

Dronfield Henry Fanshawe School



**Y10 Trial Examinations
Friday 19th June to Friday 3rd July 2026**

**Instructions and information
for students / Parents and Carers**

Success with care

It is our aim to make the Y10 Examination experience as stress-free and successful as possible for all students.

This booklet contains information helpful for both students and parents alike. Please read it carefully so that you are aware of the regulations and the procedures to follow in the event of any problems occurring.

The Joint Council for Qualifications sets down strict criteria for the conduct of examinations which must be followed precisely. You should therefore pay particular attention to the Notice to Candidates at the back of this booklet.

If you need help or advice at any time before, during or after the examinations please contact:

Mrs S. Gill, Examinations Officer

01246 412372

sgill@dhfs.uk

Remember – I am here to help.

GOOD LUCK!

Examination instructions for students

- Make sure that you know exactly when your examinations are and what time they are due to start. Please ensure you have your personal timetable to hand. **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, watches and any potential technological/web enabled sources of information are strictly forbidden in the examination room. They should be left at home or switched off and placed in your bag and/or locker.**
- Toilet breaks will not be allowed in the first 30 minutes and last 30 minutes of an examination.
- You need to make sure that you bring in **all** relevant items for each examination:
 - Black pens
 - Pencil
 - Calculator
 - Bottle of water without label, any other relevant equipment.

All equipment should be in a clear pencil case or plastic bag. **In the present circumstances we will not be able to lend out any equipment, unless in an absolute emergency.**

- **We aim to finish all examinations by 3.30pm but there may be times when the examinations may run a little later. You will not be able to leave until the examination finishes and 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 have any queries regarding your examinations, please contact the Examinations Office phone, 01246412372 or email: - sgill@dhfs.uk

PREPARATION:

- Know your examination timetable - all our morning examinations begin at 9.15am and afternoon 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
- Keep to a normal routine – go to bed and get up at the normal time
- Uniform is compulsory for all examinations!
- Think positively!
- Take water into the examination, without a label but no food – hydration helps retention and concentration
- Do not panic!!

IF YOU ARE ILL ON THE DAY:

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

DURING THE EXAMINATION:

- ✓ Once inside the examination room silence is a must and you should not communicate with any other candidates.
- ✓ **Mobile phones, watches or any potential technological/web enabled sources of information must not be taken into the examination room 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 adrenaline and performance.
- ✓ Answer a question you are confident about first – just because it is Q1 you do not always have to complete it first.
- ✓ Any questions - put your hand up and ask the invigilator.
- ✓ Do not 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 will not be allowed to leave early to catch your bus!
- ✓ If the fire alarm sounds - do not 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
- ✓ Do not spend too long on one question – set out a timescale to answer each question and stick to it
- ✓ Write in note form if you are running out of time – you will still gain marks
- ✓ Get a good night's sleep, eat healthily and drink plenty of water

If you have any questions about your examinations, please talk to Mrs Gill in the Examinations Office or email us on sgill@dhfs.uk



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:



©JCQ^{CIC} 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

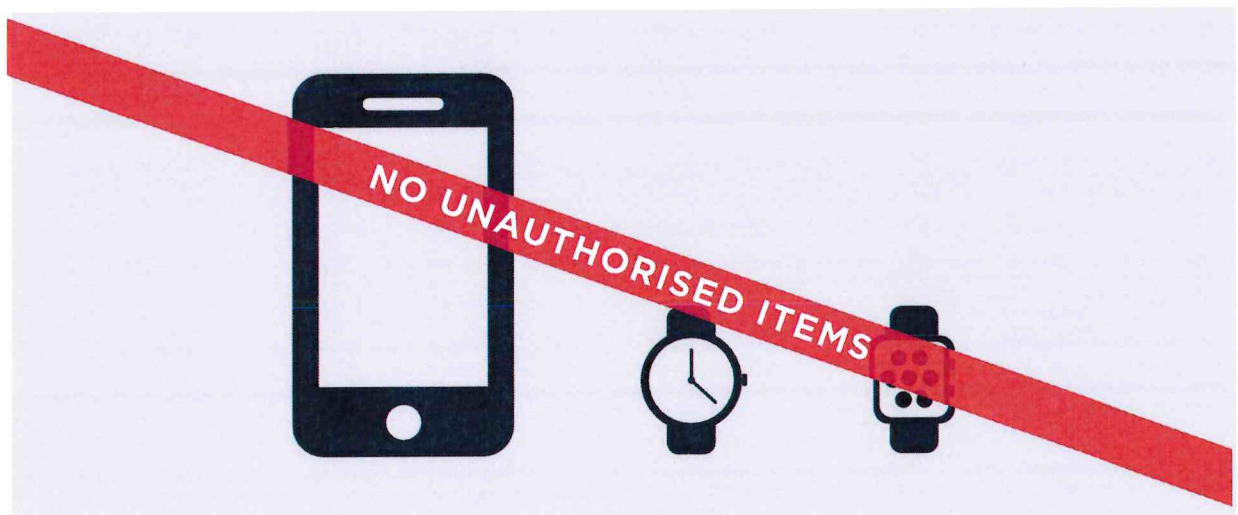
- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

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.

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
--	--	---	---	---	--	---



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.

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.

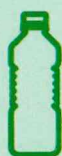
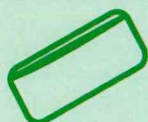
What you cannot take into your exams:

- ☐ 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!



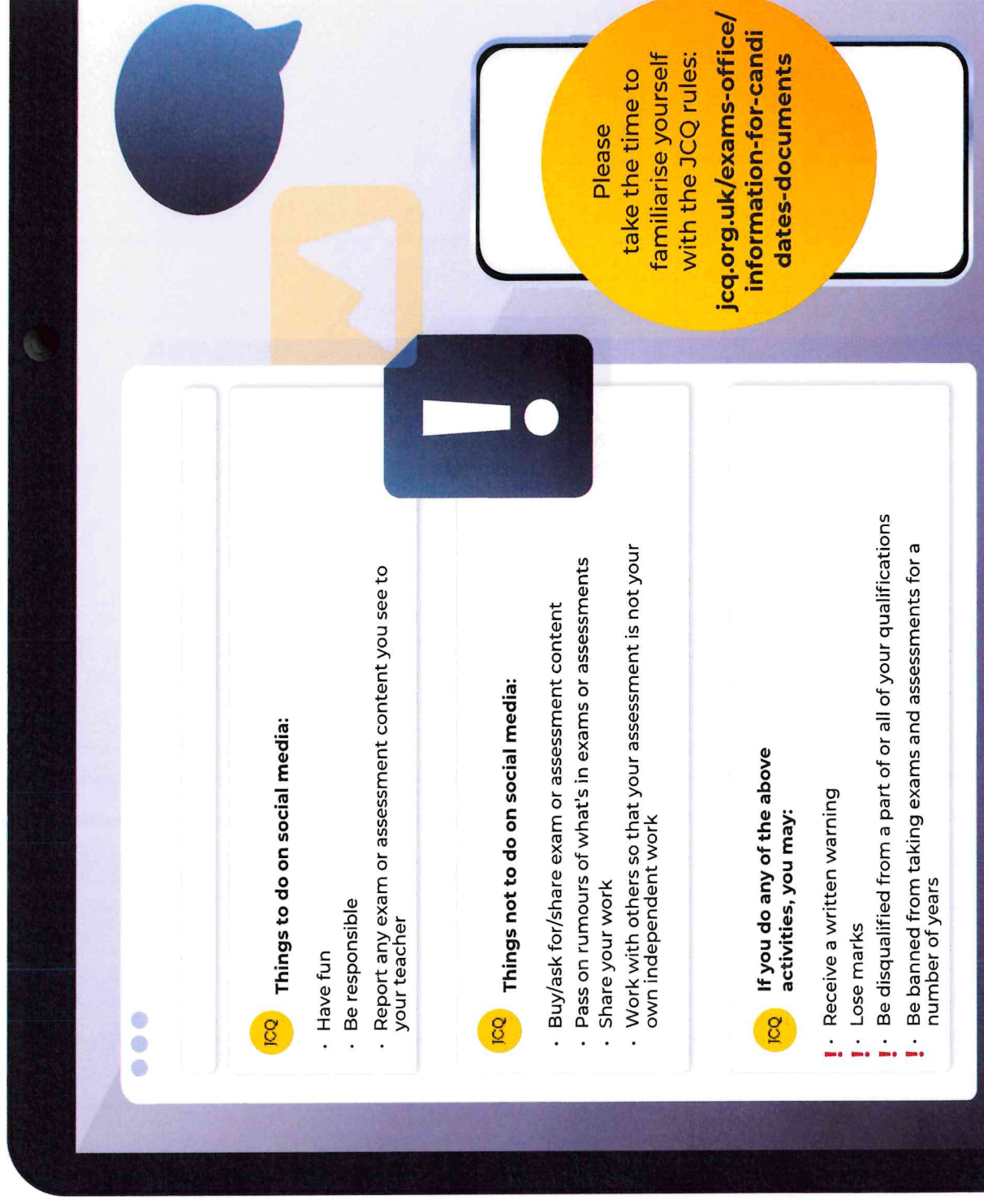
REMEMBER
Misusing AI is cheating!

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

Things to do on social media:

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

Things not to do on social media:

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

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

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

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