



Birches Head Academy

Guidance for GCSE and BTEC Examinations for Pupils, Parents and Carers

Centre Number: 30455

KEEP THIS BOOKLET SAFE SO YOU CAN REFER TO IT BEFORE, DURING AND AFTER YOUR EXAMINATIONS



Frank Field
Education Trust

Introduction

It is the aim of Birches Head Academy to make the examination experience as stress-free and successful as possible for all candidates.

This booklet will provide informative and helpful information for you and your parents/carers. Please read it and show it to your parent/carer so that they are also aware of the examination regulations and procedures to follow in the event of any problems occurring. A copy of the handbook is also available on the school website.

The examination boards set down strict criteria through their governing body, JCQ, which must be followed for the conduct of examinations which the academy is required to follow precisely.

Should you or your parent/carer have any questions or need any advice regarding your examinations please contact:

Examination Officer:

Mrs L Barnes & Mrs T Reid

01782 233595

lbarnes@bircheshead.org.uk

mreid@bircheshead.org.uk

Examination Information

Examination Costs

You and your parent/carer will have signed your Home School Agreement to confirm that you will attend all examinations during the academic year. Failure to attend for a mock examination will mean you will be expected to complete this examination at a date which is convenient to your subject teacher. Should you fail to attend a 'real' examination, an invoice for the cost of the entry will be issued unless you provide a doctor's certificate signed by your GP. Examination entry costs range from £16.40 to £72.50.

Examination Centre Number (30455)

Birches Head Academy is a registered examination centre with all the major examination boards and awarding organisations. As such the Academy and its candidates **must** adhere to the examination boards' regulations when administering, managing and taking examinations. BHA must supply certain personal information to the exam boards in order to make entries, this includes details such as your name, date of birth and candidate number. This information will only be held by them for as long as it is needed.

Candidate Number

When you are entered for an exam, you become a candidate. Each candidate has a four-digit candidate number. This is the number you will enter on your examination papers for your GCSE qualifications. It will appear next to your name on the seating plans and examination registers. It will also appear on the examination candidate card which will be on your desk for each examination. It is important to make sure you write down on your examination papers your **legal** first name and **legal** last name as this is the name the examination board will recognise you by.

Candidate Examination Timetable

You will receive a timetable for each of the mock examination sessions and should speak to the Examination Officer if you have any 'clashes'.

Once the examination entries have been made you will be issued with your Individual Candidate Examination Timetable in March. Please check your timetable carefully to make sure the Academy has your correct personal information such as legal first and last name, your name is spelt correctly, you have all your examinations listed and at the correct tier. If you have any queries, please speak to the Examination Officer immediately.

It is important that you arrive for your examinations early, so give yourself plenty of time when you leave home.

Our official start time for examinations is:

- Morning examinations will start at 9am (arrive 30 minutes before)
- Afternoon examinations will start at 1pm (arrive 30 minutes before)



However, it is important to check your Individual Candidate Timetable for any changes to start times, especially if you have a timetable clash.

Afternoon examinations may not finish until after 3pm so please inform your parents you may be late. You may need to make alternative travel arrangements.

Copy the dates and times of all your examinations into your planner and ask your parent/carer to note down the dates so that they can remind you of the examination dates and help you schedule your revision timetable.

Examination Seating Plan

Seating plans for each examination will be given to your form tutor so that you know where you are sitting for each exam. They will also be displayed outside the examination room on the day of the examination. Make sure you check the seating plan for your seat number.

Contact Numbers

Please check whether the Academy has an up-to-date contact number for you and your parent/carer.

Invigilators

The Academy employs external invigilators to conduct the examinations. Pupils are required to behave in a respectful manner towards all invigilators and always follow their instructions.

The invigilators are responsible for the supervision of the examination. They will distribute and collect the examination papers, hand out extra answer booklets/sheets and deal with any problems that occur during the examination.

Invigilators **cannot** discuss the examination paper with you or explain the questions



Be Prepared for your Examinations

Equipment

Make sure you have all your equipment before your examinations.

All items of equipment, pens, pencils, mathematical instruments etc. should always be visible to the invigilator. You must either use a transparent pencil case or clear plastic wallet.

Pens should be a ballpoint with **black ink**. No tippex or correction fluid/pens are allowed.

For certain examinations you may need a calculator. Check in which examinations you can use them with your teacher.

Only take into the exam room the materials and equipment which are allowed. **Do not take** into the examination room **any unauthorised materials** or equipment. This includes mobile phones, smart watches, watches, **AirPods, earbuds, earphones, headphones, iPods, other smart devices**, notes, books, papers, calculator cases/lids/instruction leaflets, or any other products with text/digital facilities.

Remember that all watches are required to be placed in your bag.

Remember to go to the toilet before the examination starts.

Remember to revise for each examination so you are as prepared as you can be.



During the Examinations

Examination Regulations

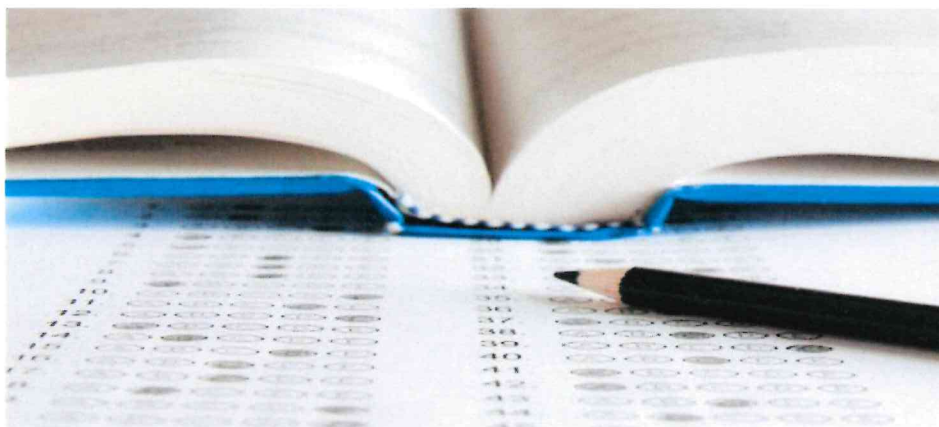
Copies of the 'Information for Candidates: written examinations, non-examination assessments, coursework and on-screen examinations' and 'Mobile Phone/Digital Equipment' notices are included in this booklet. All candidates must read these notices carefully and note that to break any of the examination rules or regulations could lead to disqualification in all subjects. The Academy must report any breach of regulations to the Examination Board.

Candidates are responsible for checking their own individual examination timetable and arriving at the Academy on the correct day and time and in their full academy uniform.

Pupils will line-up on the basketball court where they will be met by their Head of Learning or member of SLT. For afternoon exams pupils will line up on the basketball court after lunch and again be met by the Head of Learning or member of SLT.

Check when revision sessions are being held for a particular examination.

Candidates who arrive late for an examination may still be admitted but this must be reported and the Examination Board has the right not to accept the script. The candidate will receive the full time allowed for the examination at the Academy's discretion.



You must enter the examination room in **SILENCE** and remain silent until you leave the exam room at the end of the examination. Examination conditions apply until the exam has finished, the scripts have been collected, you have been dismissed and you have left the examination room.

Do not attempt to communicate with, distract or disturb other candidates in the examination room.

Mobile phones/smartwatches/iPod/MP3/MP4, all other electronic equipment and watches **MUST BE SWITCHED OFF, ALL ALARMS DISABLED AND STORED IN YOUR BAG BEFORE ENTERING THE EXAMINATION ROOM. IF YOU DO NOT HAVE A BAG LEAVE YOUR BELONGINGS WITH THE INVIGILATOR AT THE FRONT OF THE EXAMINATION ROOM FOR SAFE KEEPING.**

If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if switched off) it will be taken from you and a report of malpractice will be made to the appropriate Examination Board. **No exceptions will be made.**

The Examination Boards have the right to disqualify you from the examination and any subsequent examinations and you will receive no results. They could also advise other Examination Boards who may also choose to disqualify you.

Food is **not** allowed in the examination rooms.

Only water in a clear plastic bottle with no label will be allowed.



During the Examinations

- **Do not write on the examination desks.** This is regarded as vandalism and you, and your parent/carer will be invoiced for the damage. You will be expected to clean off any graffiti.
- Completed examination scripts are scanned by computer before being marked. It is therefore very important that you do not graffiti or write offensive comments on your examination script as this will hamper the scanning software in reading your completed script. The Examination Board may also refuse to accept your completed script.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room and not allowed to return. This will be reported to the Examination Board who may decide to disqualify the candidate from the examination.
- Listen carefully to instructions and notices read out by the Exam Officer and/or Invigilator- there may be amendments to the examination paper that you need to know about. Only write on your answer booklet when you are told to do so.
- Check you have the **correct question paper**.
- Check the date, subject, paper and entry tier.
- Read all instructions on the front of the question paper so you understand what you need to do and answer the questions carefully.
- Work neatly and write clearly.
- Number your answers clearly.
- **Don't rush - pace yourself but ensure you have enough time to answer all the questions you are required to do.** Read the advice for timings on the front of the examination paper and use the number of marks awarded for each question as guidance.
- Show your workings. If rough workings are not required, cross through neatly.
- Try to leave yourself 5-10 minutes at the end of the examination to read through and check your answers - this is important as you can often find mistakes/omissions and correct them before handing in your completed script. This could be the difference between a grade.
- Do not cheat or break rules in any way as you could be disqualified from **all** your examinations



At the end of the Examination

- Stop writing when you are told to do so.
- Make sure your name, examination/candidate number, centre number and signature (if required) are on your completed script and any additional answer booklets. If you have more than one answer booklet and/or loose additional paper place them inside your answer booklet once you have put your name, candidate number and question number on them.
- You must **remain silent** until you have left the examination room. Do not be tempted to talk/turn around/communicate in any way with other candidates as this could result in your examination paper not being marked.
- Candidates must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination room early. If you leave the examination without being accompanied by an invigilator before the examination has finished, you will not be allowed to return. If you have finished the paper before the end of the examination use any remaining time to check over your answers and make sure your personal details are correct.
- At the end of the examination all work must be handed in - remember to neatly cross through all rough work which is not required. If you have used loose sheets of paper or more than one answer booklet make sure you have numbered the questions/sheets/booklet correctly and place inside your first answer booklet.

Invigilators will collect your examination scripts and any other exam stationery before you are allowed to leave the examination room. **During this time you are still under examination conditions and must therefore remain silent.**

Question papers, answer booklets and additional paper **must not** be taken out of the examination room.

Absence from an Examination

The dates and times of the examinations are set by the Examination Awarding Boards and **NOT** the Academy. These examinations are planned to run between 5th May until 24th June. Please make sure that you do not make appointments or take holidays that conflict with any of your examinations.

If you experience difficulties during the examination period, eg illness, injury or personal problems, please inform the Examination Officer as early as possible.

Only in exceptional circumstances will candidates be granted special consideration from the Examination Boards for absence from any part of the examination. **It is a requirement** that medical or other appropriate evidence is provided by the candidate and given to the Examination Officer as soon as possible.

Parents/carers and candidates are reminded that the Academy will require payment of the fees should a candidate fail to attend an examination without good reason and without informing the Academy.

When not sitting an examination, go to your timetabled lessons. If the examination in that subject has taken place you revise the subjects where you still have examinations to take.

If an examination in that subject has not taken place you will have a normal lesson or a revision session.

Note: Misreading the timetable will not be accepted as a satisfactory explanation of absence. It is your responsibility to know the dates and the times of your examinations.

Notification of Results

Specific information about results day will be given to pupils and also be on the Academy website closer to the date.

You will receive a 'Statement of Results' which will detail all your GCSE and BTEC grades.

Your examination results will be available from the Academy for collection between 9.30am until 11.30am on:

Thursday 20th August 2026

If any other person (including family members) is coming to collect results on your behalf you must give them your written permission and they must provide some identification to prove who they are.

Under no circumstances will results be given out over the telephone.

Certificates

Certificates confirming your grades will be available to collect from main reception from the beginning of December once they have all been received from the Examination Boards. These will be retained for a 12 month period after which time they will be destroyed as per the regulators requirements. Certificates once issued cannot be reissued without the payment of a fee from yourselves directly to the Examination Board. It is therefore important that you collect your certificates from BHA Main Reception within the 12 month period. Many educational and employment establishments now require sight of the original documents.



Emergency evacuation procedures for examinations

Should there be a fire alarm during the examination the invigilators will tell you what to do.

- Don't panic!
- Remain seated, close your answer book, stay silent and await instructions from a member of staff/invigilator.
- If you have to be evacuated, you will leave a row at a time in silence.
- Remain calm and when instructed you will be escorted to the designated **examinations assembly point**. This is the basketball court at the back of the sports hall, not your form's assembly point. Pupils taking exams in the Aspire area are also required to meet on the basketball court.
- Leave your closed answer book on your desk.
- Do not collect your coat or bags or other personal belongings.
- Do not attempt to communicate with anyone else during the evacuation or whilst outside the exam room as you are still under exam conditions.
- When you return to the examination room do not start writing until the invigilator tells you to do so.
- You will be allowed the full working time for the examination and a report will be sent to the examination board detailing the incident.

**REMEMBER TO MAINTAIN COMPLETE SILENCE TO AVOID DISQUALIFICATION
FROM THE EXAMINATION**



Internal Appeals Procedure

Appeals procedure against internally assessed marks

- An appeal should be made against the assessment process and not against the marks to be submitted to the awarding body
- They must be made in writing using the Internal Appeals form.
- The Head of Centre will appoint a senior member of staff to conduct the investigation.
- The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the awarding body's specification and subject-specific associated documents.
- Those who appeal will be informed in writing of the outcome of the appeal including any relevant correspondence with the awarding body and any changes made to internal assessment procedures.
- The outcome of the appeal will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After the candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation may lead to marks changing. This process is outside the control of the centre and is not covered by this procedure.

Warning to candidates



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



1

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

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

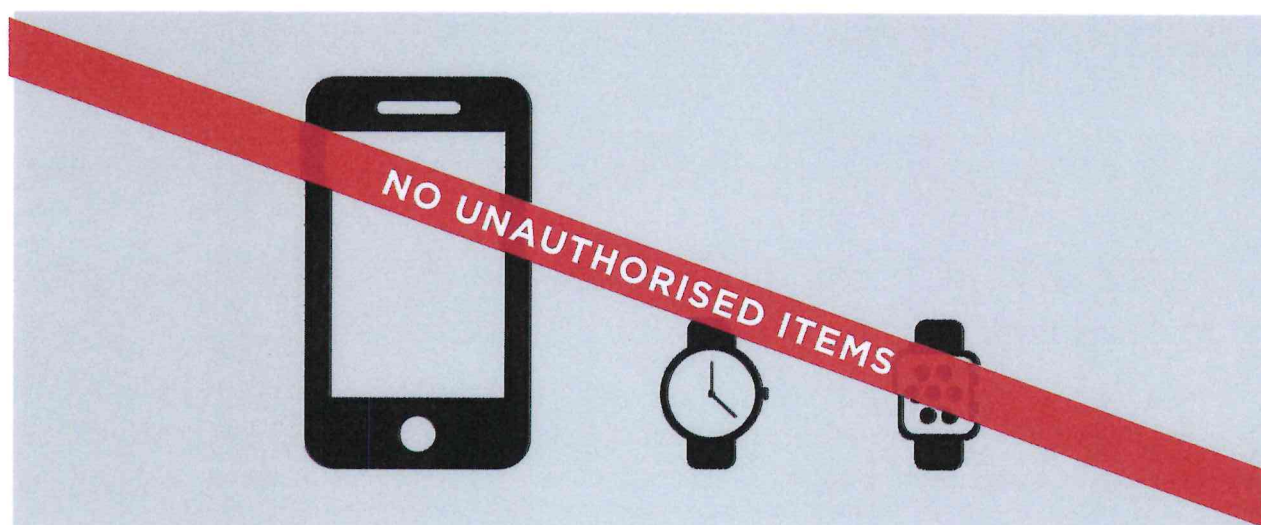
7

If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

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.

Information for candidates

– Written Examinations – 1 September 2025

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

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

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

Any pencil cases taken into the exam room must be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.

- 5 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 6 Do not talk to or try to communicate with or disturb other candidates once you have entered the exam room.
- 7 You must not write inappropriate, obscene or offensive material.
- 8 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 9 Do not borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other permitted equipment needed for the exam.
- 5 You must write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spellcheckers

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

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed;

(c) you think you have not been given the expected access arrangement(s).

- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. Do not open the question paper until you are told that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

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

F. At the end of the exam

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

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed behind your script.
- 2 Do not leave the exam room until told to do so by the invigilator.
- 3 Do not take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.

Information for candidates

- Non-exam Assessments – 1 September 2025

This document tells you about some things that you must and must not do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

If there is something that you do not understand, you must ask your teacher.



Preparing your work — good practice

If you receive help and guidance from someone other than your teacher, you must tell your teacher. They will then record the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must write up your own account of the assignment. Even if the information you have is the same, you must describe in your own words how that information was obtained. You must draw your own conclusions from the data.

You must meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. Do not share it with anyone, including posting it on social media. You must always keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use any prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources, such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject

by using information from sources, or generated from sources, which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You must take care how you use this material - you cannot copy it and claim it as your own work.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though – you cannot copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment must be your own';

'you must not copy from someone else or allow another candidate to copy from you'.

When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number. For example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2026.

Where computer-generated content has been used (such as an AI chatbot), your reference must show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026. You should also reference the sources used by the AI tool in generating the content.

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

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

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

Plagiarism

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

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

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

Sanctions for breaking the regulations

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

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

The awarding body will decide which sanction is appropriate.

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

Information for candidates

- Coursework – 1 September 2025

This document tells you about some things that you must and must not do when you are completing coursework.

When you submit your work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

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

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources, such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources, or generated from sources, which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You must take care how you use this material - you cannot copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment must be your own';

'you must not copy from someone else or allow another candidate to copy from you'.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called 'referencing'. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number. For example: (Morrison, 2000, p29).

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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.

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- 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.

Information for candidates

- On-screen tests – 1 September 2025

-

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.

- 4 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.



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

| | |
|---------------|---|
| AQA | https://www.aqa.org.uk/about-us/privacy-notice |
| CCEA | https://ccea.org.uk/legal/privacy-notice/ |
| City & Guilds | https://www.cityandguilds.com/help/help-for-learners/learner-policy |
| NCFE | https://www.ncfe.org.uk/legal-information |
| OCR | https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/ |
| Pearson | https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html |
| WJEC | https://www.wjec.co.uk/home/privacy-policy/ |

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

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.

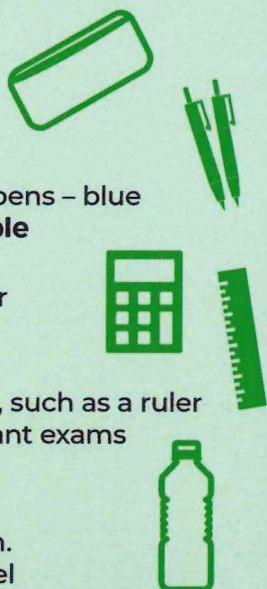
What you cannot take into your exams:

- ☐ 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.



AI and Assessments

A quick guide for students



What is AI?

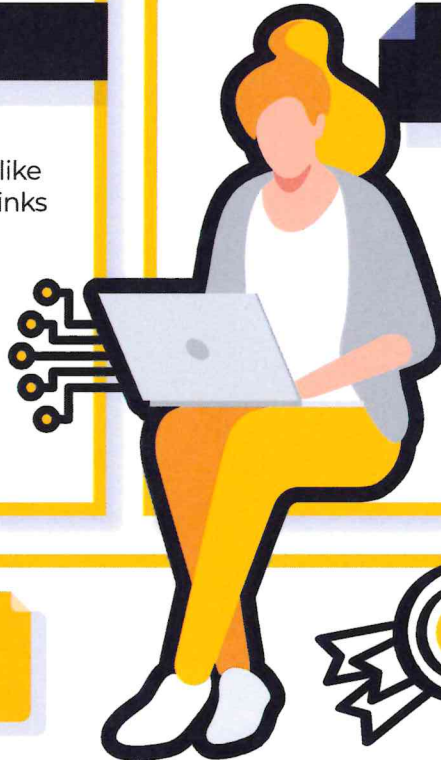
- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



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!



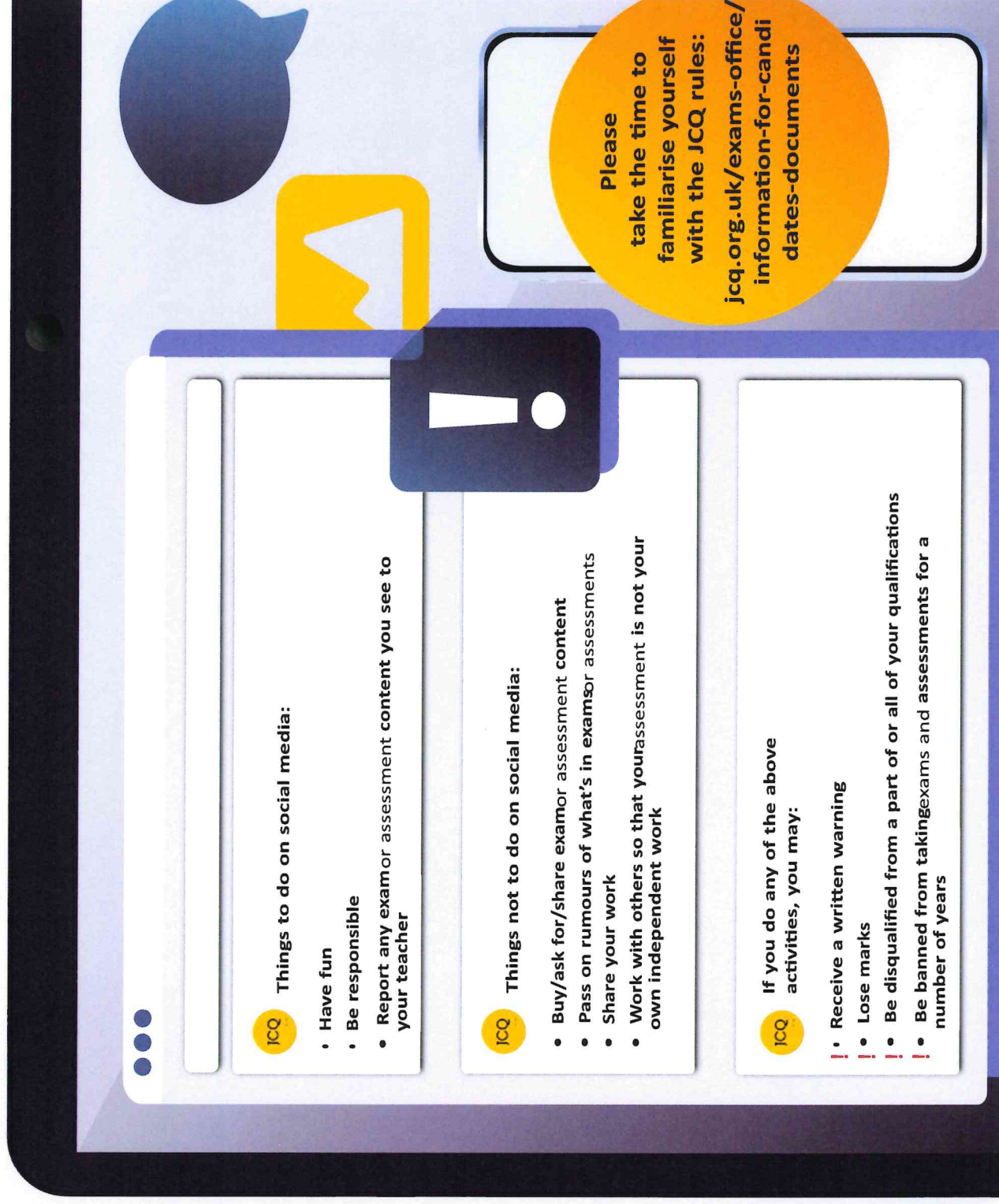
REMEMBER
Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly

Information for candidates Using social media and examinations/assessments

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

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

JCQ Things to do on social media:

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

JCQ Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exam 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 or all of your qualifications
- ! Be banned from taking exams and assessments for a number of years

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