

Dronfield Henry Fanshawe School



Guidance for Students, Parents and Carers External Examinations

**Centre Number: 23162
Telephone: 01246 412372
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Success with care

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Introduction

It is the aim of Dronfield Henry Fanshawe School to make the examination experience as stress-free and successful as possible for all students.

The Information in this booklet is designed to be helpful to you and your parent/carers. Please read it carefully and ask your parents/carers to read it so that they are also fully aware of the examination regulations as well as the procedures which must be followed in the event of any problems occurring.

The Examination Boards set down strict criteria for the conduct of examinations and DHFS is required to follow them precisely. You should therefore pay particular attention to the JCQ INFORMATION FOR STUDENTS enclosed with this booklet.

You may find the answers to some of the questions you have at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, PLEASE ASK!

Contact Numbers

The school must have at least one up to date contact number for you. Any changes of contact details should be sent via email to admin@dhfs.uk or a note can be sent into school

If you, your parents, carers have any queries or need help or advice at any time before, during or after the examinations please contact the Examinations Officer, Mrs S Gill, sgill@dhfs.uk who will be happy to help.

Remember – We are here to help

Before the Examinations

Statements of Entry/Timetable:

■ All students will receive a Statement of Entry/Exam Timetable. On here you will see details of the subjects and tier for which you have been entered. Some subjects have only one tier of entry, others have Foundation or Higher Tiers (only applicable to GCSE). It is important that you check your entries are correct and notify the Examinations Office immediately if you think there is an error.

■ Statements of Entry: You must check everything on your Statements of Entry very carefully. Pay particular attention to your personal details such as date of birth and spelling of names as these are the details used on your certificates and if any of them are incorrect it may be difficult and/or costly to change them once certificates are awarded.

Examination Boards

■ DHFS use the following Examination Boards: AQA, Cambridge Nationals, OCR, Pearson, and Eduqas (WJEC)

Candidate (student) Name:

IMPORTANT! Please check your name is spelt correctly on your Statement of Entry.

Candidate (student) Number:

Each student has a four-digit candidate number. This is the number you will enter on examination papers.

UCI:

In addition to a candidate number, each student has a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of Statements of Entry. This number will usually begin with our Centre Number (23162) unless you have transferred from another school when it starts with their Centre Number.

Your UCI is used for administration purposes and although it is not necessary for you to remember it is useful for you to keep a record of it as it remains with you throughout your educational life. (School, College and University).

Timetables

Make sure you know the dates and times of your examinations. If you miss a Public Examination, you cannot take that paper at another time.

Unless notified otherwise:

- Morning exams start at 9.15am
- Afternoon exams start at 1.45pm

YOU MUST BE AT THE EXAMINATION HALL/ROOM; AT LEAST 15 MINUTES BEFORE THESE START TIMES.

Your timetable is your proof that you have been entered for a specific examination. If your timetable contains any errors, you must see a member of the examinations team.

It is your responsibility to turn up on time for the examination. Make sure that you and your parents and carers know the dates and times of each of your examinations.

If you are late for an examination, you may not be given the full time to complete it and the Examination Board may not accept the script. If you know that you are going to be late contact the school (01246 412372) to enable them to inform the Examinations Officer and the invigilators.

Examination Clashes

Students may find that they have a clash i.e. where two subjects are timetabled at the same time. The school will make alternative timetable arrangements for these students and notify them of any timetable deviation. You must check your individual timetable and see the Exams Team immediately if you think there is a clash on your timetable.

Contingency Days

The day that has been set aside as the contingency day is **Wednesday 23 June 2027** (all day).

This means that all students must be available to sit exams from the date of their first exam until Wednesday 23 June 2027. This decision is not a school decision and applies to all students in all schools. Please can all students, parents and carers make a note of the new contingency exam date in the event that an awarding body needs to invoke its contingency plan.

Should a student not be available for a re-scheduled exam, they will be marked as absent and receive zero score for that paper.

Once a student has completed all their exams there is no longer a need for them to remain available until 23 June 2027.

Special Arrangements

Special arrangements, including extra time, may be approved for students with:

- Physical difficulties;
- Language difficulties;
- Specific learning difficulties.

If you think you may be eligible for special arrangements, you must discuss this with the SEND Team at the start of the course who will then liaise with the Examinations Officer. **Applications must be processed in advance.**

Special Consideration

To qualify for special consideration, you must be fully prepared and present for an examination but think your performance was affected by circumstances beyond your control. For example, if you have had a recent personal illness, accident or bereavement. The Examination Boards consider the validity of each individual application. Please inform the Examinations Officer if you think you may be eligible for special consideration

Equipment

- Make sure you have all the correct equipment before your examinations.
- You must provide all your own equipment.
- Whilst in the exam room, borrowing equipment from other students is **NOT** allowed under any circumstances; please ask invigilators if you have forgotten anything. We have a limited supply of spare equipment which will be loaned on a first come first served basis, so cannot be relied on.
- You should bring your equipment in a clear plastic bag or transparent pencil case.

You should bring the following equipment for EVERY examination:

- 2 pens – black ink only
- 2 HB pencils
- Ruler (marked with millimeters)
- Pencil sharpener (preferably one which catches the shavings!)
- Eraser
- Calculator, it is advisable that you buy one for use in both internal and external examinations.

For certain exams you will also need the following:

- Compass
- Protractor
- Coloured pencil crayons may only be used for diagrams, maps, charts etc. *Unless the instructions printed on the front of the question paper state otherwise*

During the Examinations

Examination Regulations

Every year JCQ (Joint Council for Qualifications) issue 'Information for Students' documents.

- Written Exams
- Non-Examination Assessment
- Onscreen Tests
- Coursework
- Social media

These can be found at the back of this booklet and on the school website. You **must** read them all as they give you information about what you are allowed and not allowed to do during your exams.

Attendance at Examinations

- Students are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped.

Students must arrive at least 15 minutes prior to the start time of their examination. Please wait quietly outside your examination room until you are invited to enter by a member of the exams team/or a senior member of staff.

Students who arrive late for an examination **may** still be admitted but your work might not be accepted by the Examination Board.

- Full School Uniform must be worn by all students attending school for examinations.
- All items of equipment, pens, pencils, mathematical instruments, etc. should always be visible to the invigilators. You must either use a transparent pencil case or clear plastic bag.
- You must write in **black ink** (ballpoint pen).
- You must **NOT** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- You are permitted to use highlighter pens and write notes on your question paper which is not submitted for marking.
- For Mathematics and Science examinations, you should make sure that your calculator conforms to the examination regulations. If in doubt, check with your teacher well in advance of the examination date. Remove any covers (which must NOT be brought into the examination room) and make sure batteries are new.
- Examination regulations are very strict regarding items that may be taken into the examination room. **If you break these rules, you MAY be disqualified from the examination.**

If you are found with a mobile phone, watch, earphones and/or devices once the examination has started the Examination Board must be informed and you could be disqualified from this and possibly other examinations.

- Do not attempt to communicate with or distract other students.

You must not take into the exam room:

- Notes
- Potential technological/web enabled sources of information such as iPod, a mobile phone, a MP3/4 player, smart glasses or a wristwatch.

Remember! Possession of unauthorised material breaks the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- No food is allowed in the examination room, unless previously agreed with the Examinations Officer.
- Water is allowed if necessary but **MUST** be transparent bottle with a spill-proof cap. There **MUST** be no label on the bottle.
- Please **do not write** on examination desks. This is regarded as vandalism, and you will be asked to pay for any damage.
- You **must not** write inappropriate, obscene or offensive material on examination papers – if you do the Examination Board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and *tier of entry. (*GCSE only)
- Read all instructions carefully and number your answers clearly.

- You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, make sure that you have numbered the questions correctly and place inside the back of the question paper/answer book in the correct order.
- Invigilators will collect your examination papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other students who may still be working.
- Question papers, answer booklets and additional paper must NOT be taken from the examination room.
- If the FIRE ALARM sounds during an examination the invigilators will tell you what to do. If we have to evacuate the room, you MUST leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation.

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 awarding body detailing the incident.

Invigilators

- The school employs invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell students when to start and finish the examination, hand out extra writing paper if required and deal with any problems which may arise during the examination, for example if a student is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room.

Malpractice

- Any breach of exam regulations will result in the student being reported to the relevant Examination Board for malpractice. The Examination Board will then decide the course of action to be taken. This is usually zero marks for that paper but can include zero marks for all exams with that Examination Board.

- The most common forms of Malpractice are:

- (i) Possession of a mobile phone – whether turned on or off
- (ii) Watches / earphones
- (iii) Writing on the exam paper before being instructed to do so
- (iv) Revision and/or other notes left in pocket

Please be aware of all the exam regulations, listen to the invigilators and follow the instructions, ensure you hand your items in.

Absence from Examinations

What to do if you are ill on the day of an exam:

- If you are ill and are unable to attend an examination, it is important you phone the school first thing in the morning (01246 412372) to inform us.
- You should request a JCQ FORM 14 Self Certification Form from the Exams Office which must be completed detailing the reason for non-attendance. There is the possibility of submitting this form to the Examinations Board to ask for special consideration. The Examination Board looks at this in conjunction with other examination marks for the student in that particular subject and coursework marks. This will then sometimes enable them to adjust the mark and grade accordingly.
- If you are feeling unwell, but still able to travel, we suggest you come to the examination, and we can assess the situation then. In most cases it is better to take the examination if it is at all possible.
- If in doubt – **TELEPHONE THE SCHOOL.**

Please note that misreading the timetable is not accepted as a satisfactory explanation of absence.

Exam Check List

- You must arrive at your exam room at least 15 minutes before the exam start time.
- When taking examinations, the Invigilator will instruct you where to leave bags and coats.
- **Do not take into the examination!** Mobile phone, digital equipment, electronic communication/storage devices, iPods, MP3/4 players, watches, earphones, smart glasses or any other products with text/digital facilities.
- You should bring a black pen, pencil, rubber and any other writing equipment needed for your examination. Only clear or transparent pencil cases are allowed on your desk; any others should be left in your bag.
- Do not use gel pens – this is because many of the examination papers are now scanned and sent electronically for marking – gel pens do not scan well.
- In an examination where you have the use of a calculator, the calculator cover must not be on your desk.
- There must be no talking or communication between students once you enter the examination hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.
- It is School Policy that you must wear school uniform and be dressed appropriately for an exam. You are not permitted to wear hoodies, hats, caps, scarves, or coats during exams.
- No food is allowed in the examination hall (if you have a special requirement – please see Mrs Gill, before the examination begins, to enable us to make the necessary arrangements)
- Water bottles are allowed in the examination hall if necessary. These must be transparent bottles with a spill-proof cap. There should be no label on the bottle.

Following the Examinations

GCE/ L3 Qualification Result Information

Thursday 12 August 2027:

Results will be available from the school on Thursday 12th August from 8am for Y13 and from 9am for Y12 in the Phoenix Hall.

GCSE/L1/2 Qualification Result Information

Thursday 19 August 2027:

Results will be available from the school on Thursday 19th August from 8am in the Phoenix Hall.

Results will be available to collect from reception between 10am and 3pm. Any results not collected will be posted out via first class post to the address on our system.

Student permission form

Results collection/Result date:

The normal arrangements for collecting results are in person on the dates and times allocated above. If you are unable to come in person. Any results not collected by 3pm will be posted out via first class post on Thursday afternoon.

If you wish to nominate a third party to collect on your behalf, a form will be emailed to you at the end of the examination series and will also be available on the school website.

Y11 and Y12 students will be able to view their results of the Education Record App, more information about the app will be sent out in due course.

Under no circumstances will results be emailed or given out over the phone.

Post Results Services – Summer 2027

Service 1 Clerical re-check – this is a re-check of all clerical procedures leading to the issue of a result. Students will need to sign a Candidate Consent Form and submit with the relevant fee. The deadline for completion is within 10 calendar days. This service will include the following checks: that all parts of the scripts have been marked; the totaling of marks; and the recording of marks.

Service 2 – Review of marking - this is post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. A marking error can occur because of:

- an administrative error.
- a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer.
- an unreasonable exercise of academic judgement. The awarding body will train its reviewers to conduct reviews of marking accurately and consistently.

Reviewers **will not** re-mark the script. They will only act to correct any errors identified in the original marking. Students will need to sign a Candidate Consent Form and submit with the relevant fee. The deadline for completion is within 20 calendar days. This service will include – the clerical re-checks detailed above in Service 1, and a review of marking.

Service 3 – Review of moderation – this is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably, and consistently applied. **It is not a re-moderation of students' work.** If DHFS's internally assessed marks (coursework or non-examination assessment) have been accepted without change by an awarding body, this service will not be available. Please discuss with the Subject Leaders at school on Results Day.

Additional information:

- Further information will be in your RESULTS ENVELOPE on Results Day.
- The awarding body will not deal directly with individual students.
- Students must sign a Candidate Consent Form for the above services.
- All such requests must be accompanied by the appropriate fee.
- Late applications will not be accepted by the Examination Boards
- Contact the Exams Team for further information.

Collection of Certificates

Summer Exams - certificates are usually available for collection in November, information will be on the school website.

Certificates belong to the student and, therefore, cannot be issued to any other individual without a signed letter of authorisation from the student and identification of the person collecting.

It is extremely important that exam certificates are collected and kept secure as they are required for Higher Education and workplaces often request them.

The school will keep certificates for 5 years after which they will be destroyed, and you will have to apply to the Examination Boards for replacements. Please note that the Examination Boards will charge for replacement certificates.

Frequently Asked Questions

Q. Why do I need to check the details on the Statement of Entry/ Exam Timetable?

The details on your Statement of Entry/Timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university in the future. You should also check the subjects and *tiers for which you are entered are correct and that none are missing. *GCSE only

Q. My name has been misspelt on my timetable. What can I do?

We can rectify this problem very quickly. Please come to the Exams office and we will amend our records. This will ensure that your certificates will be correct. If you fail to do this before result days, there is a charge for the examination boards to re-issue your certificate, which must be paid by you.

Q. What do I do if there's a clash on my timetable?

When a clash of examinations occurs DHFS will re-timetable your examinations and you will receive a message to come to the Examinations Office to agree to the changes made. We will ask you to agree to these changes in writing. If there is a clash on your timetable when you receive it, you should speak to the Exams Team as soon as you can.

Q. What do I do if I don't agree with my NEA mark from my teacher?

Your teacher will inform you of your mark (not grade) for NEA that you have completed. If you feel that the assessment process was wrong, then you should discuss this with your teacher first. If you feel strongly that this has been exhausted, then you can make a formal appeal against your centre assessed mark for your NEA, this is only used in exceptional circumstances and must be done within 2 days of receiving your mark. Please contact Mrs Gill, Examinations Officer, for an appeal form. You should be aware that your mark may stay the same, be lower or higher than the original mark and may still change after the examination board moderation process has taken place.

Q. What do I do if I think I have the wrong paper?

You will be asked to check that you have the right paper before the examination starts. If you think something is wrong put your hand up and inform the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

Ask the Invigilators who will be able to help you find your number.

Q. What do I do if I forget the DHFS Centre Number?

The Centre Number is 23162. It will be clearly displayed in the examination room.

Q. What do I do if I have an accident or I am ill before the Examination?

Inform DHFS at the earliest possible point so we can help or advise you (School Reception: 01246 412372). In the case of an accident leaving you unable to write it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish us to make an application for Special Consideration on your behalf.

Q. What is Special Consideration?

Special Consideration is an adjustment to the marks or grades of a student. It is important to note that any adjustment is likely to be small, and no feedback is ever provided. You will only be eligible for Special Consideration if you are fully prepared and present for an examination, but your performance was affected by circumstances beyond your control. Examples of such circumstances are a recent personal illness, accident, bereavement or domestic crisis. The Examination Boards consider the validity of each individual application.

The Examinations Office must be informed immediately of the necessary paperwork to be completed (within 7 days of the last examination session for each subject). The student will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the Examination?

Put your hand up and an invigilator will assist you. If you feel ill before or during an examination and you think it may have affected your performance, you should inform an invigilator immediately.

Q. If I'm late can I still sit the Examination?

If you are late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to the Examinations Officer, who will escort you to the examination room. You must not enter an examination room, without permission, after an examination has begun.

You should also be aware that if you start the examination more than 60 minutes after the published starting time, DHFS must inform the Examination Board who may decide not to accept your work. Please ensure you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the Examination can I take it on another day?

No. Public Examination Timetables are regulated by the Examination Boards, and you must attend on the given date and time. If you miss a trial examination your teacher will arrange for you to sit the missed examination.

Q. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my Examinations?

You are responsible for providing your own equipment for exams.

You will need to bring:

- At least 2 black pens
- Calculator
- Math equipment
- HB pencil

- Eraser
- Highlighters

You must NOT attempt to borrow equipment from another student during the examination.

Q. What items are not allowed in the Examination room?

- Only authorised material is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the relevant Examination Board. In such circumstances, a student may be disqualified from the paper, or the subject concerned. If in doubt, ask!
- No food, unless needed for medical reasons and has been agreed with the Exams Team

Q. Why can't I bring my mobile telephone into the Examination room?

Being in possession of a mobile 'phone whether it is 'on' or 'off' (or any other electronic communication device, e.g. iPod, MP3/4 Players, headphones, earphones, watches etc) is regarded as cheating and is subject to severe penalty from the awarding bodies. See Malpractice

Q. How do I know how long the Examination is?

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the Examination. They will write the start & finish time on a board at the front of the Examination room. There will be a clock in the Examination room.

Q. Can I leave the Examination early?

It is the school policy not to allow students to leave the exam room early as this is disruptive to other students, and you are then not making good use of the time available to you. If you have finished the paper, use any time remaining to check over your answers and ensure you have completed your details on the front of the answer booklet correctly.

Q. What do I do if the fire alarm goes off?

The invigilators will tell you what to do. If you must evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other students during the evacuation.

Q. Can I go to the toilet during the Examination?

It is good practice to go to the toilet before you come to the exam room. You may be refused to go to the toilet during an exam unless we are aware of a medical problem. Going to the toilet during an exam means you miss precious minutes of the exam time, and it also disrupts the concentration of others. You will be escorted by an invigilator and will not be allowed any extra time.

Q. What do I do if I don't get the grades I need?

Staff will be available to advise you on Results Day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Examinations Officer who will be able to advise you on requesting a post results service.

Should you wish to go ahead with a review, you should be aware that your mark could go down as well as up or may even stay the same. The Examinations Team will advise you on the cost of this process. Details of the post results service, including review of marking will be sent out at the end of the exam series and will be included in the envelope with your results. Please note that there are strict deadlines connected to the post results service.

Appendices

- I. JCQ Information for Candidates (Coursework)
- II. JCQ Information for Candidates (non-examination assessments)
- III. JCQ Information for Candidates (Onscreen testing)
- IV. JCQ Information for Candidates (Written Examinations)
- V. JCQ Information for Candidates (social media and examinations & assessments)
- VI. JCQ Information for Candidates (AI and Assessments)
- VII. JCQ Warning to Candidates Poster
- VIII. JCQ Unauthorised Items Poster JCQ On your exam day



Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

Effective from 1 September 2026

Produced on behalf of:



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

You **must** retain a copy of the question(s)/prompts used to generate the AI content as well as the AI generated content itself 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 from other sources 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 not crediting the source. This includes outputs from AI tools. **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 for detecting plagiarism 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.



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Information for candidates

Non-examination assessments

Effective from 1 September 2026

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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 2027.

Where AI has been used, 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/>), 25/01/2027. You should also acknowledge the sources used by the AI tool in generating the content.

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and not crediting the source. This includes outputs from AI tools. 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.
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Information for candidates

On-screen examinations

Effective from 1 September 2026

Produced on behalf of:



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B. Information – Make sure you attend your on-screen exam and bring what you need

- 1** Know the date and time of your on-screen exam(s). Arrive at least ten minutes before the start of your on-screen exam.
- 2** If you arrive late for an on-screen exam, report to the invigilator running the exam.
- 3** If you arrive more than one hour after the published starting time for the on-screen exam, 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 exam.

D. Instructions during the on-screen exam

- 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 exam;
 - (b) the on-screen exam is in another candidate's name;
 - (c) you experience system delays or any other IT issues;
 - (d) your access to the on-screen exam has not been set up correctly;
 - (e) adjustments to the on-screen exam 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. **Do not** open the question paper until you are told that the exam has begun.

F. At the end of the on-screen exam

- 1 Ensure that the software closes at the end of the on-screen exam.
- 2 If you are required to print off work outside the time allowed for the on-screen exam, 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 exam.



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

Effective from 1 September 2026

Produced on behalf of:



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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 your 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.

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 place any additional answer sheets inside your answer booklet. (For CCEA examinations place any additional sheets behind your answer booklet.)

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

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.

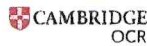
Place any loose additional answer sheets inside your answer booklet.

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 answer booklet.

- 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.

Warning to candidates



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

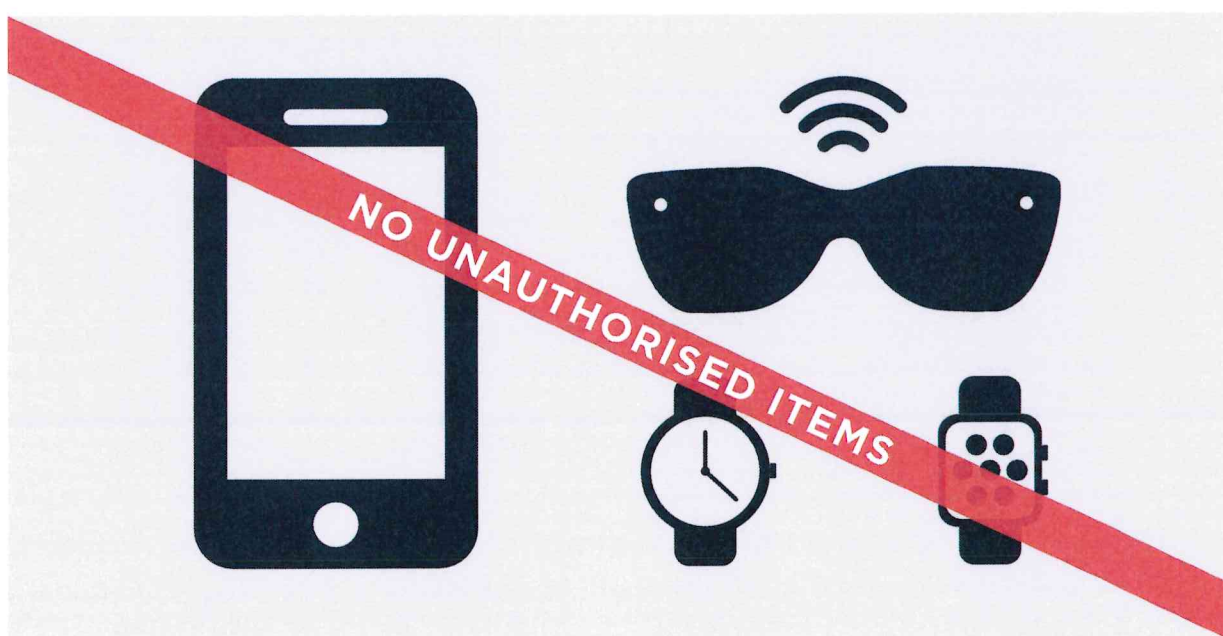
If you are confused about anything during your examination, raise your hand to speak to an invigilator.

Do not speak to or disturb anyone else.

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 SMART GLASSES
NO WATCHES**

NO STORAGE OR WEB-ENABLED DEVICES



Possession of unauthorised items
is a serious offence and could result in

DISQUALIFICATION

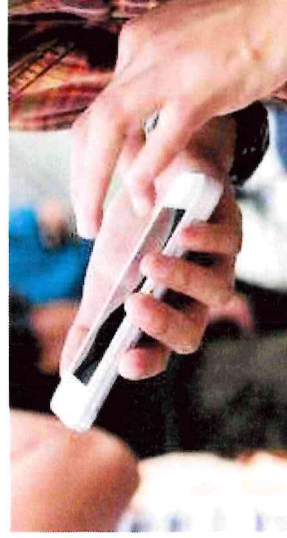
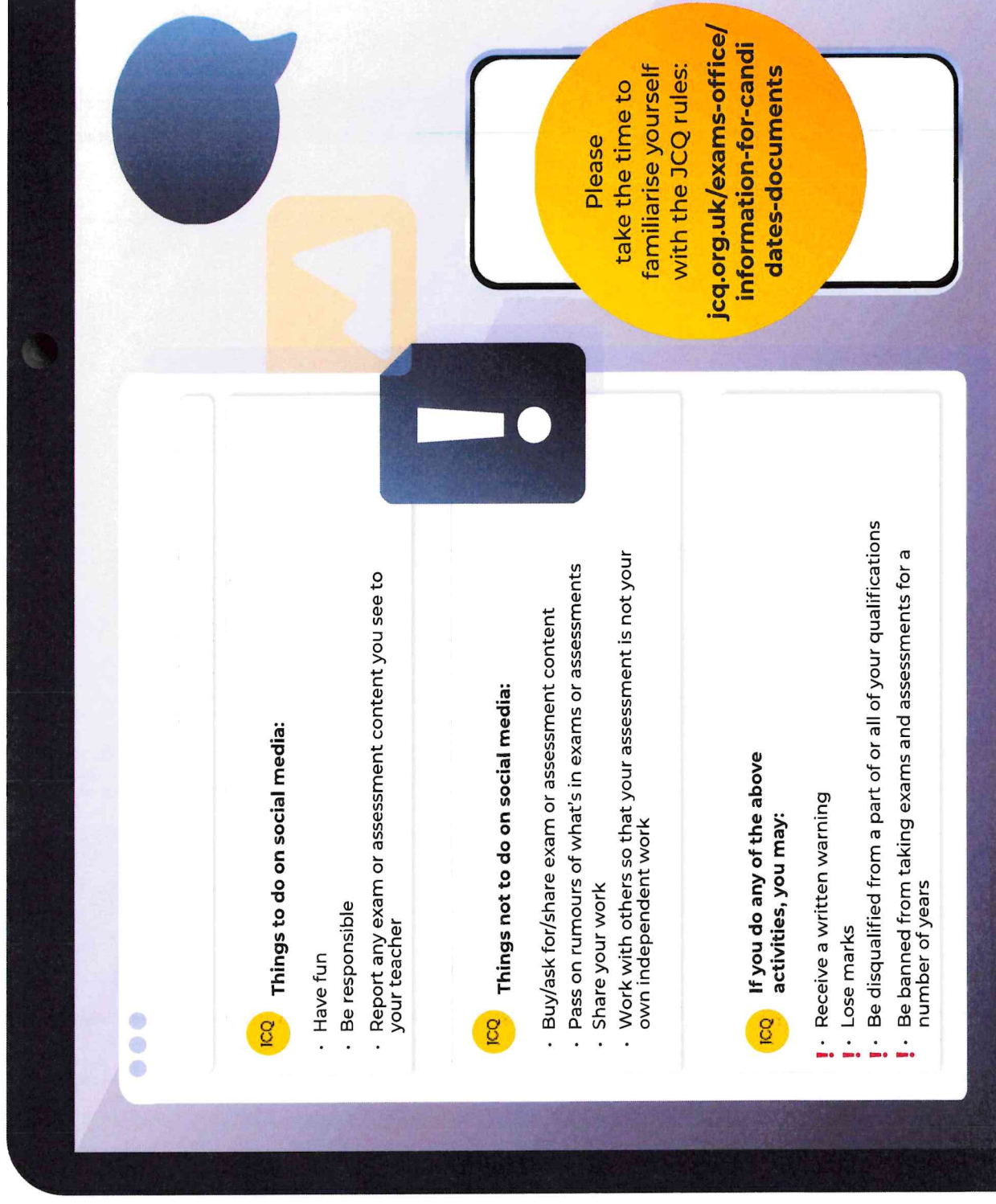
from your examination and your overall qualification.

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

Information for candidates 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

On your exam day

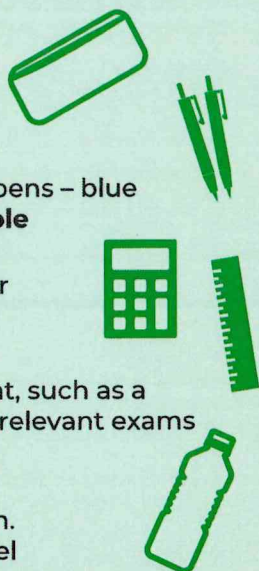
This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

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 will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are **not acceptable**
- ☐ an approved calculator for relevant exams
- ☐ appropriate equipment, 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



Contingency sessions:

- ☐ There are contingency sessions within the Summer 2027 exam timetable on the morning and afternoon of 23 June 2027. Make sure you are available on 23 June 2027.

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. earbuds, smart glasses or tablets)



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.

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



Information for candidates

AI (Artificial Intelligence and assessments)

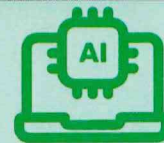
What is AI?

AI stands for artificial intelligence and can be used to create text, images, videos, music and artwork based on instructions given to an AI tool.



What is an AI tool?

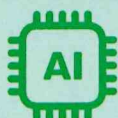
AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*



*The list of certain suppliers of AI-related products is for information purposes only and does not constitute an endorsement by JCQ and awarding bodies. It is each centre's responsibility to investigate and verify any suppliers they use, including any terms and conditions which govern the sale or use of the supplier's products. The list provided is not exhaustive.

When can I use AI?

- Your teachers may use it in class when teaching the course, but remember teaching in the classroom is not an exam!
- There are some assessments where you can use AI – your teachers will tell you if you can or cannot use an AI tool.
- Remember, the rules are different for different assessments and subjects, so always check with your teachers first!
- When an AI tool is allowed, **you must acknowledge**** the AI tools and the material produced by the AI tool that you have used in your work. If you do not acknowledge AI use, it will be **considered as cheating**.



When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply.
- This is what exam boards call **AI misuse and is a form of cheating**.



**Acknowledgment – When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words, for example, *ChatGPT 3.5* (<https://openai.com/blog/chatgpt/>), 25/01/2025.

IF YOU USE AN AI TOOL, YOU CANNOT GET MARKS FOR WHAT THE AI TOOL HAS PRODUCED, AS IT IS NOT YOUR OWN WORK

If I'm allowed to use AI, how is this breaking the rules?

- AI misuse is when you use an AI tool in an exam or assessment where you are not allowed to; and/or
- Where you use an AI tool to create work and then say it's your own.



How to make sure you don't misuse AI

DECLARE

- Remember to sign your declaration form when handing in your work for final assessment.
- Your signature on the declaration form tells your teacher and the exam board that you are saying all the work you're handing in is your own.
- If you have used an AI tool, **you must declare***** that you have used it before signing the declaration form!

*****Declare** – this means that when you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

ACKNOWLEDGE

If you are allowed to use an AI tool in your assessment (remember to check!), you must do the following:

- reference the AI tool you have used
- give the date of when the AI tool generated the content
- give details of how you used it.
- save screenshots of what you have asked or instructed the AI tool to do and what answer the AI gave you, and include this with the work submitted.

LAST
CHECKS



Know
the rules



Check with
your teachers



ACKNOWLEDGE
and DECLARE

