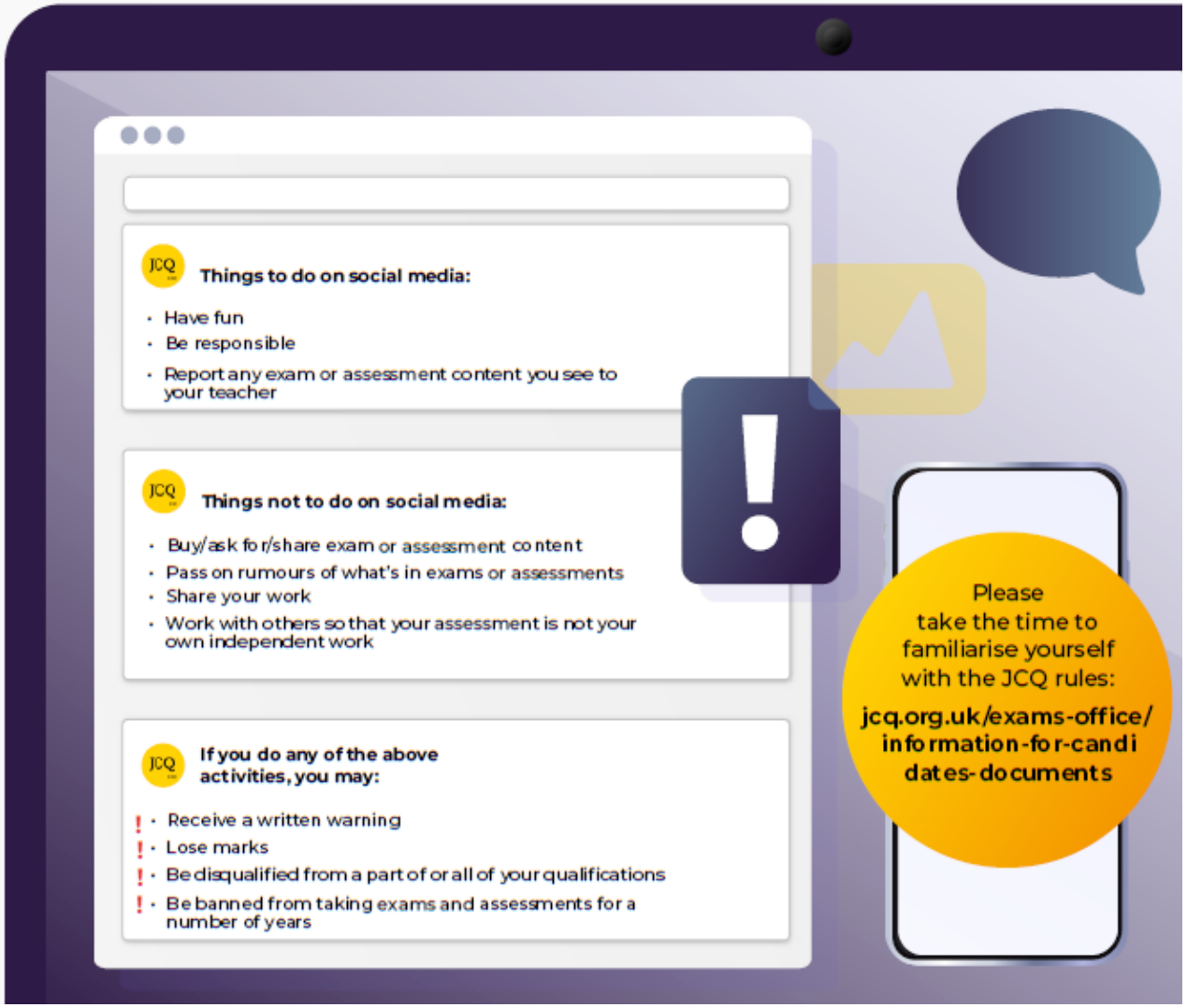
WE SEEK THE BEST

Information for candidates
Using social media and examinations/assessments

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

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





JCQ Unauthorised Items Poster

JCQ CIC

AQA · CAMBRIDGE OCR · City & Guilds · cea · NCFE · Pearson · wjec cbac

NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES

NO STORAGE OR WEB-ENABLED DEVICES



Possession of unauthorised items
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.

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JCQ Warning to Candidates Poster

Warning to candidates

1
You **must** be on time for all your examinations.

2
Possession of a mobile phone or other unauthorised material is not allowed even if you do not intend to use it. You will be subject to penalty and possible disqualification from the 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 during your examination, raise your hand to speak to an invigilator.
Do not speak to or disturb anyone else.

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.

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WE SEEK THE BEST

JCQ Information for candidates AI

JCQ CIC

Information for candidates **AI (Artificial Intelligence and assessments)**

What is AI?

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

What is an AI tool?

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

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

When can I use AI?

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

When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply. This includes use or possession of hidden AI-enabled technology like smart glasses.
- This is what exam boards call **AI misuse and it is a form of cheating.**
- **Acknowledgment – When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words, for example, *ChatGPT 3.5 (https:// openai.com/blog/chatgpt/), 25/01/2025.*

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

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

AI misuse is:

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

AI misuse can have serious consequences including possible disqualification.

How to make sure you don't misuse AI

ACKNOWLEDGE

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

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

DECLARE

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

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

LAST CHECKS | Know the rules | Check with your teachers | ACKNOWLEDGE and DECLARE

EFFECTIVE FROM 1 SEPTEMBER 2026

On Your Exam Day

JCQ CIC

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 equipment, 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 2027 exam timetable on the morning and afternoon of 23 June 2027. Make sure you are available on 23 June 2027.

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. earbuds, 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, 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

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