



**Thomas Knyvett
College**

Great learning changes lives

CANDIDATE EXAM HANDBOOK

2025/26

This handbook is reviewed and updated annually

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Introduction

Thomas Knyvett College 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

This handbook is provided to all year 11 students ('candidates'), and their parents/carers, to share important information ahead of the summer GCSE exams. It will complement candidate briefings and assemblies, and signpost further help and advice should this be needed.

It is important that all candidates understand the strict regulations that are in place for examinations. These are set by the Joint Council for Qualifications (JCQ). Please read the Information for Candidates document provided to you alongside this handbook, as well as the important information contained in the appendices of this document, including the Artificial Intelligence (AI) infographic, which is new for this current year.

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

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, candidate number and 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

Non-examination assessments

If any of the subjects you are taking at GCSE involves non-examination assessment, this will be explained in full by your subject teacher/s. They will be able to explain expectations and deadlines,

as well as provide guidance on how this kind of work will be marked or assessed and the extent to which this will contribute to your final grade.

Written timetabled exams

You will be entered to sit examinations in all of the core subjects plus those you have chosen to study at GCSE level. Different subjects have different numbers of exams.

STATEMENT OF ENTRY

A statement of entry is a log of all of the subjects you have been entered for. This was given to you before the Easter break. You are required to check that all of your personal details, plus the subjects you have been entered for, are correct.

CANDIDATE TIMETABLES

An individual candidate timetable has also been issued to you. This will provide you with the exact date, time and duration of each of the examinations you are expected to sit.

In the case of any queries relating to the statement of entry or candidate timetable, you must see Mrs Warner in A28 immediately. A mistake in the spelling of your name or an incorrect date of birth cannot be changed after the certificates are printed.

INFORMATION FOR AND WARNINGS TO CANDIDATES

Please see the appendices of this handbook for further important information on what is and is not permitted during exams.

Contingency session - Summer 2026

Wednesday 24th June 2026 has been designated what's called a 'Contingency Day' and it is in place in case national or significant local disruption to examinations delays the delivery of exams which are scheduled for earlier in the series. We won't know whether this date is needed or not until all other exams have been sat as planned, so every student must ensure that they are available to attend school and sit exams up to and including this date, until all of their exams have been taken as planned.

On-screen tests

Most candidates will not need to undertake on-screen tests; however, the rules for these are the same as for written exams. You will be advised by your subject teacher as to whether or not there will be an on-screen test for their subject.

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

We do not believe that there will be any timetable clashes between exams this summer. However, you must check your own exams timetable very carefully. We recommend that you highlight all the exams you expect to be taking. Please see Mrs Warner as a matter of urgency if you believe that any of your exams clash with one another. Exams are set nationally and not by the school. There are rules as to how exams that clash must be rescheduled, and supervision must be put in place to avoid malpractice.

Where you will take your exams

Our summer examinations will be held in various exam venues at TKC –

- Main Exam suite (and side room) on the E floor
- D01, D02 & D03 on the D floor

- Other small venues as needed

You will know your venue as it will be wherever you sat during the last set of mock exams in February/March.

These venues will be strictly off limits to the rest of the school. The purpose of using different venues is to ensure any Access Arrangements allocated can be provided to you.

What time your exams will start and finish

Your morning exams will start at 9.00am each day.

Your afternoon exams will start at 1.15pm each day.

Supervision during your exams

Exams are supervised by a team of external invigilators. They may have invigilated your exams in the past, or they may be totally new to you.

Invigilators must follow strict rules and regulations when conducting exams as directed by the JCQ and awarding bodies. You must listen to them carefully and follow any and all instructions from invigilators.

Exam room conditions

Exam conditions must be followed from the moment you step inside of the exam venue and remain in place until you leave again after the end of the exam. 'Exam conditions' means, among other things, that you must not:

- talk to, attempt to communicate with, or disturb other candidates
- open your question paper (or write anything at all) before you are told to do so by an invigilator

Further information can be found in the JCQ documents accompanying this information pack. Failure to follow exam conditions will result in malpractice being reported to the exam board. Malpractice can result in your having all marks for that exam deducted from your final grade, or being disqualified completely from a subject, or even from multiple subjects. It is vitally important that you follow the rules.

Inside the venue will be displayed the following information for each exam: date, *centre number*, *subject title*, *paper number* and *the actual starting and finishing times*. You must not open your exam paper until you are told you may do so at the formal start of the exam.

You will need – once told to – to fill in the front of your answer paper with your full legal name (as it appears on your desk label) and your candidate number. You must not write anything other than these details on the front of your answer paper, or the front of your question paper either.

If you find you need more space to complete your answers, you should put up your hand and ask an invigilator. They will be able to supply you with additional answer sheets or answer books.

Should you have any problems during the examination, raise your hand to attract the attention of an invigilator. Please remember that they are not able to offer you any help or give their opinion on the exam paper. Should you notice a suspected issue with a question, please notify the invigilator who will inform the Exams Officer and provide further advice as necessary.

Students must sit the full duration of the examination paper. Early dismissal is not permitted and is very disruptive to others.

You will only be permitted to leave the exam room during the exam if you have supervised rest breaks as an access arrangement, or if it is absolutely necessary. Toilet breaks must be kept to a minimum and you will be expected to have used the toilet prior to arriving (on time) at your exam venue. You will not be allowed to use the toilet during the first hour or the last 10-15 minutes of any exam.

Any student who displays anti-social or disruptive behaviour may be refused entry to future examinations.

FINISHING AN EXAM

Please ensure you use the duration of the examination wisely. Check that you have attempted to answer every question to the best of your ability and make sure that all of your personal details written at the front of the question paper are clear and correct. If the paper asks for a signature, you must sign it before it is collected. If the paper asks you to list out the questions you have attempted, you must also do this.

You will be dismissed from the exam venue by invigilators. Please listen carefully to them and follow their instructions. Any behaviour issues will be reported and sanctioned accordingly.

Where you will sit in the exam room

Once you have been allocated a seat, you will remain in the same seat for every exam.

Seating plans will be displayed in various areas around the school, including in the Exams Office (A28) and at the bottom of the tower block staircase near the Science Hub.

How your identity is confirmed in the exam room

You will be identified by invigilators during exams with reference to your desk label. Your desk label will show your full legal name, your candidate number and your school photograph (it will also show tier and access arrangement details, if applicable). It is very important that our attendance record for each exam is accurate. You must not in any way deface your desk label or photo – this must remain visible and readable at all times. Remember that invigilators do not know you as well as your teachers would, so it's very important that they have this information to help them identify you.

What equipment you need to bring to your exams

You must provide any pens, pencils, rulers, etc. needed and they must be in a CLEAR pencil case or plastic bag. A BLACK pen (not a gel pen) is essential for EVERY examination. Your work will not be marked if it is written in another colour.

Correcting fluid is not permitted for use in an examination. Mistakes should be neatly crossed through.

You should also bring the relevant equipment if needed for a particular subject, such as compasses and a protractor for Maths, as well as a pencil sharpener and an eraser.

Using calculators

Calculators are permitted for exams unless stated otherwise. Calculators must have their cover removed and be in good working order. You must bring your own calculator to any exam in which you may need one and in which they are permitted.

What you must not bring into the exam room

- MOBILE PHONES
- WATCHES OF ANY KIND
- SMARTGLASSES
- MEDIA PLAYERS, IPODS, AIRPODS OR BUDS
- REVISION NOTES/BOOKS

Should any unauthorised items be brought into the exam room, this is likely to constitute malpractice.

Food and drink in exam rooms

The only food or drink permitted in exam rooms is water. This must be in a completely clear, see-through and unlabelled bottle.

We strongly encourage you to take water into the exam with you. Your brain performs better when hydrated!

What you should wear for your exams

You must wear full school uniform, and only school uniform, to all of your exams.

Where your personal belongings will be stored during your exam

Personal belongings such as:

bags, coats, unauthorised items including switched off mobile phones, watches, etc.

will be stored in the personal belongings room which is adjacent to the exam suite.

What to do if you arrive late for your exam

If you do not attend an exam or are delayed in arriving for any reason, contact the school immediately and please do not panic. Ask to speak to a member of staff in relation to exams or the Year 11 team as messages left on a voicemail may not be picked up until after the exam has started.

You are responsible for attending your examination on the correct day and at the correct time.

If you arrive more than 30 minutes after the exam has started, you may not be able to sit the exam.

If you miss any exam completely, you WILL NOT be able to sit the paper at any other time.

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

If you miss an exam due to illness, contact the school as soon as possible to notify the exams officer, Mrs Warner. A doctor's certificate will be required if you wish to apply for Special Consideration as a result of your illness.

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

In case of an emergency during an exam, you must remain seated in silence and await instructions from the invigilator. Exam conditions must be maintained throughout any emergency situation, e.g. an evacuation or lockdown.

Candidates with access arrangements/reasonable adjustments

If you have access arrangements for your exams, you should already be aware of these as they will have been in place during mock exam sessions.

The venue you are seated in will be decided based on your access arrangement needs.

Once you have been allocated a seat, you will remain in the same seat for every exam.

Seating plans will be displayed in various areas around the school, including in the Exams Office (A28) and at the bottom of the tower block staircase near the Science Hub.

Results

GCSE exam results will be published on THURSDAY 20th AUGUST 2025.

Your results will be available for collection from the school hall. We will write to you nearer the time with further advice about results day, including timings and information regarding post-results services available to you, such as reviews of marking.

If you are unavailable to collect your results in person, you may give written permission for somebody to collect on your behalf.

If you would rather receive your results via email, please send this request to examsofficer@tkc.thpt.org.uk from your school/TKC e-mail address. Requests from parents, or from personal e-mail addresses, will not be accepted. You must also state which e-mail address you would like your results sent to, as your school e-mail address will no longer work by August. All requests must be made prior to results day.

Please note – if you take this option, you will be emailed your results AFTER 1pm on the 21/08/25. This is because we are unable to prioritise sending e-mails over managing the physical results collection process on the day. G

Certificates

You will be invited to attend a Celebration Evening in late November/early December 2026. Your certificates will be awarded to you and will then become your responsibility. Exam boards charge individual certificate replacement fees so please keep them very safe. You will also have an opportunity to collect your Art or Design Technology pieces.

Internal appeals procedure

Please see the school website for details of our Internal Appeals procedure.

Complaints policy

This can be found on the school website, along with a number of other exams-related policies and procedures.

Revision hints and tips

Revision – and planning it effectively – is a crucially important part of preparing for your exams. The information and advice on the following pages has been put together by your teachers to help you to do your best and achieve your full potential.



Revision: A rough guide for students



The human brain

- Many people compare brains to computers and teenage brains in particular have a great capacity to process and store new ideas.
- However the brain, unlike a computer, doesn't store information neatly in files and folders - information is scattered around the brain and it is often hard to recall at a later date.
- Effective revision overcomes this by strengthening our grip on key information and creating useful shortcuts.
- The brain responds to regular **retrieval practice (testing)** by prioritising the relevant information and strengthening the connections related to it.
- **Spaced repetition** (regularly testing yourself on something after spaced intervals) is a way of influencing your brain's agenda and getting it to learn information of your choosing. i.e. **hacking your brain**

Why revise?

- The ending of most coursework & modular exams means KS4-5 students sit almost all of their exams at the end of a 2 year course.
- Revision will enable you to recall and deploy accurate and relevant detail in your examination answers.
- Revision will also increase your familiarity with exam style questions and the technique required to reach the top level.

How should students revise?

- The two main aims of revision are to improve **knowledge** and to develop **technique**.
- Reading is a good first step in the process of revision but on its own it is not very effective. It doesn't automatically lead to accurate recall. *Having read a page of a novel or a website how much detail could you accurately recall?*
- Reading something a few times leads to recognition. We often recognise familiar songs but that doesn't mean that we can accurately recall the lyrics!
- In exams you have to do a lot more than merely recognise information - you will have to recall it accurately and use it effectively.
- You should start revision by carefully reading your exercise books / revision guides **but crucially you should then test (or retrieve) what you remember and review your answers:**



Read = remember some but forget most
Read + test + review = remember more

Read + test + review + test + review + test = remember most



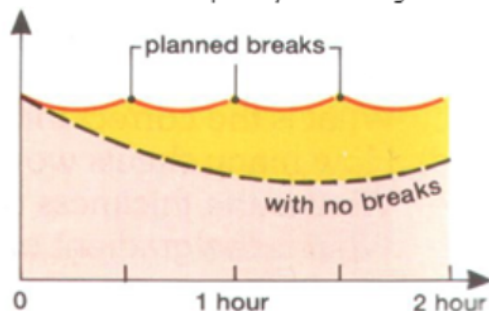
- **Known unknowns** – it is crucial that you **find out what you don't know** i.e. to identify your weaknesses. Testing allows you to do this.
- You could put revision **flashcards** in a box and then test yourself on these throughout a week. **The ones you struggle with should be put in a separate pile for more frequent testing.**
- Students often benefit from producing their own revision notes, cards etc. However producing these is not revision. You need to then test yourself on the content.
- **Memory Beep Test** – you will be amazed at how much revision you can do in 5 minutes. Identify 5 topics or questions you want to test yourself on. Give yourself 60 seconds on each one and write down what you know.
- **Blank paper and a pen are** really useful. You could read some pages from your exercise book or revision guide, close the book and then write down what you remember in 3-5 mins. You should then review your work (compare it with the revision guide) to find out what you haven't remembered. Repeat this 2 hours later, 2 days later, 2 weeks later.
- **Interleaving -mix up revision topics.** This makes the brain work harder and leads to stronger recall. It also allows the brain to identify links between information – something examiners love.
- **Spaced testing** – you should re-test yourself on a topic having left enough time to have forgotten it.
- **Practise output rather than input** – you should avoid exclusively focusing on learning information at the expense of applying that information to exam questions.
- You wouldn't practise for a tennis tournament by never playing tennis and students shouldn't study for an exam without practising answering exam style **questions** in timed conditions.
- You should practise writing whole answers, parts of answers (intros, sample paragraphs, conclusions) or drafting a plan for an answer.
- Students should ask a teacher to review their answers or plans and to identify strengths they should repeat and weaknesses they should eliminate.
- In addition to learning specific details, quotes etc. students need to see the **Big Picture** – you should practise summarising a whole topic in one diagram, timeline, 50 words etc.
- Most revision can be done **without a screen** – however Memrise, SAM learning etc. can help students to learn some key info.
- Make **audio recordings** of key information and listen to this on mobile phones.
- Leave **'Post It'** notes or posters around the house or on a revision wall to act as constant reminders of tricky info
- Use **highlighters** to identify **key info** – *however reading and highlighting is not effective revision on its own. You must read & test.*
- Draw **mind maps** to present information more effectively.
- **Devise mnemonics** e.g. OIL RIG (Oxidation Is Losing electrons Reduction Is Gaining electrons)
- Getting other people to **test** you. If you choose your **parents** this will have the added advantage of reassuring them that you are revising and they will probably be even nicer to you as a result. You will then be nicer to them - a **virtuous circle**.
- If your parents don't think you are revising they will probably worry and become a bit stressed with you. You will then probably become stressed with them. **An unvirtuous circle!**
- Now that you are a teenager the 'buttons' they used to press to make you do things don't work as well as they once did. It is important that you motivate yourself and **take responsibility for your revision.**

If you feel...	Aim to be...
• Stressed	• Calm
• Nervous	• Confident
• Doomed	• Motivated
• Apathetic	• Energised
• Complacent	• Ambitious

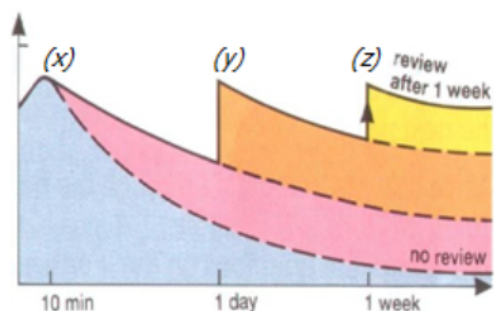
Jargon	Meaning
Retrieval practice	Testing
Interleaving	Mix up revision topics and subjects.
Spacing	Allow yourself to forget a topic before testing again

Top Tips

- Your parents/guardians can play a vital role in:
 - *encouraging you to revise if you are reluctant*
 - *calming your nerves and encouraging positive thinking e.g. I don't understand this yet but I will!*
 - *persuading you to have a necessary break from revision if you have been working too hard.*
- Enjoy the feel good factor** – identify the progress you are making with revision (eg covering the specification, sticking to your timetable or improving your scores on memory tests.)
- Try to see the value of revision i.e. link revision with your aspirations for the future.
- Revision is most effective when there are no distractions – mobile phones should be absent and computers should only be used for specific activities.
- Avoid 'binge' revision. 5 hours of revision spread over a week is usually better than 5 hours of revision on one day
- Students should take short breaks from revision after 30 minutes. This will improve your learning efficiency.



- After a 10 minute break students should briefly revise the same work again (x). This should be repeated one day later (y) and finally one week later (z). This will fix the work firmly into your long-term memory.



Want to find out more?

- <https://www.theguardian.com/education/2016/may/07/the-way-youre-revising-may-let-you-down-in-exams-and-heres-why>
- https://en.wikipedia.org/wiki/Testing_effect
- <https://www.theguardian.com/education/2016/jan/23/spaced-repetition-a-hack-to-make-your-brain-store-information>
- <http://www.sec-ed.co.uk/best-practice/revision-and-study-skills-retrieval-practice>

And finally...

- Students need to **work smart** and not suffer in silence. If you are finding something impossible to understand you should phone a friend or speak to your teacher. 5 minutes with an expert can save hours of fruitless worrying.
- Revision is very personal. There are lots of effective revision strategies and you should choose the ones which work for you.
- If you are finding revision tough going that probably means you are doing it effectively. Revision isn't meant to be easy!
- Effective revision leads to better exam results and **you will reap the benefits for years to come.**

"A small daily task, if it be really daily, will beat the labours of a spasmodic Hercules." Trollope

When should students revise?

- Low intensity - consistently throughout the year.
- Medium intensity – 3 months before the exams.
- High intensity – 1 month before the exams.
- Medium intensity – night before the exam.

Throughout the year

Revision should take place throughout the year – not just when exams are approaching. You should take a few minutes each day to skim through your recent class work, identify work you might have missed and questions you have. Without ongoing revision you can lose over 90% of the information entering the mind within a four week period. Regular reading of recent work will help to transfer information from your short term memory to your long term memory. It is important to review all subjects – not just your favourite ones. You should also aim to make ongoing revision notes for the different units of each of your subjects.

Approaching the exam period

Our brain doesn't like remembering lots of new information at once so cramming is a bad idea. Serious revision should begin at least 3 months before the exams and gradually increase in intensity. The hardest thing is to stop talking about revision and to start doing it. You need to build up **revision momentum** and this can be achieved by starting with just 15 minutes a day in February. This should steadily increase as the exams draw closer. The night before an exam you should still revise but you should also aim to get a good night's sleep.

Preparation is vital

"If I had six hours to chop down a tree, I'd spend the first hour sharpening the axe." Abraham Lincoln

Revision Checklist for students:

- For each subject do you know...
 - *..the exam board and syllabus?*
 - *..what the exam specification includes? (If there is any key content or vocabulary which you are unsure of you must ask your teacher.)*
 - *..where to get past papers, mark schemes and model answers?*
 - *..which revision books/ websites are recommended?*
 - *..if there are question types which feature every year?*
 - *..how long you should spend on each question?*
- Have you drafted a realistic week by week revision timetable which incorporates the ideas of spaced revision and interleaving?

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

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 – written exams

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



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
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



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JCQ Things to do on social media:

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

JCQ Things not to do on social media:

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

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

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

Please take the time to familiarise yourself with the JCQ rules:
jqc.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)

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 tool 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

<h4 style="margin: 0;">DECLARE</h4> <ul style="list-style-type: none"> - 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! <p style="font-size: x-small;">***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.</p>	<h4 style="margin: 0;">ACKNOWLEDGE</h4> <p style="font-size: small;">If you are allowed to use an AI tool in your assessment (remember to check!), you must do the following:</p> <ul style="list-style-type: none"> - 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.
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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.*"



AQA

City & Guilds

CCEA

NCFE

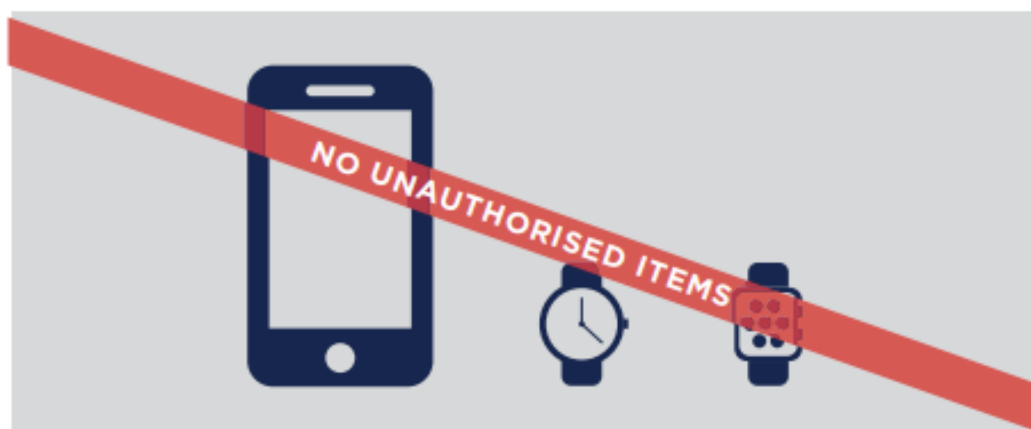
OCR

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

 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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**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

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

ANY QUESTIONS?

If there is anything at all which you do not understand, you should ask Mrs Warner for clarification ASAP.

Otherwise, we will assume that you have read the contents of this handbook and that you understand:

- What constitutes malpractice (and what AI misuse is) in examinations/assessments and the consequences of committing malpractice
- What your personal data is used for by awarding bodies

and that you have also understood the current JCQ 'information for candidates' documents as they relate to the qualifications you are taking:

- Non-examination assessments
- On-screen tests
- Social media
- Written exams