



Exam Student Handbook

2025/2026

Centre Number 66554

Produced/reviewed by	
Miss J Burgess	
Date of next review	01/09/2026

Contents

Contents	2
Introduction	4
Purpose of this handbook	4
Exam Timetables	4
Where you will take your exams	4
Where you will sit in the exam room	4
What time your exams will start and finish.....	4
What you should wear for your exams	5
Where your personal belongings will be stored during your exam	5
Supervision during your exam.....	5
What happens in the event of an emergency in the exam room.....	5
What equipment you need to bring to your exams	5
What you must not bring into the exam room	6
Using calculators	6
Food and drink in exam rooms.....	6
What to do if you are unwell on the day of your exam	6
What happens if you have an unauthorised absence from your exam.....	6
What to do if you arrive late for your exam.....	6
Exam room conditions.....	6
How your identity is confirmed in the exam room	7
Candidates with access arrangements/reasonable adjustments.....	7
Contingency Sessions – Summer 2026.....	7
Malpractice	7
Coursework assessments/non-examination assessments	8
What to do if you have two or more exam papers timetabled at the same time	8
Special Consideration	9
Results	10
Post-results services	10
Outcome of enquiries	10
Internal appeals procedure.....	11
Certificates.....	11
Personal data	11
APPENDIX 1	12
JCQ Information for candidates - coursework.....	12
APPENDIX 2	18
JCQ Information for candidates – non-examination assessments	18
APPENDIX 3	24
JCQ Information for candidates – written exams	24
APPENDIX 4	31
JCQ Information for candidates – social media	31

APPENDIX 5	32
JCQ Unauthorised items poster	32
APPENDIX 6	33
JCQ Warning to candidates poster.....	33
APPENDIX 7	34
JCQ AI poster for students	34

Introduction

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

Exam Timetables

Exam Timetables and room arrangements will be published on the Student Portal prior to the Exam Season. Students will also be issued with a paper copy. If any information is incorrect, this should be reported immediately to the Exams Office.

All students should read this Exam Student Handbook and refer to the JCQ Information for Candidates' documents, that can be found in the appendix prior to the exams or beginning coursework

Where you will take your exams

Exams will take place in a variety of rooms in Great Western Academy due to the number of students. Predominantly the following rooms will be in use, E003, W007, W006, E105, E106, E107

Where you will sit in the exam room

Prior to each exam, candidates are allocated a specific table and seat number for that exam. This will be detailed on your exam timetable.

- The room will be laid out in Columns (A-O), and Rows (1-10)
- You should locate your seat in silence
- All students must seat in their allocated seating
- If you are unable to find your seat, please speak to an invigilator

What time your exams will start and finish

JCQ publish national start times for exams as follows. GWA adheres to these times

- AM Session 9.00
- PM Session 13.30

All students are required to stay seated in the exam room until the full time of the exam has elapsed, so as to limit disruption to other candidates

What you should wear for your exams

Year 10 and 11 should wear full Great Western Academy authorised school uniform to all exams. Sixth Form students should adhere to the 6th Form Uniform Policy.

Where your personal belongings will be stored during your exam

All bags and personal possessions should be left in your lockers, or in agreed classrooms. No personal possessions should be taken into the exam room unless authorised in advance.

Supervision during your exam

Exams are supervised by a team of invigilators

- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ and the awarding bodies. They are not allowed to help with the exam paper in any way or explain any questions to you
- Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Any disruptive behaviour, or any pupil who behaves in an unacceptable manner, will be reported to the Exams Office. Depending on the nature of the complaint this will then either be reported to the Head of centre, a member of the senior leadership team, exams, or the awarding body

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

In the event of a fire alarm ringing, candidates must:

- Stop writing and put all pens and materials down on the desk. Close the exam paper and leave on the desk.
- Maintain complete silence and wait for further instructions from the Invigilator • During an evacuation students must follow the invigilators under full exam conditions to the assembly point and await further information. You should not communicate with anyone during this time and should remain in complete silence.
- When it has been ascertained that it is safe to return to the building, follow the Invigilator back to the examination room in silence.
- The exam will resume, and the time lost added on to the end.
- The Exams officer will report the disturbance to the board.

Examination conditions will apply throughout this process. Any candidate found to be speaking or communicating during this time will be reported to the JCQ for malpractice. They will then decide whether to accept that candidate's script.

What equipment you need to bring to your exams

You should come prepared with all equipment you need to sit your exams. This should include

- A clear see-through pencil case
- Your school issued exam ID
- At least 2 Black Pens
- Pencils
- Calculator, where allowed in the exam
- Ruler
- Maths equipment, protractor, compass

What you must not bring into the exam room

You must not take into the exam room any unauthorised material, including:

- (a) notes,
- 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, pens must be black

Using calculators

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

Food and drink in exam rooms

Unless required for medical reasons, no food will be permitted in the exam room. Drinks must be in a completely clear, see through bottle.

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

If you are unable to attend your exam due to illness or injury, please follow the school's attendance policy and report your absence as soon as possible through the normal process, stating that you also have an exam today.

If you feel unwell during the exam you should put your hand up to attract the invigilators attention.

Evidence of illness or injury should be provided to the exams office as soon as possible in order to support any future special consideration application

What happens if you have an unauthorised absence from your exam

If you have an unauthorised absence from your exam, the school reserves the right to charge you to recover the lost entry fee.

What to do if you arrive late for your exam

If you arrive late for an exam, please immediately report to reception and hand in all electronic devices including your mobile phone. Reception will begin supervision and contact a member of the exam team who will escort you to the exam room. Depending on how late you arrive, the exam board may choose not to accept your exam paper.

Exam room conditions

Prior to and during an exam, candidates

- Should line up in seat order in the heart space or dance studio as directed
- Must remain under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator
- Must listen to and follow the instructions of the invigilator in the exam room

- Must not communicate with or disturb other candidates
- Must not open the question paper until the exam begins and they are instructed to by an invigilator.

How your identity is confirmed in the exam room

All candidates will be issued a photographic ID card prior to the exams season which they will be required to bring to each session. This will be used to identify candidates and to ensure you are seated in the correct seats and in front of the correct paper. If you have any concerns on the day, please speak to an invigilator.

Candidates with access arrangements/reasonable adjustments

Our access arrangement officer will work with students to ensure any required access arrangements are in place in line with the candidates' normal way of working

Once in the exam room, candidate's ID cards, and Exam registers will be used to allow Invigilators to identify and support students with access arrangements.

Students with access arrangements will be seated in the most appropriate room.

Please let an invigilator know immediately if you have not been given your allocated access arrangement.

Contingency Sessions – Summer 2026

Students must ensure they are available for National Contingency Sessions. For 2026, these are 24th June 2026

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. This includes

- 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

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

Coursework - 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. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025.
- You must submit a copy of the computer-generated content with your work for reference and authentication purposes.

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...

Coursework assessments/non-examination assessments

Non-examined assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers.

- There are three assessment stages and rules which apply to each stage. These rules often vary across subjects. The stages are:
 - Task setting
 - Task taking
 - Task marking
- GWA is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject specific associated documents.
- GWA ensures that all centre staff follow a robust non-examination assessment policy (for the management of GCE and GCSE non-examination assessments).
- Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill and who have been trained in this activity. GWA is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body.
- Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.
- On being informed of their centre assessed marks (verbally), if a candidate believes that procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure to consider whether to request a review of the centre's marking.
- Further information regarding the Internal Appeals Procedure can be found later in this document.

What to do if you have two or more exam papers timetabled at the same time

If you have two or more examinations in a session and the total time is three hours or less, you will sit both exams in that session with a 20-minute supervised break. This must be conducted within the examination room, under formal examination conditions at all times. This means that candidates cannot use this time to revise.

If you are taking two or more examinations timetabled for the same session and the total time is more than three hours including approved extra time allowances and/ or supervised rest breaks, you can take the second exam in either the morning or the afternoon session.

If you have multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers is: a. more than six hours for GCE examinations (AS, A2, A level), including approved extra time allowances and/or supervised rest breaks; or b. more than five and a half hours for GCSE examinations, including approved extra time allowances and/or supervised rest breaks; candidates may, at the centre's discretion, be allowed to take an examination scheduled for the afternoon session the following morning, including Saturdays. Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.

The exams officer will discuss clashes individually with you and how they will be approached

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 the production of coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control. These include:

- Temporary illness or accident/injury at the time of the assessment
- Bereavement at the time of the assessment (where whole groups are affected, normally only those most closely involved will be eligible);
- Domestic crisis arising at the time of the assessment; • Serious disturbance during an examination,
- Accidental events at the time of the assessment such as being given the wrong examination paper, being given a defective examination paper or CD, failure of practical equipment, failure of materials to arrive on time;
- Participation in sporting events, training camps or other competitions at an international level at the time of the assessment, e.g. representing their country at an international level in football or hockey.
- Failure by the centre to implement previously approved access arrangements for that specific examination series.

Candidates will not be eligible for special consideration if affected by

- Long Term Illness
- Bereavement occurring more than six months before the assessment, unless an anniversary or there are ongoing implications
- Domestic Inconvenience
- Minor disturbance in the examination room caused by another candidate
- The consequences of committing a crime, taking alcohol or recreational drugs.
- The consequences of disobeying the centre's internal regulations; T
- he failure of the centre to prepare candidates properly for the examination
- Quality of Teaching, staff shortages, building work or lack of facilities;
- Misreading the timetable and/or failing to attend at the right time and in the right place;
- Misreading the instructions of the question paper
- Making personal arrangements such as a wedding or holiday arrangements on the day of the examination.
- submitting no controlled assessment/coursework/non-examination assessment at all
- Missing all examinations and internally assessed components/units;
- Failure to cover the course as a consequence of joining the class part way through;
- A disability or learning difficulties • Failure by the centre to process access arrangements by the published deadline.

You should be aware that any adjustment is likely to be small, and no feedback is provided

In order to apply for special consideration.

- Candidates or their parents / carers should, in the first instance, discuss the application for special consideration with the Exams officer and Head of department.
- If considered eligible, you will be required to complete a form detailing your reasons for special consideration. You will be required to provide evidence for your application. Please ensure that both you and the exams officer signs the form
- The exams team will process the application with the awarding body

Results

Results Days for 2026 are

- A Level /Level 3 – Thursday 13th August 2026
- GCSE / Level 2 – Thursday 20th August 2026

Students are expected to collect their results in person. Where this is not possible, they may nominate a third party to collect your results. You will be required to complete, sign and return a permission form to the exams office, stating the name of the person who will be collecting on your behalf. The form must be signed by the student, not the parent or guardian. The nominated person will need to provide photographic identification on the day, when collecting your results.

Post-results services

In accordance with the procedures laid down by the examination boards, GWA provides staff and students with the facility to request services following the publication of results. Such requests must be made through the school's Exams Office; individuals will not be able to request this service directly from the Examination boards. The school is charged for these services and so the costs are passed onto the student or department requesting them. The costs vary from board to board and details of the fees applicable can be checked with the Exams Office

There are a range of post results services available and further information can be found on the exam board websites, or if you have a query, please email exams@gwacademy.co.uk

Review of Marking

- Before deciding to request a review of marking you should speak to either your subject teacher or a member of staff within the subject department.
- They may have additional information on how you performed during the assessment and be able to provide guidance on what paper/s you should consider having reviewed as the exams team are unable to provide such advice.
- Once you have discussed your options and you wish to proceed with a post results enquiry, see a member of the exams team who will process your application once in receipt of the completed consent form **signed by you** and relevant payment (which can be made via Parent Pay).
- Please be mindful of the exams office deadlines to receive any post results requests.

Outcome of enquiries

- The outcome of each enquiry will be confirmed by the respective awarding body. The awarding body will provide a reason for the decision of a review of marking.
- If the mark has changed the reason will either be that an administrative error has occurred or there was a marking error.
- There are three possible outcomes for review of markings:
 - The original mark is lowered so that the final grade may be lower than the original grade received.
 - The original mark is confirmed as correct and there is no change to the grade;
 - The original mark is raised so that the final grade may be higher than the original grade received.
- Where there has been a reduction in marks or a downgrade following a review of marking, the request cannot be revoked and the original mark or grade will not be reinstated.

Internal appeals procedure

Great Western Academy has an Internal Appeals Procedure which covers a candidate's right to appeal a centre decision in relation to

- Centre Assessed coursework marks
- Non-Examined Assessment marks
- Decisions to reject a candidates work on the grounds of malpractice
- Other administrative decisions

If you wish to view the internal appeals policy, or to make an appeal, please speak to the exams office for more information

Certificates

Certificates will be available for the summer series from November. There will be a presentation evening where these will be issued in the first instance. For anyone unable to attend this. We will offer further dates for collection

Centres are only required to keep certificates for one year after issue. Please ensure you collect these in a timely manner to avoid needing to purchase new ones

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 programmes 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.



Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

Effective from 1 September 2025

Produced on behalf of:



©JCQ^{CIC} 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

Non-examination assessments

Effective from 1 September 2025

Produced on behalf of:



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

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

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

Plagiarism

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

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

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

Sanctions for breaking the regulations

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

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

The awarding body will decide which sanction is appropriate.

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



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:



©JCQ^{CIC} 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

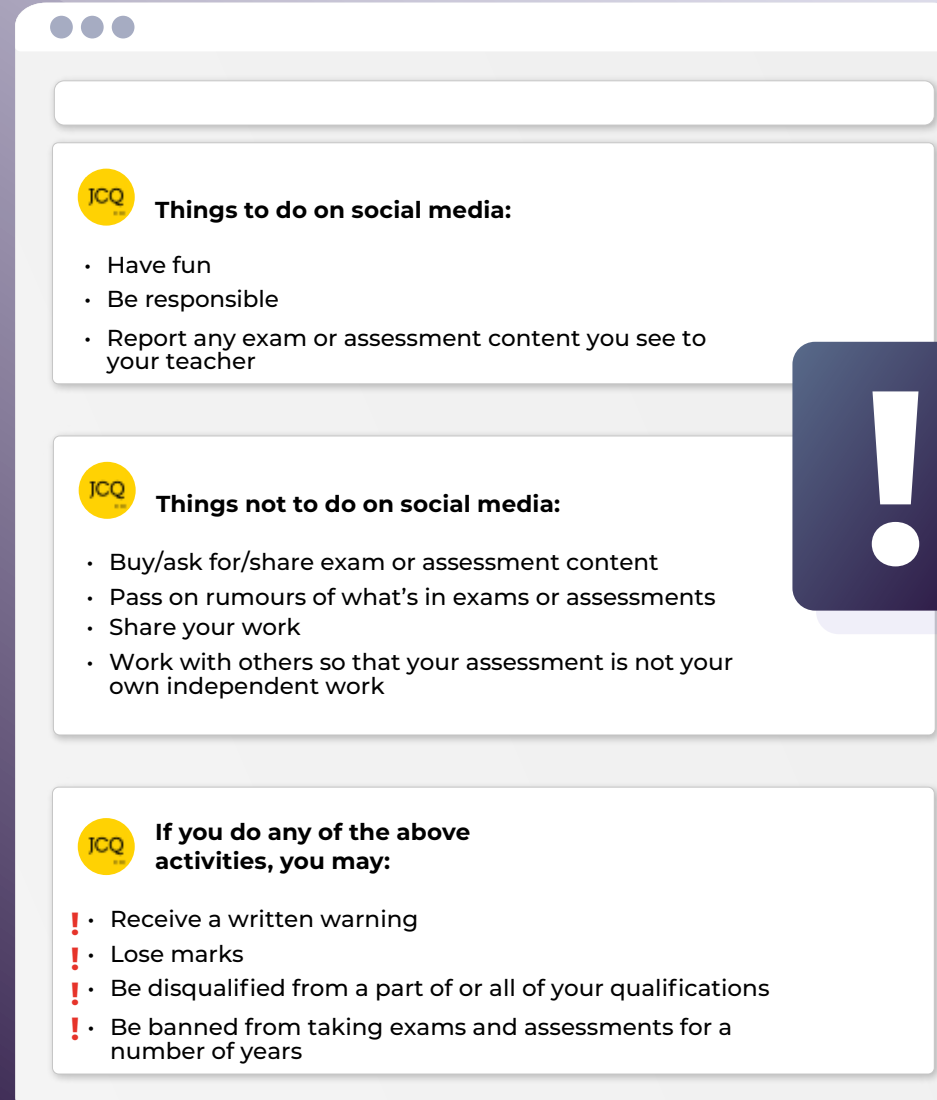
- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

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.

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

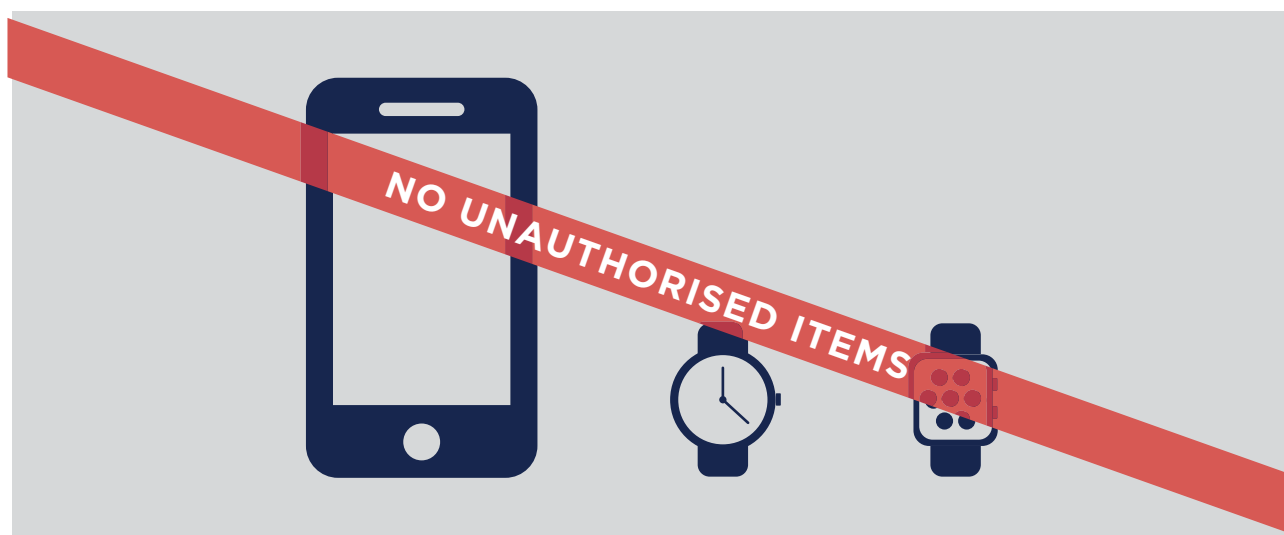

If you do any of the above activities, you may:

- ! • 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:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

NO MOBILE PHONES NO WATCHES

**NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL SOURCES OF INFORMATION**



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

DISQUALIFICATION

from your examination and your overall qualification.

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

Warning to candidates



 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.

Information for candidates

AI (Artificial Intelligence and assessments)

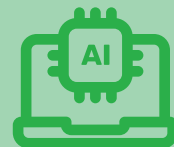
What is AI?

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?

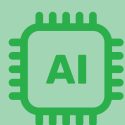
AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*



*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.

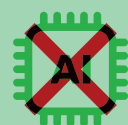
When can I use AI?

- 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.

