



# Candidate Examinations Handbook 2025/2026

This handbook is reviewed and updated annually

Produced/reviewed by	
Mrs Thulbourn TDA Examinations Officer	
Date of next review	September 2026

## Introduction

Thomas Deacon Academy is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

## Purpose of this handbook

- To support/complement candidate exam assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidate documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.

## 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

### Things not to do on social media:

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

### Research and using references

...Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.

**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 is a form of cheating which is taken very seriously...**

## Personal data

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

## Coursework assessments/non-examination assessments

- Please read - information for candidates documents - coursework, non-examination assessments, social media (see appendices at back of handbook)
- AI may be helpful for revision however be extra careful when using this in completing coursework / assessments. Please read AI Use in Assessments (see appendices at back of handbook)
- Deadlines for coursework/assessment will be provided to you by your subject teacher. It is important that you meet these deadlines.
- Coursework and assessments are marked by your teachers
- Candidates are informed of their centre assessed marks prior to being submitted to the exam board. You can raise an appeal at this time (before it is submitted to the board) if you feel the mark is unfair.

## Written timetabled exams

- Your candidate Exam Timetable, please check your personal details and exam entries are correct
- If any of this information is incorrect, please notify your Head of Year as soon as possible
- Your candidate Exam Timetable, please ensure you know the date and time of your exams, the exam room where your exam will be held and your seat number.
- The JCQ information for candidates, documents – written examinations, social media please read these documents (appendices at the back of the handbook)
- Exam room posters – Warning to candidates, Unauthorised items will be displayed outside each exam room, please read these (see appendices at back of handbook)

## Contingency sessions - Summer 2026

- In the event of national disruption to a day of examinations the awarding bodies will liaise the qualification regulator and government departments to agree the most appropriate action for managing the impact.
- Summer 2026 has a contingency day set as **Wednesday 24<sup>th</sup> June 2026**. This means you must be available to sit an exam on this day in the event of national disruption.
- In the event TDA is not available to run an exam on your timetabled exam day, TDA contingency policy will be actioned you will be informed via email of the new venue.

## On-screen tests

- For any on-screen tests that you may be taking please see - Information for candidates – on screen tests (see appendices at back of handbook)

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

- If candidates are timetabled for two or more exams in one session and the total time is 3 hours or less, one exam will be followed by the other exam with a short supervised, break within the exam room.
- If candidates are taking two or more exams timetabled for the same session and the total time is more than 3 hours, then one of the exams will be moved to an earlier or later session within the same day. The candidate will be escorted to a supervision room in between exams.
- During this supervision period candidates will be required to bring lunch, candidates will be able to revise and chat to other students who are in the supervision room but must not communicate with anyone outside this room. Mobile phones, watches and any electronic equipment must be handed to the invigilator supervising.
- For an exam clash, instructions will be provided to you along with your exam timetable. Ensure you read these instructions carefully

## Where you will take your exams

- TDA exams are held in the Sports Hall, Exams Hall, Drama Theatre or in Board room / Meeting room on the top floor.

## What time your exams will start and finish

- JCQ published start times are 9am for morning and 1.30pm for afternoon exams.
- TDA start times for morning exams is 9am, afternoon exams start at 1.30pm, candidates should arrive at the exam room 10 minutes before start time

## Supervision during your exams

- Exams are supervised by a team of external invigilators
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies
- Invigilators will record any incidents on the incident log which is reported to the exams officer. The exams officer will then report any malpractice incidents to the relevant exam board

## Exam room conditions

- Candidates are required to leave belongings in the changing rooms and can hand in any watches, ear pods or mobile phones prior to entering the exam room
- Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator and exit the exam room.
- Candidates must listen to and ***follow the instructions of the invigilator at all times*** in the exam room
- Candidates must not communicate with or disturb other candidates
- **TDA Centre Number 22321** will be displayed in the exam room. The board in the exam room will show centre number, subject title, paper number, the actual starting and finishing times, and date, of each exam
- When an invigilator announces candidates can fill in the front of the answer books please put your first name, surname and candidate number as shown on the candidate card on your desk

- If you use any additional answer sheets, please add your details to this sheet and question number. Place the additional answer sheet inside your exam paper unless an invigilator provides a tag to secure the additional paper to the exam paper.
- Candidates must not open the question paper until the invigilator announces the exam can now start
- On leaving the exam room candidates must do so in silence, other candidates may still be working on their exam
- If you need to use the toilet during an exam you will not be allowed within the first hour or the last 15mins unless you have a medical card (bring this to the exam). Please use the toilet before entering the exam room
- If you are allowed to go to the toilet you will be escorted by an invigilator and asked to empty your pockets.
- You will be given a 5-minute warning before the end of the exam and at the end of the exam when told to do so you must stop writing immediately

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

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

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

### **Where you will sit in the exam room**

- Rows of desks are row A, B, C etc
- Candidate timetable will show seat number e.g. F6
- Candidate should find row F walk down the row to find seat F6

### **How your identity is confirmed in the exam room**

- On your desk will be your candidate card showing your legal first name and surname, candidate number and your photo. An invigilator will check your name and photo on taking the attendance. External candidates must show formal identification such as passport/driving licence to the invigilator for identification purposes before entering the exam room

### **What equipment you need to bring to your exams**

- Black pen (you must write all answers in black pen), pencil, eraser, ruler, calculator with lid removed, maths equipment. This equipment should be in a clear transparent pencil case
- You can use highlighters on the questions to highlight anything but do not use highlighter in your answer
- For Art exams appropriate art materials, design media and technology will be provided by TDA

### **Using calculators**

- Calculators are allowed to be used in all exams unless the exam paper states no calculators are allowed.
- If calculators are not allowed then the calculator should not be brought into the exam room, if you do, the calculator should be handed into an invigilator before the exam starts otherwise this will be malpractice.
- During an exam a calculator must not be able to offer facilities such as, language translator, symbolic algebra manipulation, symbolic differentiation or integration, communication with other machines or the internet

- A calculator must not give access to pre-stored information. This includes databanks such as periodic table (with the exception of periodic constants), dictionaries, mathematical formulae or text.

### **What you **must not** bring into the exam room**

- Mobile Phone, any electronic equipment, any type of watch, ear pods, smart glasses
- Any revision notes/cards
- If any unauthorised items are found during the exam (even if you have no intention of using this) you will be reported to the exam board which will lead to some form of disqualification

### **Food and drink in exam rooms**

- Candidates may bring a bottle of water to the exam but this must be in a clear transparent bottle with no label. Food is not allowed in an exam

### **What you should wear for your exams**

- Candidates must be dressed in full school uniform. No coats, Jackets or non-TDA Hoodies are allowed

### **Where your personal belongings will be stored during your exam**

- Bags and coats can be left in the changing rooms. Unauthorised items such as a switched off mobile phone, watches etc can be handed into the invigilator who will put these in a numbered wallet, you will be provided with a small number card which you can hand in after the exam to reclaim your items.

### **What to do if you arrive late for your exam**

- If you are late please come directly to the exam room you will be allowed to sit the exam and will be given the correct amount of time, however if you arrive more than one hour after the JCQ published start time for an exam you will not be allowed to sit the exam.

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

- If you are unwell and unable to attend an exam, please contact your year team as soon as possible before the day of exam to discuss or as soon as possible
- If you are able to sit an exam but feeling unwell, please notify your year team who will advise the exams officer prior to the start of the exam
- If you feel unwell during an exam raise your hand and inform an invigilator
- Candidates must sit an exam on the timetabled day in the timetabled session (unless there is a clash) no special consideration will be awarded for missing an exam due to personal arrangements, holiday, wedding, a field trip, transport arrangements, sporting event below international level, school function or closure, work experience.
- For special consideration due to illness or other acceptable reason you will be required to provide evidence (discuss what evidence is required with your year team) acceptance will be at the discretion of the awarding body

### **What happens if you have an unauthorised absence from your exam**

- If you have an unauthorised absence from an exam you will receive zero marks for that paper and you may be required to pay the exam entry fee.



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

- Follow the instructions from the invigilator
- You will be told to close your answer booklet and put your pen down
- Wait for instructions to evacuate
- You must remain in silence during the evacuation as you are still under exam conditions
- You must go to the exam evacuation point with the invigilator – DO NOT go to your normal evacuation point
- On return to the exam room, you will continue with your exam and the interruption time will be added on (you will not be disadvantaged)

## Candidates with access arrangements/reasonable adjustments

- The SEND department will be in discussion with you and your parents in relation to any exam access arrangement you may be entitled to
- A letter will be sent home to advise of any access arrangements for your exams
- Candidates with access arrangements will take exams in the exams hall or in board room / meeting room

## Results

- On results day you will be provided with a candidate statement of results. You can also view your overall results grade on Bromcom, once the results embargo has been removed by the Exams Officer
- Summer 2026 results will be ready for collection by students from 9am in the Atrium (A Level 13<sup>th</sup> August 2026, GCSE 20<sup>th</sup> August 2026)
- In the Atrium will be posters showing the grade boundaries for each subject/component
- Some SLT and teaching staff will be available for you to discuss your results
- If you are outside the UK on results day then please provide the exams officer with a personal email address (via your TDA email address to [exams@tda.education](mailto:exams@tda.education)), the results can then be emailed to you on results day
- Results not collected on results day can be collected from reception by the student only and photo ID will be required on collection.

**\* Please note that if you require marks for each paper or grade boundaries then you must come into school to collect your results to obtain this information**

## Post-results services

- You will be emailed a copy of a post results letter the day prior to receiving your results to your TDA email. A paper copy will also be in your results envelope
- If your marks are one / two off the next grade you can request a copy of your exam script to discuss with your subject teacher. They can advise if it's worth requesting a review of results (you must pay for these services)
- On the post results letter will be a link to a form to request a script (completing this form provides TDA with permission to download your script) Once payment confirmed script will be sent to you via email
- On the post results letter will be another link to a form to request a review of results. A review of results will not be processed by the exams team until the finance department has confirmed your payment. The outcome will be sent to your TDA email
- The post results letter will advise of deadlines and fees for post results

## Certificates

- Certificates are provided from the exam boards to TDA for summer results the following November/December
- If you have left TDA we will write to you to advise how you go about collecting your certificates
- If you are in TDA Sixth Form, the exams team will email you via your TDA email to advise how you go about collecting your certificates
- To arrange for certificates to be collected on your behalf if unable to attend the centre you will be required to provide the collector with a letter signed by you stating you give ..... permission to collect on your behalf. The person collecting will be asked to show the letter as well as photo ID for themselves.
- Unclaimed certificates will be held at TDA for 12 months then destroyed
- You will need your certificates for university and on applying for employment
- If you lose your certificates or fail to collect them, then you have to contact the exam boards directly to request copies, the copies will cost £50+ per certificate





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## **Information for candidates**

Coursework assessments

Effective from 1 September 2025

Produced on behalf of:



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

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

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

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

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

The regulations state that:

‘the work which you submit for assessment **must** be your own’;

‘you **must not** copy from someone else or allow another candidate to copy from you’.

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2026.

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

You should also reference the sources used by the AI tool in generating the content.

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

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to. For example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

## Preparing your coursework – good practice

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

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must each** write up your **own account** of the assignment. Even if the information you have is the same, the description of how that information was obtained and the conclusions you draw from it should be in your own words.

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

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

**Don't be tempted to use any prepared or generated online solutions and try to pass them off as your own work – this is cheating.**

Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

## Plagiarism

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

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

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

## Sanctions for breaking the regulations

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

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

The awarding body will decide which sanction is appropriate.

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



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## **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](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.**

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**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.**



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## **Information for candidates**

On-screen tests

With effect from 1 September 2025

Produced on behalf of:



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

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

## **A. Regulations – Make sure you understand the rules**

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

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

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

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

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



## 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.



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## **Information for candidates**

Written examinations

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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.



## Information for candidates Using social media and examinations/assessments

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

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



**JCQ Things to do on social media:**

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

**JCQ Things not to do on social media:**

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

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

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

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



AQA

City &amp; Guilds

CCEA

NCFE

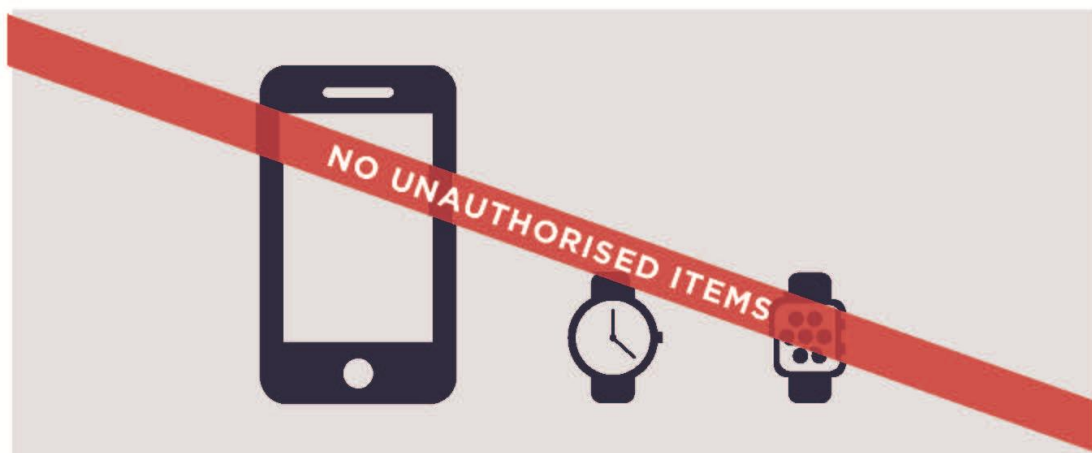
OCR

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.

## 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.**

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





# AI and Assessments

## A quick guide for students



### What is AI?

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



### How can AI be misused in assessments?

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

**THIS IS CHEATING!**



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



#### 1 Know the rules

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

#### 2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
  - Add the date you generated the content
  - Explain how you used it
  - Save a screenshot of the questions you asked and the answers you got

#### 3 Declare it's all your own work

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



### What happens if I misuse AI?

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

**DON'T RISK IT!**



**REMEMBER**  
Misusing AI is cheating!

Know the rules  
Talk to your teachers  
Reference clearly

# On your exam day

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

## Before sitting your exams, ensure you know:

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

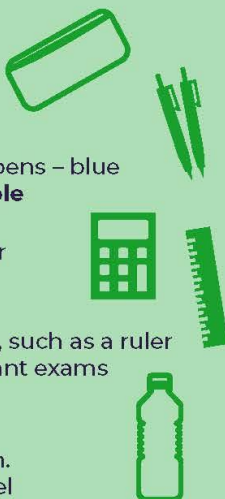
## What you cannot take into your exams:

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



## What you will need:

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



## Other important information:

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

## Contingency sessions:

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

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



You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

EFFECTIVE FROM 1 SEPTEMBER 2025