JOHN FLAMSTEED COMMUNITY SCHOOL

STUDENT EXAM HANDBOOK

2026 – 2027

WE ARE AMBITIOUS
WE ARE COMMITTED
WE ARE PROUD

CENTRE NUMBER
23214

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Introduction

John Flamsteed Community School 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. This handbook should be read in conjunction with the information supplied on the exams page of the school website: Examinations - John Flamsteed Community School

Purpose of this handbook

The purpose of this handbook is:

- To support candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- 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 candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

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
- Not switching off mobile phone – JCQ sanctions will be applied if your phone makes a sound in the exam. It is your responsibility to ensure all devices are turned off.

You must read the following JCQ documents – please see the school website or the appendices at the back of this handbook:

- JCQ Information to candidates – social media
- JCQ Information for candidates - written examinations
- JCQ Information for candidates – on-screen tests
- JCQ Information for candidates – non-examination assessments
- JCQ Information for candidates – coursework assessments
- JCQ Information for candidates - AI
- JCQ AI and Assessment – a quick guide for students
- JCQ Candidate Declaration Form for non-examined assessments and coursework

Things you should not do on social media:

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

Research and using references:

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.

You must retain a copy of the question(s)/prompts used to generate the AI content and the AI generated content itself 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...

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 and 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 that are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programs and data (referred to as '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 can use the links on the school website 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.
- A candidate may notify the awarding body, by giving notice to the centre, that they wish to opt out of the awarding body's use of their Student Materials for the purposes set out above.

Copyright

The copyright of any work created by a candidate that is submitted to an awarding body for assessment (referred to as 'Student Materials') belongs to the candidate. Candidates may access Student Materials (including examination scripts) through Access to Scripts (ATS) post-results services.

Coursework assessments/non-examination assessments

You need to know the following information about your assessments:

- Relevant JCQ information for candidates documents – AI (Artificial Intelligence and assessments, coursework (ELC), non-examination assessments, social media, which must be read and understood prior to beginning your work
- The use of AI (e.g. what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice)
- Reading and understanding the Candidate declaration (form) prior to beginning your work and understanding the declaration must not be signed until you have completed your work and handed it in for final assessment
- You will be advised by subject teachers when these assessments will take place.
- Please be aware of and ensure you meet any deadlines set by your subject teacher.
- Depending on the type of assessment, it will be marked by your teacher and then moderated by the awarding body, or it will be sent to the awarding body for marking.

- Your subject teacher will advise you of your mark before the work is sent to the awarding body. If you wish to appeal against your mark, please speak to your subject teacher in the first instance.
- You may ask to see the procedure regarding appeals if you wish.

Written timetabled exams

- Candidates will be provided with a statement of entry, which must be checked carefully to ensure all personal details and exam entries are correct. You must notify the Exams Officer of any discrepancies.
- You will receive an individual timetable and centre timetable, which detail the dates/times of all exams during the exams season.
- Your exam timetable will include your candidate exam number. Please learn your candidate number. This will stay the same for all your exams, and you must write this on the front of every exam paper.
- JCQ exam room posters – warning to candidates, unauthorised materials - will be displayed outside each exam room. Please look at these as you enter the room to remind yourself of the regulations.
- You need to be familiar with the JCQ information for candidates' documents (AI (Artificial Intelligence and assessments), coursework, non- examination assessments, on-screen examinations, social media, preparing to sit exams, and written examinations) and awarding body privacy notices – see appendices and the website for these.

Contingency sessions - Summer 2027

JCQ have designated the following date as a 'contingency day' for examinations, in the event of national or significant local disruption to exams. Candidates will be expected to make themselves available up to and including this date, so please be aware of this when planning holidays.

Wednesday 23rd June 2027 – whole day

On-screen examinations

Your subject teacher will give you information in advance in the event that you are required to take an on-screen test.

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

- There may be a time when your exam timetable shows two exams at the same time. Don't panic, this can happen. The clash will be managed in line with JCQ regulations.
- The Exams Officer will arrange for you to take one exam first, followed by the second, with a short break in between. You must not leave the room unsupervised during the short break, and exam conditions will remain in place.
- Depending on the length of your clash, sometimes you might need to sit one of the exams earlier or later than the published time. You will need to be supervised at all times if this happens. The Exams Officer will make the necessary arrangements and communicate these to you.
- Sometimes you might have a clash that requires overnight supervision. The Exams Officer will make the necessary arrangements and communicate these to you.

Where you will take your exams

You will take your examinations in the Gym, Drama Studio or Music Room as instructed, unless alternative arrangements for a different exam room have been made for you. Practical exams may be held in specialist classrooms, such as Art and cooking rooms.

What time your exams will start and finish

- Your exams will start at 09:00 for a morning session and 13:15 for an afternoon session. Please make sure you arrive at the assembly point outside the exam room at least 15 minutes before the start of each exam.

- Please make sure you go to the toilet before the exam. You will not be allowed to go to the toilet for the first 30 minutes or the last 30 minutes, unless you have a medical/toilet pass. You will be escorted to the toilet by an invigilator.
- You must remain in the exam room under exam conditions until the published finish time of the exam - you will not be allowed to leave the exam before the end.
- If the exam finishes before 10:00 in the morning or 14:30 in the afternoon, you will have to stay in the exam room, under supervision, until that time. This is to make sure we maintain the security of the exam and comply with JCQ regulations.

Supervision during your exams

- Exams are supervised by a team of invigilators who are employed by the school at exam times. They are fully trained and must follow strict rules and regulations when conducting exams, as directed by JCQ and the awarding bodies.
- It is the job of the invigilator to supervise students as they do their exam. They will not approach you unless you raise your hand for assistance, or they suspect malpractice.
- The invigilator cannot give you any help with your exam.
- Each invigilator will have a supply of stationery, so if you need anything please raise your hand and they will come to you.
- The Exams Officer and the invigilators are responsible for making sure your exams run smoothly as possible and that the process is fair for everyone.

Exam room conditions

- You must line up outside the exam room and will be called into the exam by a senior member of staff or an invigilator. Use this time to remove your watch and put it in your bag, and to switch off your phone and put it in your bag. Check that you have nothing in your pockets.
- You will be under formal exam conditions from the moment you enter the exam room until the point at which you are given permission to leave by the invigilator. This means that you must not talk to, attempt to communicate with or disturb other candidates once you have entered the room. If you do, this must be reported to the relevant awarding body.
- You must leave your bag in the designated area and then find your seat quickly and quietly. There will be a candidate ID card on each desk. Invigilators will help you if you can't find your seat. Do not ask another candidate.
- You must listen to, and follow, the instructions of the invigilator at all times.
- The exam paper will have been placed on your desk before you enter the room. Do not attempt to open it until the exam begins. If you do, this must be reported to the relevant awarding body.
- Don't write anything on the front of the paper until you are instructed to do so by the invigilator.
- At the front of the room, you will see a whiteboard displaying the following information, which you will need when you are asked to fill in the front of your exam paper:
  - Centre number: 23214
  - Subject title
  - Paper number
  - Actual start and finish times
  - Date
- When you are asked to fill in the details on the front of your exam paper, please use your legal name and not your preferred name. If a signature is required, please enter this as it is very important.
- When the exam starts, the invigilator will display the actual start and finish times of the exam.
- If you need to leave the exam room temporarily e.g. for a toilet break or because you feel unwell, you must put up your hand and wait for an invigilator. Anyone leaving the exam room must be accompanied by an invigilator at all times. You are not allowed to leave the room on your own.
- Please make sure that you put your name, candidate exam number and question on any additional sheets of paper you may use.

- You must not write on the desk – this will be regarded as vandalism, and you will have to pay for any damage.
- You must not deface your exam paper as the awarding body may refuse to mark it.
- If you require additional answer sheets or equipment, you must put up your hand and wait for an invigilator to come to you.

Where you will sit in the exam room

- You will be directed where to sit by the invigilators.
- It is very important that you make sure you sit at the correct desk so that you sit the correct exam paper - check the candidate ID card on the desk before you sit down.
- Your candidate ID card must remain visible to the invigilators throughout the exam.
- If you are unsure of where to sit, please let an invigilator know so they can assist you.

How your identity is confirmed in the exam room

You will be called in to the exam room by a senior member of school staff. Your photographic candidate ID card will be on your desk.

What equipment you need to bring to your exams

You will need:

- ✓ A black ball-point pen (must be black) and spares.
- ✓ Pencil
- ✓ Ruler
- ✓ Eraser
- ✓ Highlighter (you can highlight the question paper but not your answers)
- ✓ Clear pencil case
- ✓ Scientific calculator (unless the exam does not allow a calculator) without a lid/cover.
- ✓ Protractor, set square and compass for Maths exams (your Maths teacher will give you more information regarding the equipment needed).
- ✓ Coloured pencils (your subject teacher will advise you if these are needed).

- × You are not allowed to borrow equipment from another student during the exam.

Using calculators

For exams where a calculator is allowed, you must be aware of the JCQ instructions:

<table>
<tr>
<td>Calculators must be:
of a size suitable for use on the desk;
either battery or solar powered;
free of lids, cases and covers which have printed instructions or formulas.</td>
<td rowspan="2">Calculators must not:
be designed or adapted to offer any of these facilities: -
language translators;
symbolic algebra manipulation;
symbolic differentiation or integration;
communication with other machines or the internet;
be borrowed from another candidate during an examination for any reason;
have retrievable information stored in them - this includes:
databanks;
dictionaries;
mathematical formulas;
text.</td>
</tr>
<tr>
<td>The candidate is responsible for the following:
the calculator's power supply;
the calculator's working condition;
clearing anything stored in the calculator.</td>
</tr>
</table>

The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators are treated as standard equipment and may be used by candidates. Make sure your calculator is in exam mode.

What you must not bring into the exam room

It is very important that you do not enter the room with any unauthorised items in your possession. These items include:

- × Mobile phones
- × MP3/4 players or similar devices
- × Wrist watches of any type
- × Tablets, iPads, iPods
- × Smart glasses
- × Any other smart devices
- × AirPods, earphones, earbuds
- × Revision notes and study guides
- × Your own blank paper
- × Calculators, unless allowed for the exam
- × Calculator lid/cover
- × Dictionaries, unless allowed for the exam.
- × Miscellaneous items such as make-up, lip balm, bus passes, money, keys, student reports, exam timetables
- × Food items
- × Correction fluid or tape

Please make sure you check all your pockets. Leave all authorised items outside the exam room. If you forget to do this, you must hand any unauthorised items to the invigilator. Failure to do so will be treated as malpractice and must be reported to the relevant awarding body.

Food and drink in exam rooms

- You are allowed to take a transparent bottle of water into the exam. The label must be removed before you enter the room. Other drinks, such as juice or fizzy pop, are not permitted.
- Food is not permitted in exams. However, if you have a pre-declared medical condition, food may be allowed in the examination room at the discretion at the head of centre (written medical consent is required for this). For example, a diabetic student may bring a box of sensible snacks to leave on the front desk with the invigilator.

What you should wear for your exams

You must wear full school uniform for all exams.

Where your personal belongings will be stored during your exam

You must leave bags, coats and any other possessions outside the exam room. No unauthorised items can be taken into the exam room. Items are left at your own responsibility. You are recommended not to bring valuables into school on the day of an exam.

What to do if you arrive late for your exam

You must arrive at least 15 minutes before the start of your exam. If you are late for any reason, please report to reception and tell the member of staff that you have an exam. You will be met on arrival and escorted to the exam room. The exams officer/member of SLT will ensure that all normal start of exam procedures are followed. If the exam is still in progress, you will be allowed to sit it and will be given the full time allowed. You start and finish times will be clearly indicated to you. If you arrive very late for an exam (after 10:00am for a morning exam and after 14:30 for an afternoon exam) you can still sit the exam but there is a chance that the awarding body will not mark your paper.

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

It is important that you attend school for all exams, whether external or mock, unless you are seriously ill. As there will be no option to sit the exam at any other time, every effort must be made to attend.

If you are extremely unwell and cannot attend your exam, please ask your parent/carer to telephone the school by 08:00.

If you feel unwell before the exam starts, please tell a member of staff. If you feel unwell during an exam, please put your hand up and an invigilator will assist you. Arrangements may be made to sit the exam in an alternative room if appropriate, if you are contagious or being sick. You may leave the exam room temporarily, accompanied by an invigilator.

If you are disadvantaged because of illness, it may be possible for the Exams Officer to apply for special consideration. Medical evidence or a JCQ self-certification form may be requested to support this.

If you need to take medication during an exam, you should inform the Exams Officer before the exam starts.

What happens if you have an unauthorised absence from your exam

Your exams are extremely important and it vital that you attend all external and mock exams. If you do not sit an exam, you will not receive a mark/grade. Please advise your tutor of any issues you may have around exam time that could affect your attendance.

Any candidate absent at the start of the exam will be contacted, or their parent/carer contacted as far as possible, to ascertain their location and reason for non-attendance. The member of SLT/Exams Officer starting the exam will contact Student Services/SLT to try and contact absent candidates and to assist with getting them to school if necessary. Persistent absentees and potential absentees may be contacted on exam days prior to the start of the exam to ensure attendance as far as possible.

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

In the event of an emergency, the invigilator will stop the exam and give instructions to you.

You must:

- ✓ Stop writing and close your exam paper.
- ✓ Stay seated until the invigilator advises you whether it is necessary to leave the room.
- ✓ If evacuation is necessary, follow the invigilator to the designated assembly point.
- ✓ Remain with the Invigilator at all times. The invigilator will escort you back into the building when it is safe.

You must not:

- × Communicate with anyone inside or outside the room, other than the Exams Officer and invigilators.
- × Collect any personal belongings, unless advised to do so by the invigilators.
- × If you do not follow these rules, you may not be allowed back into the room to complete your exam.

The Invigilator will re-start the exam and you will be given the full time to complete it. If appropriate, special consideration will be given for any disruption caused.

Candidates with access arrangements/reasonable adjustments

- If you are entitled to an access arrangement, this will be communicated by the Head of SEND prior to your first external exam.
- If you are unsure how your access arrangement will work, speak to the Head of SEND. Access arrangements must comply with the JCQ regulations.
- If you have an access arrangement, you may be accommodated in the main exam room or other location, and you will be aware of seating arrangements prior to your first exam.

Results

Results day takes place in August each year. This academic year, GCSE results will be released on **Thursday 19th August 2027**. Further details and timings will be shared with you in the summer.

On results day, senior members of centre staff will be available immediately after the publication of results to offer support, and to advise you should you wish to use the post-results services. Please remember that results are provisional until the awarding bodies issue your certificates.

If you are unable to collect your results in person on results day, then:

1. Your results can be posted to you on the day. You must bring a stamped addressed envelope into school.
2. You can send someone else to collect your results on your behalf. They will need to bring with them written authorisation and photographic ID.

Post-results services

There is a JCQ post-results service available after you have received your results. This is administered by the Exams Officer, with input from senior leaders and subject teachers. Your signed consent will be obtained before processing any requests to use the service, as your grades may go up, go down or stay the same.

The post-results services available are a clerical check (service 1), a review of marking (service 2), a review of moderation (service 3) and access to scripts.

Full details will be given to you in the summer, but in the meantime, you can ask the Exams Officer for a copy of the Access to Scripts, Reviews of Results and Appeals Procedures.

Certificates

Your exam certificates are produced by the awarding bodies and are sent to school in the autumn term, following the release of your results in August. You will be sent details of how and when to collect your certificates before Christmas. It is important that you collect your certificates because we can only keep them for 12 months, after which they are destroyed in line with JCQ regulations.

Internal appeals procedure

There are appeals procedures in place should you wish to appeal against:

- any internal assessment decisions
- any decisions not to support your request to use post-results services.

You may request a copy of these procedures from the Exams Officer.

Complaints policy

You may request a copy of the Centre's Complaints Policy (Exams) from the Exams Officer.

Joint Council for Qualifications CIC

Information for candidates

Coursework assessments

Effective from 1 September 2026

Produced on behalf of:

AQA CAMBRIDGE OCR City & Guilds CEA Pearson WJEC CBAC

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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, 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.

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.

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 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.

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.

Joint Council for Qualifications CIC

Information for candidates

Non-examination assessments

Effective from 1 September 2026

Produced on behalf of:

AQA CAMBRIDGE OCR City & Guilds ceq NCFE Pearson wjec cbac

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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.

You **must** retain a copy of the question(s)/prompts used to generate the AI content and the AI-generated content itself 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 from other sources and do not show your sources in references and a bibliography, this will be considered as cheating.

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.

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.
- Internet search engines for detecting plagiarism 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.

JCQ Information for candidates – on-screen tests

Joint Council for Qualifications CIC

Information for candidates

On-screen examinations

Effective from 1 September 2026

Produced on behalf of:

AQA CAMBRIDGE OCR City & Guilds cea NCFE Pearson wjec cbac

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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.

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 exam(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 exam.

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 any unauthorised material into the exam room, including:

(a) notes;

(b) earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods);

(c) a mobile phone;

(d) a watch (e.g. analogue, digital and smartwatch);

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

(e) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. memory sticks, social media sites, spreadsheets or the internet;

(f) 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 exam has finished, you **will not** be allowed to return.

8 **Do not** borrow anything from another candidate during the on-screen exam.

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.

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 and make sure it is in exam mode;

(c) remove any parts such as cases, lids or covers which have printed instructions or formulae;

(d) **do not** bring any operating instructions or prepared programs into the exam room.

3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

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.

E. Advice and assistance

1 If, on the day of the on-screen 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 on-screen exam if:

(a) you have a problem with your computer and are not sure what you should do;

(b) you do not feel well.

3 You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen 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.

JCQ Information for candidates – written exams

Joint Council for Qualifications CIC

Information for candidates

Written examinations

Effective from 1 September 2026

Produced on behalf of:

AQA CAMBRIDGE OCR City & Guilds cea NCFE Pearson wjec cbac

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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.
You should also check with your teacher which calculator you may use in your exams.

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 any unauthorised material into the exam room, including:

(a) notes;

(b) earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods);

(c) a mobile phone;

(d) a watch (e.g. analogue, digital, smartwatch);

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 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.

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 and make sure it is in exam mode;

(c) remove any parts such as cases, lids or covers which have printed instructions or formulae;

(d) **do not** bring any operating instructions or prepared programs into the exam room.

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 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.

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 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.

Information for candidates
Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, 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 content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework 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 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

JCQ Unauthorised items poster

JCQ CIC

AQA CAMBRIDGE OCR City & Guilds cea NCFE Pearson wjec cbac

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.

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JCQ Warning to candidates poster

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.

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JCQ Preparing to sit your exams

JCQ CIC

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. ?

You can also find useful information about preparing for exams at
www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2026

JCQ AI and Assessments – a quick guide

JCQ CIC

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

JCQ Information for Candidates - AI (Artificial Intelligence and Assessments)

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 includes use or possession of hidden AI-enabled technology like smart glasses.
- This is what exam boards call **AI misuse and it 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.

AI misuse can have serious consequences including possible disqualification.

How to make sure you don't misuse AI

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.

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.

LAST CHECKS — Know the rules — Check with your teachers — ACKNOWLEDGE and DECLARE

EFFECTIVE FROM 1 SEPTEMBER 2026

JCQ Candidate Declaration Form for non-examined assessments and coursework

Candidate declaration form

Notice to candidates

1. **The work you submit for assessment must be your own.**

   You must not plagiarise. This means you must not take someone else's words, thoughts, ideas or outputs and try to pass them off as your own.

2. **You must clearly reference all your sources.**

   If you have used any material to create ideas for your work (like a book, journal or internet search) you must reference this, even if you haven't used the same words or phrases in your own work. You must make clear which part, element or phrase you have used and say where it came from. 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.

3. **You must clearly acknowledge and reference any use of AI.**

   Sometimes you are allowed to use an AI tool to create your work. You must keep a copy of the original question(s) and any AI-generated content you used, for example, a screenshot with a short explanation of how you used it. You must acknowledge the name of the AI tool used; the date the content was generated and the sources used by the AI tool in generating the content.

   You need to hand this in with your final work so your teacher can check the AI content and how you used it.

4. **You must keep your work confidential.**

   You can only share the work you submit for assessment with your teacher(s). You must not share it with anyone else, and you must not post it online.

5. **The work you submit for assessment must be produced under the conditions set out in the awarding body's specification/scheme of assessment/NEA handbook.**

   Each qualification has a specific set of conditions. Your teacher will have explained the level of supervision and control necessary for this assessment.

If you break the rules, you could get zero marks, be disqualified from the unit or subject, or even from all exams. The awarding body will investigate and decide what happens.

If there is anything you don't understand, please speak to your teacher before you sign the form below.

Candidate declaration

I have read and understood the Notice to Candidates above. I declare that the work submitted for this assessment:

1. is my own work;
2. has clearly referenced all sources;
3. has clearly acknowledged any use of AI;
4. has been kept confidential;
5. has been produced under the conditions set out in the specification/scheme of assessment/NEA handbook.

I understand that if I make a false declaration this is a form of malpractice.

If there is anything you don't understand, please speak to your teacher before you sign the form.

Candidate Signature.....Date.....

Notice to teachers

You must keep a copy of the Candidate declaration on file until the deadline for requesting a review of results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. This may be subject to inspection by the awarding body and/or a JCQ Centre Inspector.

Before signing this declaration, please ensure you have read and understood the guidance produced by JCQ on authenticating candidates' work, marking candidates' work and internal standardisation. Please also ensure that you are familiar with the candidate's general standard of work.

Teacher declaration

I confirm that:

- all reasonable steps were taken, including steps to mitigate the risk of AI misuse, to make sure the work submitted is solely that of the candidate concerned;
- to the best of my knowledge, where sources have been used, they are referenced;
- to the best of my knowledge, where the candidate has used AI, it has been used and acknowledged appropriately;
- any help given to the candidate has been recorded;
- to the best of my knowledge, the work has been kept confidential (when with the candidate) and has been securely stored by the centre (when appropriate to the assessment);
- the candidate's work was conducted under the required conditions detailed in the specification/scheme of assessment/NEA handbook;
- the marking was carried out according to the mark scheme and AI was not used as the sole form of marking; I have reviewed the work in its entirety and determined the final mark;
- internal standardisation was carried out to ensure all candidates have been assessed against the same standard.

I understand that a false declaration is a form of malpractice.

Teacher signature..... Date.....

CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to Mrs Stockley by [insert date].

If there is anything you do not understand, you should ask Mrs Hyde-Moxon (Exams Officer) or Mrs Stockley, for clarification.

✂----------

CANDIDATE EXAM HANDBOOK

NAME:

☐ I have read the contents of the handbook

I understand (tick all of the boxes that apply)

- ☐ What constitutes malpractice (and what AI misuse is) in examinations/assessments and the consequences of committing malpractice
- ☐ What my personal data is used for by awarding bodies and how Student Materials are used
- ☐ Copyright

I have read and understand the current JCQ information for candidates documents as they relate to the qualifications I am taking (tick all of the boxes that apply)

- ☐ AI (Artificial Intelligence and assessments)
- ☐ Coursework
- ☐ Non-examination assessments
- ☐ On-screen examinations
- ☐ Social media
- ☐ Written exams

☐ I am aware of the content of the JCQ Unauthorised Items and Warning to Candidates posters

By signing here, I am confirming all of the areas ticked above.

Candidate Signature:

Date of signature: