



**BROWNHILLS
ORMISTON
ACADEMY**

CANDIDATE EXAM HANDBOOK (2026/27)

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Introduction

Brownhills Ormiston 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 support/complement candidate briefings/assemblies
- 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 they need to be made aware of

Malpractice

- 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

Malpractices and the indicative sanctions against candidates can be found in JCQ ICE 24 (Appendix 6, Suspected Malpractice: Policies and Procedures).

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

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 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 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.

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.**

Personal data

- Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies.
- The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.
- Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programs and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.

JCQ – General Regulations (Section 6)

Copyright

- Candidates may access Student Materials (including examination scripts) through the access to scripts arrangements set out in paragraph 5.13. of the JCQ General Regulations. Requests should be made in writing to Miss Knowles.

Coursework assessments/non-examination assessments

- Relevant JCQ information for candidates' documents - coursework, non-examination assessments, social media can be found in the appendices of this Handbook.
- The use of AI (e.g. what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice)
- Assessments submission dates:
 - BTEC Tech Awards (January Submission) – 15th December
 - WJEC GCSE & Vocational (Food & Music) – 5th May
 - BTEC Tech Awards (June Submission) – 15th May
 - OCR GCSE (Art) – 15th May
- Candidates will be informed of assessments and relevant deadlines by their class teachers.
- Work will be marked and moderated internally by centre staff prior to submission.
- Candidates will be informed of their centre-assessed marks prior to the submission deadline by their class teachers. Candidates have the right to request an internal appeal and a review of the centre-assessed marks.

Instructions for conducting coursework

Instructions for conducting non-examination assessments

Information for candidates documents

Written timetabled exams.

- Candidates will receive a statement of entry in February 2027 – it is the candidate's responsibility to check that personal details and exam entries are correct.
- Incorrect information must be reported to Miss Knowles as soon as possible.
- Candidates will receive individual exam timetables prior to the start of the exam season. Candidates must ensure that they know the date and time of all their exams/assessments. Seating and exam room arrangements will be issued prior to the candidates' exams.
- The JCQ information for candidates' documents – written examinations, social media can be found in the appendices.
- Exam room posters – Warning to candidates, Unauthorised items can be found in the appendices.

JCQ – General Regulations (Section 5.8)

The centre will... notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments... ensure that the JCQ Information for candidates documents (coursework, non- examination assessments, on-screen tests, social media and written examinations) and awarding body privacy notices are distributed to all candidates whether electronically or in hard copy format prior to assessments and/or examinations taking place... (Candidates **must** also be made aware of the content of the JCQ Unauthorised items and Warning to candidates' posters.

Contingency session - Summer 2027

The designated contingency day for summer 2027 exams in the UK is Wednesday, 23 June 2027, covering both morning and afternoon sessions in case of national or significant local disruption.

Purpose of the Contingency Date

The contingency day is part of the standard planning by awarding bodies (OCR, AQA, Pearson, WJEC) to ensure that candidates can sit their examinations if unexpected events disrupt the original schedule. Disruptions could include severe weather, national emergencies, or localized events affecting multiple centres. Students must remain available until this date in case the contingency plan is invoked.

Key Points About Contingency Sessions

Date and Sessions: **Wednesday, 23 June 2027 (morning and afternoon sessions).**

- **Supervision:** Candidates must remain under supervision according to standard rules until the end of the session if the contingency day is used.
- **Implementation:** Centres are responsible for notifying candidates if their exams are rescheduled to the contingency day. The day is only used if national or significant local events prevent exams from being held as originally timetabled.

Advice for Candidates and Centres

Candidates should not make any plans that would prevent attendance on 23 June 2027, as exams could be moved to this day.

Centres must inform all affected students and ensure adherence to examination conditions if the contingency day is activated.

The contingency plan is communicated in line with the regulator's document: Exam system contingency plan: England, Wales and Northern Ireland

JCQ – ICE (Section 15)

On-screen tests

There are no on-screen tests scheduled for the Summer 2027 season.

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

There are no timetable clashes for the Summer 2027 season.

Where you will take your exams

Exams will take place in one of the following locations:

- Sports Hall
- Community Lounge (Room 150)
- Old PSU
- Room 155
- Room 91 – Music only
- Room 14/11/17 – Art

What time your exams will start and finish

- AM Exams will start at 9:10am.
- PM Exams will start at 13:15pm.
- Candidates must remain in exam rooms for the duration for their exam.

Supervision during your exams

- Exams are supervised by a team of invigilators.
- Invigilators are trained annually and must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies, etc.

Exam room conditions

- Candidates are required to attend a briefing in the Lecture Theatre before every exam before being escorted by centre staff to their relevant exam room.
- Candidates are under formal examination conditions from the moment they enter the exam room until they are given permission to leave by the invigilator.
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room.
- Candidates must not communicate with or disturb other candidates.
- What information is displayed in the exam room?
 - Centre number
 - Subject title
 - Paper number
 - The actual starting and finishing times.
 - Date
- Candidates must make sure that their first name and surname that matches their entry information, candidate number. Candidates must only do this when the invigilator's announcement instructs them to.
- Candidates must fill out their details on any additional answer sheets/answer books prior to continuing with exam answers.
- Candidates must not open the question paper until the exam begins.

JCQ – ICE (Section 19)

Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave.

Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body.

Candidates must not open the question paper until the examination begins. If they do, this must be reported to the relevant awarding body.

Where you will sit in the exam room

- Candidates will generally be seating in candidate number order.
- Seat numbers can be found on individual exam timetables and on the exam board in the KS4 dining area. Labels will be issued to all desks by invigilators prior to the exam start. It is the candidate's responsibility to check they are sitting in the correct seat at the beginning of each exam.

How your identity is confirmed in the exam room

Candidates will be identified by centre staff prior to each exam as per instructions in **JCQ – ICE (Section 16)**

What equipment you need to bring to your exams

- All equipment will be provided by the Centre.
- Candidates may bring in their own equipment, providing they meet JCQ requirements.

JCQ – ICE (Section 16)

Using calculators

- You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams.

JCQ – ICE (Section 10)

What you must not bring into the exam room

- Unauthorised items include:
 - Mobile Phones
 - Watches
 - Air pods (or similar devices)
 - Smart Glasses
 - Written materials – i.e. pieces of paper/notes/timetables/reports
 - Any other technological or web-enabled sources of information
- All candidates found with any of the items above, whether they have been used during the exam or not, will be reported to the exam board for malpractice following an internal investigation.

Food and drink in exam rooms

Candidates may bring water, and no other food or drink items, into the exam room, unless medically exempt. Water bottles must be clear and have all labels removed prior to entry into the exam room.

JCQ – ICE (Section 18)

What you should wear for your exams

Candidates must wear full academy uniform from all exams.

Where your personal belongings will be stored during your exam

Personal belongings including bags, coats, unauthorised items including switched off mobile phones, watches, etc. will be stored in a room close to the exam room. Rooms will be locked for the duration of the exam.

What to do if you arrive late for your exam

Candidates who arrive late to exams will be centre supervised upon arrival and will be allowed to enter an exam room to complete their full time.

Very late arrivals will be reported to the exam boards and will be subject to appropriate sanctions, including disqualification.

Candidates who are persistently late, or very late, may be asked to pay for exam entries.

JCQ – ICE (Section 21)

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

- Candidates or parent/carers must inform the academy before 8am if the candidate is unwell and unable to attend the exam.
- If a candidate is unwell but manages to attend the exam, the academy will submit a Special Consideration request to the exam board.
- If the candidate feels unwell during the exam, they must inform an invigilator immediately.
- Absences from exams for illness or other acceptable reason must be evidenced to support any Special Consideration applications.
- Appropriate evidence includes:
 - Doctors' notes
 - Prescription
 - Hospital admission letter

What happens if you have an unauthorised absence from your exam?

Unauthorised absences from exams may result in the entry fee being re-charged to the candidate/parents/carers.

JCQ – ICE (Section 22)

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

In case of a centre emergency evacuation, candidates will be asked to do the following:

- Fire
 - Wait for invigilator instructions before evacuation.
 - Remain in silence whilst being escorted to the MUGA.
 - Candidates will be escorted back to their exam once it is safe to do so.
 - The exams will re-commence and the end time adjusted.
 - Special Considerations will be applied for all candidates.
- Lockdown
 - Wait for invigilator instructions.
 - Remain in silence whilst moving to your safe location.
 - Follow instructions from invigilators directing the end of a lockdown.
 - If it is appropriate to do so, the exams will re-commence and the end time adjusted.
 - Special Considerations will be applied for all candidates.

JCQ – ICE (Section 25)

Candidates with access arrangements/reasonable adjustments

- Candidates entitled to Access Arrangements will be involved in any decisions/discussion regarding appropriate arrangements.
- Candidates will be informed of the approved arrangements that are in place for them and any instances when these arrangements may not apply.
- Exams will take place in the Community Lounge.

Results

- Provisional statements of results will be issued/distributed on 20 August 2027.
- Details of collection will be published in a letter towards the end of the exam season.
- Senior members of centre staff will be available to support candidates immediately after the publication of results.

JCQ – General Regulations (Section 5.12)
Post-Results Services information

Post-results services

- What services are available?
 - Reviews of results
 - Appeals
 - Access to scripts
- Requests for post-results services must be made through the centre.
- Candidates will be informed about the deadlines, fees and charges for these services in a post exam letter to be published in Summer 2027
- Informed consent/permission will be collected on Exam Results day.

JCQ – General Regulations (Section 5.13)
Post-Results Services information

Certificates

- Certificates will be available for collection in Late November/Early December 2027.
- Certificates will be issued at a collection event hosted by the academy. All collections following the event must be arranged with the centre prior to collection.
- Certificates to be collected on a candidate's behalf if unable to attend the centre must be arranged with Miss Knowles. A signed letter of consent is required in all instances.
- Unclaimed certificates will be retained for 1 year, then destroyed as per GDPR regulations.

JCQ – General Regulations (Section 5.14)

Internal appeals procedure

- Candidates may request an internal appeal directly to the Head of Centre – Mr Doodson. Appeals should be made in writing.
- The centre will respond to all appeals within 5 working days and fulfil an investigation within 30 working days.

JCQ – General Regulations (Section 5.3, 5.5, 5.13)

Complaints policy

- Complaints should be made in writing and addressed directly to the Head of Centre – Mr Doodson.
- The centre will respond to all complaints within 5 working days and fulfil an investigation within 30 working days.

JCQ – General Regulations (Section 5.8)

JCQ Information for candidates - coursework

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

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/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2027.

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/>), 25/01/2027.

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.

JCQ Information for candidates – non-examination assessments

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

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.

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 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/>), 25/01/2027. You should also reference the sources used by the AI tool in generating the content.

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

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

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

JCQ Information for candidates – on-screen tests

Not applicable for this exam season.

JCQ Information for candidates – written exams

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

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.

JCQ Information for candidates – social media



Information for candidates Using social media and examinations/assessments

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

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



JCQ Things to do on social media:

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

JCQ Things not to do on social media:

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

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

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



Please take the time to familiarise yourself with the JCQ rules: jcq.org.uk/exams-office/information-for-candidates-documents

JCQ Information for candidates - AI (Artificial Intelligence and assessments)



Information for candidates AI (Artificial Intelligence and assessments)

What is AI?

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



What is an AI tool?

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



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

When can I use AI?

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



When can I not use an AI tool?

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



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

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

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

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



How to make sure you don't misuse AI

DECLARE

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

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

ACKNOWLEDGE

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

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

LAST
CHECKS



Know
the rules



Check with
your teachers



ACKNOWLEDGE
and DECLARE



EFFECTIVE FROM 1 SEPTEMBER 2025

JCQ Unauthorised items poster

AQA

City & Guilds

CCEA

NCFE

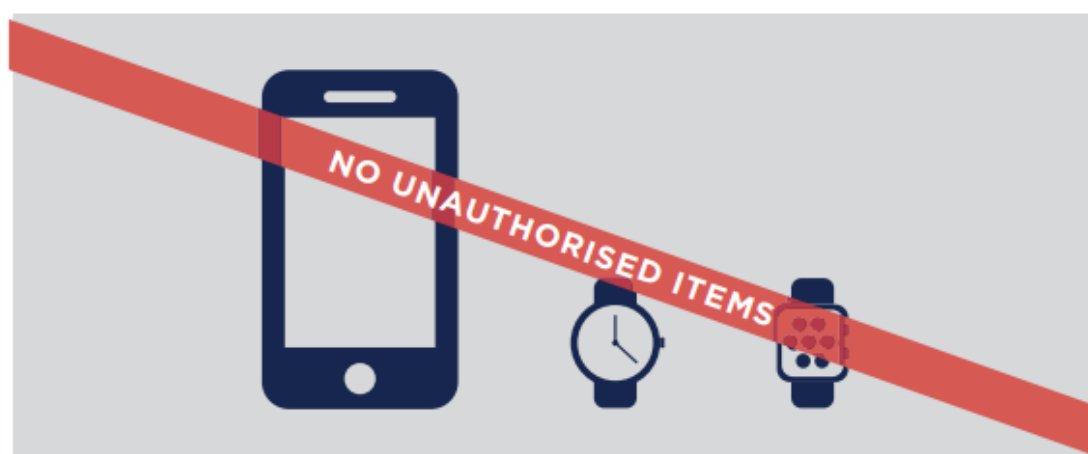
OCR

Pearson

WJEC

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.

JCQ Warning to candidate's poster**Warning to candidates**

 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
--	--	---	---	---	--	---

**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.

Summer Exam Dates

DAY	DATE	EXAM
Tuesday	04/05/2027	BTEC DIGITAL INFORMATION EXAM (PM) 1HR30
Wednesday	05/05/2027	BTEC HEALTH & SOCIAL CARE EXAM (AM) 2HR
Thursday	06/05/2027	BTEC SPORT EXAM (AM) 1HR30
Monday	10/05/2027	COMPUTER SCIENCE EXAM (AM) 1HR30
Tuesday	11/05/2027	BIOLOGY 1 EXAM (AM) 1HR15/1HR45
Wednesday	12/05/2027	ENGLISH LITERATURE 1 EXAM (AM) 1HR45
Friday	14/05/2027	MATHS 1 EXAM (AM) 1HR30
Monday	17/05/2027	CHEMISTRY 1 EXAM (AM) 1HR15/1HR45
Tuesday	18/05/2027	GEOGRAPHY 1 (AM) 1HR30
Wednesday	19/05/2027	ENGLISH LITERATURE 2 EXAM (AM) 2HR15
Wednesday	19/05/2027	COMPUTER SCIENCE 2 EXAM (PM) 1HR30
Thursday	20/05/2027	POLISH LISTENING & READING EXAM (PM) 1HR45
Monday	24/05/2027	ENGLISH LANGUAGE 1 EXAM (AM) 1HR45
Monday	24/05/2027	FOOD PREPARATION AND NUTRITION EXAM (PM) 1HR45
Tuesday	25/05/2027	PHYSICS 1 (AM) 1HR15/1HR45
Wednesday	26/05/2027	FRENCH LISTENING & READING EXAM (AM) 1HR45
Wednesday	26/05/2027	GEOGRAPHY 2 EXAM (PM) 1HR30
Thursday	27/05/2027	MATHS 2 EXAM (AM) 1HR30
Thursday	27/05/2027	MUSIC EXAM (PM) 1HR15
Friday	28/05/2027	HISTORY 1 EXAM (AM) 1HR45
Tuesday	08/06/2027	ENGLISH LANGUAGE 2 EXAM (AM) 1HR45
Tuesday	08/06/2027	FRENCH WRITING EXAM (PM) 1HR15
Wednesday	09/06/2027	HISTORY 2 EXAM (PM) 1HR45
Thursday	10/06/2027	BIOLOGY 2 EXAM (AM) 1HR15/1HR45
Thursday	10/06/2027	GEOGRAPHY 3 EXAM (PM) 1HR30
Friday	11/06/2027	FURTHER MATHS 1 EXAM (AM) 1HR45
Friday	11/06/2027	POLISH WRITING EXAM (PM) 1HR15
Monday	14/06/2027	MATHS 3 EXAM (AM) 1HR30
Tuesday	15/06/2027	CHEMISTRY 2 EXAM (AM) 1HR15/1HR45
Thursday	17/06/2027	FURTHER MATHS 2 EXAM (AM) 1HR45
Friday	18/06/2027	PHYSICS 2 EXAM (AM) 1HR15/1HR45
Wednesday	23/06/2027	CONTINGENCY DAY

Key Staff for Summer 2027

Head of Centre:	Mr Doodson
Senior Leader for Exams:	Mr Yates
Head of Year 11:	Miss Hobday
Achievement Director Year 11:	Mrs Adams
SEND Coordinator:	Mrs Chaplin
Assistant SEND Coordinator:	Miss Plant
Exams Officer:	Miss Knowles
Invigilators:	Mr Beech Mrs Birch Mrs Bird Mrs Preston Mrs Hopkins Mrs Rees Miss Lavery Mr Law Mr Scott Mrs Williams Mrs Gilder Mr Markham Miss Millington
AA Providers:	Mrs Steward Mrs Slater Mrs Lewis Miss Johnson

Copy of the Candidate Declaration:

Regulations concerning the conduct of examinations and assessments.

I confirm that prior to my assessments and/or examinations taking place:

- (Regulation 5.8c) I have accessed the JCQ *Information for candidates'* documents as they relate to the qualifications I am taking prior to my assessments and/or examinations taking place:
 - Coursework (2026-2027)
 - Non-examination assessments (2026-2027)
 - Written exams (2026-2027)
 - AI (Artificial Intelligence and assessments)
- (Regulation 5.8c) I am aware of the content of the JCQ *Unauthorised items* and *Warning to candidates'* posters.

Malpractice

To maintain the integrity of qualifications, strict Regulations are in place. Malpractice means any act or practice which is in breach of the Regulations. Committing malpractice is a serious offence and could result in disqualification.

(Regulation 6.2) Any person completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ document *Suspected Malpractice – Policies and Procedures*.

Examples of what constitutes malpractice include:

- collusion: working collaboratively with other candidates, beyond what is permitted.
- copying from another candidate (including the use of technology to aid the copying)
- allowing work to be copied, e.g. posting work on social networking sites prior to an examination/assessment
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication.
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations)
- the inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios.
- plagiarism: unacknowledged copying from or reproduction of third-party sources (including the internet and AI tools); incomplete referencing.
- use of social media for the exchange and circulation of real or fake assessment material

AI misuse

'AI misuse is when you take something made using AI and say it's your own work. **This is cheating!** '

Personal data

- ☐ (Regulation 5.8d, 6.6) I understand my relevant personal data (where required by the awarding bodies for the purpose of examining and awarding qualifications) has been supplied within the terms of the General Data Protection Regulation, the Data Protection Act 2018 and the Freedom of Information Act 2000
- ☐ (Regulation 6.8) I understand how any materials I submit for assessment ('Student Materials') to the awarding bodies are used and if I require further information, I can refer to the relevant awarding body's privacy notice.

Copyright

(Regulation 6.14) I understand that I may access Student Materials (including examination scripts) through the access to scripts arrangements.

By signing here, I am declaring I have read and understand the regulations concerning the conduct of examinations and assessments, I understand what constitutes malpractice (and what AI misuse is) and the consequences of committing malpractice:

Signed copies to be retained by the Exams Officer.