

CANDIDATE EXAM HANDBOOK

2025/26

This handbook is reviewed and updated annually

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Introduction

Manor High School 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. This handbook should be read in conjunction with the other exam information supplied on the school's website, exams section:

[Exams and Procedures - Manor High School - Oadby](#)

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

You must read the following JCQ documents – please see the school website or appendix at the back of this handbook:

- JCQ Information to candidates – social media
- JCQ Information for candidates - written examinations
- JCQ Information for candidates – on-screen tests
- JCQ Information for candidates – non-examination assessments
- JCQ Information for candidates – coursework assessments
- JCQ AI and Assessment – a quick guide for students

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 and/or non-examination assessments and coursework, as example:

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/>), 25/01/2026.

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...

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...**

Centres Managing Behaviour Policy (Exams) and/or **Malpractice Policy** (Exams) can be found on the school's website, a copy of which is also available in the exams office.

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.

Copyright

The copyright of any work created by a candidate that is submitted to an awarding body for assessment (referred to as 'Student Materials') belongs to the candidate. Candidates may access Student Materials (including examination scripts) through Access to Scripts (ATS) post-results services.

Coursework assessments/non-examination assessments

Relevant JCQ information for candidates' documents - coursework, non-examination assessments, social media is provided at the back of this booklet ([Appendix 1, 2 & 5](#)) as well as on the JCQ website under [Information for candidates – Non – Examination Assessments](#).

- Teachers will inform you about; assessment dates, deadlines, how work is marked/assessed or which NEA work is externally marked/assessed. This information may be found in the centre's NEA policy, which can be found on the school website.
- Assessments will take place within the assessment window determined by the Awarding Bodies and Head of Departments.
- Please be aware of and ensure you meet the deadlines set by your subject teacher, to ensure the work is accepted by the exam board.
- Teachers will advise you of your marks before the work is sent to the awarding body for moderation. If you wish to appeal against your mark, please speak to your subject teacher in the first instance. Please read the procedure regarding appeals in the exams section of the school website.
- The use of AI where no reference to the sources used by the AI tool in generating the content has been made or any mis use of the AI, WILL be strictly treated as Malpractice

Please Refer to [JCQ AI poster for students \(Appendix 6\)](#) for further information.

Written timetabled exams

- You will be provided with a Candidate statement of entry to check that personal details and exam entries are correct. If the information regarding personal details is incorrect, please inform the Exams Officer as soon as possible. If the information regarding exam entries is incorrect, the Head of Department should be spoken with immediately who will discuss it with the Exams Officer.
- You will be issued with an exam timetable few weeks prior to the exams taking place. Please ensure you check the date and time of all your exams/assessments as well as any relevant information regarding seating arrangements, exam rooms, etc.
- The JCQ information for candidate's documents – written examinations, social media may be found at the back of this book. ([Appendix 5 & 6](#))
- JCQ Exam room posters – Warning to candidates, Unauthorised items can be found at the back of this booklet ([Appendix 7 & 8](#)) – these will also be displayed outside the exam rooms.
- Whole-school exam timetables are published on the school website: [Exams and Procedures - Manor High School - Oadby](#)

Contingency session - Summer 2026

JCQ have designated the following date as a 'contingency day' for examinations, in the event of national or significant local disruption to exams. This decision is not a school decision and applies to all candidates in all schools.

Candidates will be expected to make themselves available up to and including this date, so please be aware of this when planning holidays.

- **Wednesday 24th June 2026**

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

A timetable clash is, when two or more exams are scheduled at the same time in the same exam session on the same day.

- If You notice a Clash on your Timetable then please do not panic.
- The exams officer will arrange for you to sit your exams in the following manner:
 - If the Clash is within the same session and total exam time is **3 hours or less**: then, one paper will be taken, followed immediately by the next paper in the same session. You may have a short break of no more than 15 minutes in between papers with formal examination conditions being kept in place at all times in the exam room. This will be under the supervision of the exam invigilators.
 - If the total exam time is **more than 3 hours**: then, one paper will be moved to another session of the day, depending on your exam timetable. You will remain in formal exam conditions throughout the day, with break and lunch to be taken under Invigilator Supervision.
- Formal examination conditions are defined as follows:
 - **You will be kept under centre supervision by exam invigilators and will NOT have access to a mobile phone or any other internet-enabled technology. No communication of any kind will be permitted between candidates. Clash students are encouraged to bring their own packed lunch, drinks and snacks as escorting students to the canteen could compromise their secure state.**
- If there are 3 exam clashes in a day, then, the '[Overnight Supervision Policy](#)' may be applied if necessary

If a timetable clash is identified, the Exams Officer will speak to you about how the clash will be handled. The exams officer will arrange a meeting with each clash student individually to advise them on the rules and regulations to be followed during these exams.

Please see the Exams officer as soon as you realise that you have a clash on your exam timetable.

Where you will take your exams

For the majority of students, exams will take place in the School's Sports Centre.

Those students with Access Arrangements that cannot be accommodated in the main exam rooms will be informed ahead of the exam, and the seating arrangements will be reflected on their exam timetable.

What time your exams will start and finish

- Morning Exams will start at 9am. You must be at the containers at 8:30 to ensure the exam starts on time.
- Afternoon Exams will start at 1:30pm. You must be at the containers at 1:00 to ensure the exam starts on time.
- Candidates will remain in the examination room for the duration of the exam (including extra time).

Supervision during your exams

- Exams are supervised by a team of external invigilators. They are fully trained to make sure the exams are carried out in accordance with the JCQ regulations.
- It is the job of the invigilator to supervise students as they do their exam. If you need any help then please remain silent and raise your hand, they will Not approach you unless you raise your hand for assistance, or they suspect malpractice.
- The Exams Officer and the invigilators are responsible for making sure your exams go as smoothly as possible and that the process is fair for everyone.

If you do not adhere to the regulations, you will be reported to the exam boards.

Exam room conditions

- You will wait outside your exam room in silence until asked to enter by the invigilator.
- You are under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator and have left the exam room
- You must listen to and follow the instructions of the invigilator at all times in the exam room
- You must not communicate with or disturb other candidates. This includes turning around, looking at other candidates, laughing, making any noise with the intent to cause a disturbance.
- You must not talk to, attempt to communicate with or disturb other candidates once you have entered the examination room. If You do, this must be reported to the relevant awarding body.
- You must not open the question paper until the examination begins. If You do, this must be reported to the relevant awarding body.
- Information displayed in the exam room include: centre number, subject title, paper number and the actual starting and finishing times, and date, of the exam. A digital clock is also visible within the exam room.
- You will be asked to complete the front of your answer books (first name and surname that matches their entry information, candidate number). You must ONLY do this when the invigilator Instructs you to do so.
- If you require additional answer sheets/answer books you must raise your hand after the beginning of the exam and an invigilator will speak to you to find out what you need
- You must not open the question paper until the examination begins
- You will be given a five-minute warning for when the exam finishes.

When asked to close your exam paper, you must do so immediately. Do not continue to write as this can be seen as malpractice.

Where you will sit in the exam room

- You are seated in order of exam number, front to back
- A seating plan is posted outside each exam room, for you to check and confirm your seat number before you enter the room
- An invigilator will also be present at the door helping those who may not know where to sit. Ensure you sit in your designated seat. You may be marked as absent if you are not in the correct seat.

How your identity is confirmed in the exam room

Manor High School provides candidate cards which you would have seen during your PPE exams. Candidate cards display your photograph, name, candidate number, centre number and centre name. Invigilators must be able to read your name and identify you from your photo so **you must not in any way destroy or deface your candidate card.**

Senior Members of staff will also be present before the exam to identify a candidate if required.

The invigilators will be provided with a student ID booklet with all students names and photograph details to help towards identification, if required.

What equipment you need to bring to your exams

You are responsible for providing your own equipment. You will need:



Students MUST have 2 Pens, 2 Pencils, Rubber, Ruler, Sharpener, Compass, Protractor and Scientific Calculator in a clear pencil case or plastic bag.

- at least 2 **BLACK** biros • a pencil • an eraser • a ruler • a pencil sharpener

For certain exams such as Mathematics, Science and Design and Technology you will also need: • a protractor

- a calculator • a pair of compasses • drawing equipment

This should all be placed in a transparent pencil case

Using calculators

Calculators must not contain programs. Invigilators will carry out checks for formulas stored in your calculator's memory – please clear them in advance.

Please do not bring calculator lids or instructions into the examination rooms, they are not allowed and will be removed by the invigilator.

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

[JCQ-Instructions-for-conducting-examinations-2025_6_FINAL.pdf](#) (section 10 – Using Calculators)

A series of FAQs on the use of calculators in examinations may be found at: [FAQs---Using-Calculators_FINAL.pdf](#)

What you must not bring into the exam room

It is very important that you do not enter the room with any unauthorised items in your possession. These items include:

- × Mobile phones
- × MP3/4 players or similar devices
- × Wrist watches of any type
- × Tablets, iPads, iPods
- × Smart glasses OR Any other smart devices
- × EarPods, earphones, earbuds
- × Revision notes and study guides
- × Your own blank paper
- × Calculators, unless allowed for the exam
- × Calculator lid/cover
- × Dictionaries, unless allowed for the exam.
- × Miscellaneous items such as make-up, lip balm, bus passes, money, keys, student reports, exam timetables
- × Food items
- × Correction fluid or tape

These are requirements of the Examination Boards and must be adhered to at all times.

Please make sure you check all your pockets. Leave all unauthorised items outside the exam room.

If you forget to do this, you must hand any unauthorised items to the invigilator - Failure to do so will be treated as malpractice and must be reported to the relevant awarding body.

Food and drink in exam rooms

The only drink which may be brought into the exam room is water. This must be in a transparent bottle without any labels/packaging on.

It is the policy of the centre that no food (including chewing gum, sweets, etc) may be brought into the exam room.

However, if you have a pre-declared medical condition, food may be allowed in the examination room at the discretion of the head of centre (written medical consent is required for this).

For example, a diabetic student may bring a box of sensible snacks to leave on the front desk with the invigilator.

What you should wear for your exams

You must wear full school uniform as per the school's uniform policy

Where your personal belongings will be stored during your exam

For all candidates, all belongings prohibited in the exam room will be stored outside the exam rooms. You will be asked to place your belongings in the containers found outside the Viking building. The containers will be locked throughout the exam and unlocked by a member of Manor High School staff at the end of the exam.

What to do if you arrive late for your exam

All candidates must arrive on time; however, we understand that in exceptional circumstances candidates may arrive after the exam has begun. Please contact Manor High School Reception as early as possible informing staff that you have an examination. Reception staff will notify the Exams Officer.

Candidates arriving after the start of the examination should report to Reception first. The Exams Officer will then arrange for the examination to take place, possibly in an alternative room. All late

arrivals have to be reported to the awarding bodies and it will be their decision if the paper is then marked.

If you arrive very late (defined by arriving one hour after the published start time) you will be not be allowed to sit the paper.

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

It is important that you attend school for all exams, whether external or mock, unless you are seriously ill as they cannot be rescheduled.

If you are ill on the day of an exam, please ask your parent/carer to inform the school at the earliest possible opportunity.

If you are unable to attend an exam at all due to illness or an extenuating circumstance (for example due to hospitalisation), then please inform the school and special consideration may be applied for, medical evidence will be required to support this.

Special consideration will not be applied in all circumstances and will need to be approved by the head of centre.

If you are unwell but able to attend, You should. The exams officer will make provisions to help you throughout the exam and Special considerations can be applied for, once approved.

If you feel unwell during an exam, you should inform an invigilator. If you need a temporary absence from the exam room then an invigilator will escort you and stay with you until you feel well enough to return to the exam.

If you feel too unwell to return to the exam, an invigilator will contact the Exam Officer who will escort you to first aid. Special considerations may be applied for, in this instance.

If you need to take medication during an exam, you should inform the Exams Officer before the exam starts.

You will be asked to provide evidence to support a request for special considerations. For example; A Doctor's Note, Medical Evidence.

What happens if you have an unauthorised absence from your exam

Your exams are extremely important and it is vital that you attend all external and mock exams. If you have an unauthorised absence from an exam, you will **NOT** have another opportunity to sit it and will not receive a mark/grade for it.

You will lose all marks for the missed exam(s).

Please inform your tutor if you may have any issues around exam time that may affect your attendance.

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

In the event of an emergency in the exam room, you must follow the instructions given by the invigilators.

You must:

- ✓ Stop writing and close your exam paper.
- ✓ Stay seated until the invigilator advises you whether it is necessary to leave the room.
- ✓ If evacuation is necessary, follow the invigilator to the designated exams assembly point on the tennis courts
- ✓ Remain with the Invigilator at all times. The invigilator will escort you back into the building when it is safe and the all-clear sign is given.

You must Not:

- × Communicate with anyone inside or outside the room, other than the Exams Officer and invigilators.

- × Collect any personal belongings, unless advised to do so by the invigilators.
- × Return to your usual tutor group assembly point.

If you fail to follow any rules and regulations, it will be treated as malpractice and will be reported to the exam board.

Candidates with access arrangements/reasonable adjustments

Candidates with Access Arrangements will have been informed of these ahead of their exams.

Dependent on the Access Arrangement, candidates will be informed which room they will be completing their exams. This could be in the main exam rooms, or in a smaller access room.

Candidates who have access to a reader and/or a scribe must know the procedure to use the arrangement. The Invigilators are trained and fully comply with the JCQ guidelines. Candidates must raise their hands clearly to grab the Invigilators attention if they require a reader. The invigilators will not do it without being told and will only read/write exactly what is asked.

Results

GCSE results statements will be released on Thursday 20th August 2026.

Results statements can be collected from school on this day. Information on the procedure for results day will be confirmed to students closer to the time.

The Exams Officer, members of the Senior Leadership Team and Heads of Departments will be present on results day to offer any support required with results and post result services.

Please remember that results are provisional until the awarding bodies issue your certificates.

Uncollected results will be stored securely by the Exams Officer until they can be collected.

If someone else is collecting your results you must inform the Exams Officer and fill out a Third-Party Collection Form (found on the school website). This must be brought in when the results are collected with photo identification.

Post-results services

There are three types of post-results services offered by each exam board. These are:

1. Clerical Re-check
2. Review of Marking
3. Re-moderation (available only to a whole cohort where a centre's moderation has been challenged)
4. Access to scripts

Service 1 (Clerical re-check)

This is a re-check of all clerical procedures leading to the issue of a result. Exam board will check to ensure that all parts of the script have been marked and the total of the marks and the recording of the marks is correct.

Service 2 (Review of marking)

This service includes a clerical check. Second examiner will review the paper again to identify genuine marking errors or unreasonable marking. Exam board will ensure that all marks are counted.

Service 3 (Review of moderation)

This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work. The awarding body will have trained its reviewers to conduct reviews of moderation accurately and consistently.

Please note that if your centre's internally assessed marks (coursework or non-examination assessment) have been accepted without change by an awarding body, this service will not be available.

These services do have a fee. However, should you receive an overall grade change as a result (not for unit grade/mark change), exam board will refund your money. More information will be available closer to results day.

Copies of scripts may also be requested by candidates or the school to aid with decisions regarding a remark or to aid future teaching and learning.

All post-result services require written consent from the candidate and cannot be processed without this.

The school will advise whether any post-results service would be appropriate.

Certificates

- All certificates are issued in the candidate's legal forenames and surnames.
- Certificates arrive in school during November, candidates will be informed when they are available to collect.
- Uncollected certificates will be available for collection for up to 12 months, in person, during school hours.
- Candidates will be asked to sign to acknowledge receipt of certificates.
- If a candidate is unable to collect their own certificates in person, the following is required:
 - A filled out a Third-Party Collection Form (found on the school website)
 - Proof of identity of the nominated person (not the candidate) in the form of a passport or driver's licence
- Once issued, certificates cannot be replaced by the school if lost or damaged. Examination Boards rarely issue duplicates. It is very expensive and time consuming to obtain a 'Certifying Statement of Results' and this is obtained only by contacting the Examination Boards directly.
- It is vital that you collect your certificates. Manor high School is obliged to hold certificates for a minimum of 12 months but candidates should ensure these are collected and kept safely. Colleges, training providers and employers will require sight of your certificates to confirm your qualifications. Certificates not collected after this period will be confidentially destroyed.

Certificates will not be posted out to candidates.

Internal appeals procedure

There are appeals procedures in place should you wish to appeal against:

- any internal assessment decisions
- any decisions not to support your request to use post-results services.

Further details of the centre's internal appeals procedure can be found on the school website or requested from the Exams Officer.

Complaint's policy

Details of the centre's complaints Policy can be found on the school website or requested from the Exams Officer.

JCQ Information for candidates - coursework

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

Information for candidates - Coursework 2025-2026 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



Information for candidates

Coursework assessments

Effective from 1 September 2025

Produced on behalf of:



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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.

JCQ Information for candidates – non-examination assessments

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

Information for candidates – non-examination assessments 2025-2026 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



Information for candidates

Non-examination assessments

Effective from 1 September 2025

Produced on behalf of:



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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.

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).

Information for candidates – on-screen 2025-2026 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



Information for candidates

On-screen tests

With effect from 1 September 2025

Produced on behalf of:



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

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

A. Regulations – Make sure you understand the rules

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

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

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

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

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

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

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

C. Calculators, dictionaries and computer spellcheckers

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

D. Instructions during the on-screen test

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

E. Advice and assistance

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

F. At the end of the on-screen test

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

JCQ Information for candidates – written exams

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

Information for candidates – written exams 2025-2026 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:



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**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.

JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.

Information for candidates – social media 2024 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



Information for candidates Using social media and examinations/assessments

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

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



Things to do on social media:

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

Things not to do on social media:

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

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

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

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

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

You **must** read this information to help you stay within examination/assessment regulations when using artificial intelligence. This information explains: What is AI? What is an AI tool? When can I use AI? When can I not use an AI tool? If I'm allowed to use AI, how is this breaking the rules? How to make sure you don't misuse AI.

Information for candidates - AI (Artificial Intelligence and assessments)
<https://www.jcq.org.uk/exams-office/malpractice/>



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

This poster will be displayed outside each exam room. You **must** note that "*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.*"

Unauthorised items poster <http://www.jcq.org.uk/exams-office/exam-room-posters>



AQA

City & Guilds

CCEA

NCFE

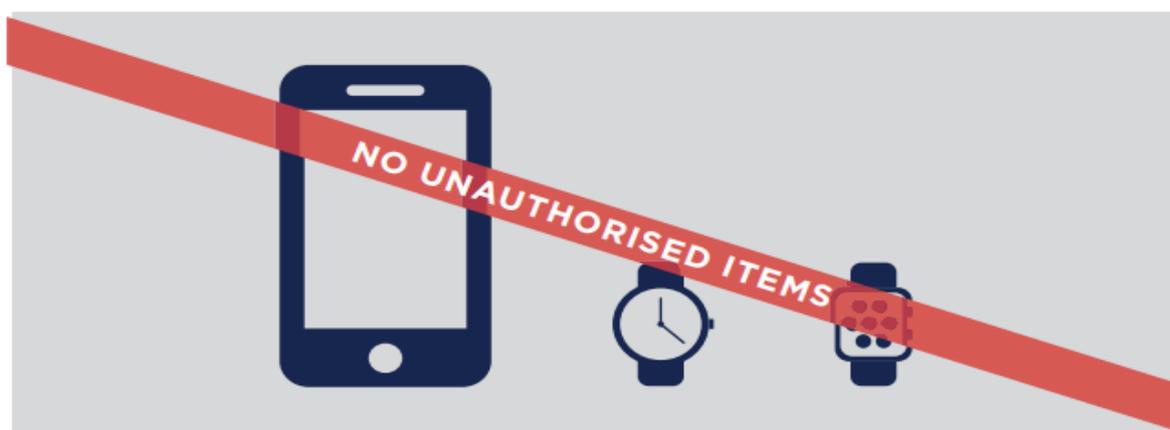
OCR

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 candidates'* poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

Warning to candidates' poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

Warning to candidates

 Questions matter AQA	 City & Guilds	 Awarding Learning CCEA	 NCFE	 Oxford Cambridge and RSA 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.

JCQ AI poster for students

This poster is a quick guide to help you to better understand the rules for use of AI in assessments.

AI and Assessments: A quick guide for students poster <https://www.jcq.org.uk/exams-office/malpractice/>



AI and Assessments

A quick guide for students

What is AI?



- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

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

THIS IS CHEATING!

How do I make sure I don't misuse AI?



- 1 **Know the rules**
 - You're **not allowed** to use AI tools when you're in an exam
 - Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
 - Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work
- 2 **Reference reference reference!**

If you're allowed to use AI tools, you must reference them clearly

 - Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got
- 3 **Declare it's all your own work**

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly

ON THE DAY OF EXAM CHECKLIST:



On your exam day

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

Before sitting your exams, ensure you know:

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

What you cannot take into your exams:

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

What you will need:

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

Other important information:

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

Contingency sessions:

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

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



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

EFFECTIVE FROM 1 SEPTEMBER 2025

