

# **Dronfield Henry Fanshawe School**



**Y11 Trial Examinations**

**Monday 12 January  
to  
Friday 30 January**

**Instructions & Information  
For Students / Parents and Carers**

## Examination Instructions for Students

- Make sure that you know exactly when your examinations are and what time they are due to start. **It is your responsibility to know when and where you should be.**
- You will be in normal lessons other than for attending your examinations, you must return to your lesson after your examination if you are told to do so.
- **Full school uniform must be worn at all times.**
- Please be at your examination room at least 15 minutes before it is due to start.
- If you are ill and are not in school on that day you must telephone the school and leave a message with the Examinations Office and inform your House Support Manager.
- If you miss an examination due to illness, you must see your subject teacher to organise to sit the missed examination at another time.
- You must not enter the examination room until asked to do so by the invigilator, please line up outside.
- Once inside the room you must remain silent until you leave, you will not be allowed to leave the room if you finish your examination early.
- All bags, coats, books, etc. should be left at the front/back of the hall/room, as directed by the invigilator.
- Mobile phones, iPods, watches, MP3/4 players, AirPods, earbuds, earphones and any potential technological/web enabled sources of information are strictly forbidden in the examination room and must not be brought into school on examination days, they should be left at home.
- So as not to be disruptive to other students, the expectation is that all students should visit the toilet before their examination. Toilet breaks will not be allowed unless you have a medical reason or toilet pass.
- You need to make sure that you bring in all relevant items for each examination:
  - Black pens, pencils, highlighters
  - Calculator
  - Bottle of water, in a transparent bottle without a label,
  - any other relevant equipment.

All equipment should be in a clear pencil case or plastic bag.

- You will not be able to leave until the examination has finished. You should therefore ensure that you have made alternative arrangements for getting home. It is your responsibility to organise the appropriate transport if your examination finishes after 3.30pm.
- If you or your parents/carers have any queries regarding your examinations please contact Mrs Gill, Examinations Officer, [sgill@dhfs.uk](mailto:sgill@dhfs.uk)

## **HELPFUL HINTS AND TIPS.....**

### **PREPARATION:**

- Know your examination timetable - all our morning examinations begin at 9.15am and afternoon ones at 1.45pm
- Get there at least 15 minutes before the start - remember examinations may finish after 3.30pm
- Allow time for your brain to get started – have a shower, breakfast, walk to the examination
- Equipment – make sure you have ALL equipment – is it calculator or non-calculator Maths examination?
- Have a favourite pen - you enjoy writing with – don't forget your ID card!
- Keep to a normal routine – go to bed and get up at the normal time
- Uniform is compulsory for all examinations!
- Think Positive!
- Take water into the examination, in a transparent bottle without a label but no food, unless for medical reasons and previously agreed with the Examinations Officer – hydration helps retention and concentration
- Don't Panic!!

### **IF YOU ARE ILL ON THE DAY:**

- If you are ill on the day, please ask someone to contact either the Examinations Officer or your House Support Manager on 01246 412372

### **DURING THE EXAM:**

- Once inside the examination room silence is a must and you should not communicate with any other candidates
- **Mobile phones/MP3/MP4 players, iPods, AirPods, earbuds, earphones and watches or any potential technological/web enabled sources of information must not be taken into the examination under any circumstances**
- Bags and coats must be stored at the back or front of the room - not at your desk
- Nerves are good! They help adrenalin and performance
- Answer a question you are confident about first – just because it is Q1 you don't always have to complete it first
- Any questions - put your hand up and ask the invigilator
- Don't be afraid to write down any key formulae, facts, and quotes key words – so you will remember them during the examination
- Check your answers – read through and you may find information comes to you
- Make sure you have written your teachers name on the front of the paper
- Everyone must stay to the end of their examination - you won't be allowed to leave early to catch your bus!
- If the fire alarm sounds - don't panic - the invigilators will issue clear instructions

### **EXAMINATION TIPS:**

- Read ALL instructions carefully – plan your answer
- Long questions – plan first – keywords, mind maps, bullet points
- Highlight key words in a question –breakdown the question and ensure you answer each part
- Don't spend too long on one question – set out a timescale to answer each question and stick to it
- Write in note form if you're running out of time – you will still gain marks
- Get a good night's sleep, eat healthily and drink plenty of water

## **APPENDIX**

- I. JCQ Information for Candidates (written examinations)
- II. JCQ Unauthorised Materials Poster
- III. JCQ Warning to Candidates Poster
- IV. JCQ – On your exam day
- V. JCQ AI in Assessments – a quick guide for students
- VI. JCQ – Information for Candidates – using social media and examinations/assessments

# Information for candidates

## Written examinations

With effect from 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.

### 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.

### 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.

### 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.

### 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.

### 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.



AQA

City & Guilds

CCEA

NCFE

OCR

Pearson

WJEC

## **NO MOBILE PHONES NO WATCHES**

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



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

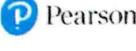
# **DISQUALIFICATION**

**from your examination and your overall qualification.**

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

# 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.**

# 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.

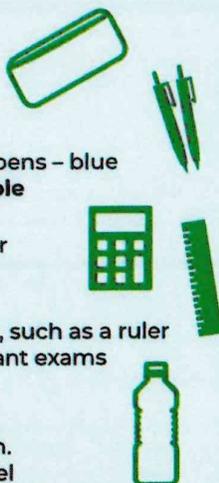
## Before sitting your exams, ensure you know:

- 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.





### 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

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

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



**Things to do on social media:**

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

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

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

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

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

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