HOLBROOK ACADEMY

STUDENT EXAM HANDBOOK



2026/2027

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About this handbook

This handbook has been put together to help you understand the exam process at Holbrook Academy. It explains what we expect from you, what you can expect from us and how we all need to act to ensure your exams run smoothly. It explains what malpractice is and the consequences of committing malpractice.

The JCQ notices to candidates that you **must** read prior to sitting exams can be found at the end of this booklet. You will already have sat some mock exams during year 10. We run these as we would your final external exams, so you will have a good sense of what is expected, the procedures and how you should conduct yourself.

To clarify, expectations from you:

- Attend in full uniform.
- Have the correct equipment. Whilst there are exam packs available, the scientific calculator is basic. You should bring your own as you are more familiar with its functions.
- Be familiar with your timetable. Check afternoon times, they don't all start at the same time.
- Be ready to line up at the correct time. Sit in the correct seat: the wrong seat could mean sitting the wrong exam paper.
- Always follow the regulations set out by JCQ. You must read these rules carefully.
- Always be respectful of the invigilators. If you do not follow their instructions you could be disqualified.
- Read the instructions carefully on the front of your exam paper.
- Always try your best - for yourself!

What you can expect from us:

- Support: whether in your lessons, revision sessions or outside of class.
- Understanding: we know this is an anxious time for students, however, understanding the process, knowing what to expect, and having information well in advance should alleviate some of the anxiety.
- Advance information: Entry specifics, timetables and written processes will all be shared well in advance.

YEAR 11 TIMELINE - EXAMS AND ASSESSMENTS THIS YEAR

SEPTEMBER	
OCTOBER	NGRT TESTING PRIOR TO HALF TERM
19-23	**FOOD NEA 1**
NOVEMBER	
9-18	**MOCKS - see timetable**
23-24	**SPANISH SPEAKING MOCKS**
30	**FOOD NEA 2 - TRIAL 1**
DECEMBER	
1-4	**FOOD NEA 2 - TRIAL 1**
7-11	**ART MOCK WEEK**
14	**CHILD DEVELOPMENT RESIT NEA - All off timetable**
JANUARY	
8-14	**FOOD NEA 2 - TRIAL 2**
15-29	**CONTINGENCY MOCKS - see timetable**
FEBRUARY	
1-5	**FOOD NEA 2 - TRIAL 3**
WEEK OF 21ST	**MUSIC CATCH UP RESIT WINDOW**
MARCH	**DRAMA EXAM - DATE TO BE CONFIRMED**
WEEK OF 8TH	**MUSIC FINAL DEADLINE- ALL 4 PIECES**
15-19	**FOOD - FINAL COOKS**
19	**DESIGN PRACTICAL DEADLINE**
APRIL	**PE PRCTICAL EXAMS - DATE TO BE CONFIRMED**
13-16	**ART EXAM WEEK**
19-20	**SPANISH GCSE SPEAKING**
MAY	
10	**FIRST GCSE EXAM - see timetable**
	Prep sessions will run in advance of all GCSE exams during
JUNE	**the summer session** - timetable to be issued nearer the time
18	**FINAL GCSE EXAM**
23	CONTINGENCY DAY - you must be available until you have sat your last exam
JULY	
AUGUST	
19	**RESULTS DAY 9-11AM**

YEAR11 NOVEMBER ASSESSMENTS

WEEK 2

	9th November	10th November	11th November	12th November	13th November
8.40	Monday	Tuesday	Wednesday	Thursday	Friday
Reg					
9.10 lesson 1		English Language Paper	Remembrance Morning	Maths non- calculator	English Literature Macbeth
10.45					
11.10 lesson 2	Science Biology				
12.45					
13.00					
13.40 lesson 3		Option A He Hi Pg Rs Sp	Option D Cd Dt Gg Hi Mu	Option B Cp Dr Fs Gg Hi So	Option C Dt Fs Hi Pg Rs
15.15					

History Topic is America

WEEK 1

	16th November	17th November	18th November		
8.40	Monday	Tuesday	Wednesday	Thursday	Friday
Reg					
9.10 lesson 1	Maths calculator	English Literature Christmas Carol	Science Chemistry		
10.45					
11.10 lesson 2					
12.45					
13.00					
13.40 lesson 3	Science Physics	Maths calculator			
15.15					

Contingency Mocks January 2027

	12th	13th		15th
	WEEK 1			
8.40	Monday	Tuesday	Wednesday	Thursday	Friday
Reg					
9.10			Spanish		English
lesson 1			reading & listening		Literature
			higher		
			room 17		
10.45					
11.10		Spanish			
lesson 2		reading & listening			
		foundation			
		in lesson			
12.45					
13.00					
13.40					H&S
lesson 3					Spanish
					writing Fdn
15.15					

	18th		20th	21st	22nd
	WEEK 2				
8.40	Monday	Tuesday	Wednesday	Thursday	Friday
Reg					
9.10	Science		Science	Maths	
lesson 1	Biology	HAP	Chemistry		
	(English lesson)	English			
		Trip			
10.45					
11.10					Science
lesson 2		HAP			Physics
		English			
		Trip			
12.45					
13.00					
13.40	Geography	HAP	Child dev	Sociology	
lesson 3		English	Music	Drama	
		Trip		Comp sci	
15.15					

	25th	26th	27th	28th	29th
	WEEK 1				
8.40	Monday	Tuesday	Wednesday	Thursday	Friday
Reg					
9.10					English
lesson 1				History	Language
				Medicine	
				Conflict and	
				Tension	
10.45					
11.10					
lesson 2	Food	PE	DT	Drama	
			Spanish writing	Trip	
			Higher		
12.45					
13.00					
13.40		Further			
lesson 3		Maths		Drama	Rs
				Trip	
15.15					

ALL STUDENTS MUST BE AVAILABLE TO SIT EXAMS UNTIL 23rd JUNE OR UNTIL SUCH TIME THAT THEY HAVE ACTUALLY SAT THEIR FINAL EXAM.

2027 JCQ GCSE EXAM TIMETABLE 2027 - FINAL

MAY

	MON	TUES	WED	THUR	FRI	SAT	SUN
week 1	10	11	12	13	14	15	16
	Computer Sci 1	Biology 1	English Lit 1	RS 1	Maths 1		
		Sociology 1		PE 1	Drama		
	MON	TUES	WED	THUR	FRI	SAT	SUN
week 2	17	18	19	20	21	22	23
	Chemistry 1	Geography 1	English Lit 2	History 1	RS 2		
		Sociology 2	Computer Sc 2 Child Dev	PE 2 *Polish list & read*			
	MON	TUES	WED	THURS	FRI	SAT	SUN
week 1	24	25	26	27	28	29	30
	English Lang 1	Physics 1		Maths 2	History 2		
	Food		Geography 2	Music			

JUNE

	MON	TUES	WED	THUR	FRI	SAT	SUN
	31	1	2	3	4	5	6
	HALF TERM						
	MON 1	TUES 1	WED 1	THUR 1	FRI 1	SAT	SUN
week 2	7	8	9	10	11	12	13
	H & S Care	English Lang 2	Spanish (listening)	Biology 2			
		F. Maths 1		Geography 3	*Polish writing*		
	MON	TUES	WED	THUR	FRI	SAT	SUN
week 1	14	15	16	17	18	19	20
	Maths 3	Chemistry 2			Physics 2		
		Design F. Maths 2	Spanish (reading)	Spanish (writing)			
	MON	TUES	WED	THUR	FRI	SAT	SUN
week 2	21	22	23	24	25	26	27
			CONTINGENCY				
			ALL DAY				

November Session Timetable Example

Individual Candidate Timetable

Season : Summer 202–

Name : XXXX XXXXXX Check spelled correctly

Candidate Number : XXXX Memorise this number for all your exam papers

UCI : XXXXXXXXXXXXX

Centre Number : 19213

Year : 11

Reg Group : XXX

ULN : XXXXXXXXXX

Date	Start Time	Board	Level	Element Code	Element Title	Component Code	Component Title	Duration	Room	Seat
Tue 16 May	9:00AM	AQA	GCSE/9FC	8461F	Biology Tier Foundation	8461/1F	Biology Paper 1 Tier F	1h 45m	GYM- Exams	J2
Wed 17 May	9:00AM	AQA	GCSE/9FC	8702	English Literature	8702/1	English Literature Paper 1	1h 45m	GYM- Exams	F1
Wed 17 May	1:30PM	EDEXCEL	GCSE/9FC	1PE0	Physical Education	1PE0 01	P.E. Fitness and Body Systems	1h 30m	GYM- Exams	H1
Thu 18 May	1:15PM	EDEXCEL	GCSE/9FC	1BS0	Business	1BS0 01	Business: Investigating Small Bus.	1h 45m	GYM- Exams	H4
Fri 19 May	9:00AM	EDEXCEL	GCSE/9FC	1MA1H	Mathematics Tier Higher	1MA1 1H	Maths paper 1: Non Calculator (H)	1h 30m	GYM- Exams	I1
Mon 22 May	9:00AM	AQA	GCSE/9FC	8462F	Chemistry Tier Foundation	8462/1F	Chemistry Paper 1 Tier F	1h 45m	GYM- Exams	J2
Mon 22 May	1:30PM	AQA	GCSE/9FC	8035	Geography	8035/1	Geography Paper 1	1h 30m	GYM- Exams	G7
Wed 24 May	9:00AM	AQA	GCSE/9FC	8702	English Literature	8702/2	English Literature Paper 2	2h 15m	GYM- Exams	F1
Thu 25 May	9:00AM	AQA	GCSE/9FC	8463F	Physics Tier Foundation	8463/1F	Physics Paper 1 Tier F	1h 45m	GYM- Exams	J2
Mon 05 Jun	9:00AM	AQA	GCSE/9FC	8700	English Language	8700/1	English Language Paper 1	1h 45m	GYM- Exams	F1
Wed 07 Jun	9:00AM	EDEXCEL	GCSE/9FC	1MA1H	Mathematics Tier Higher	1MA1 2H	Maths paper 2: Calculator (H)	1h 30m	GYM- Exams	I1
Thu 08 Jun	9:00AM	EDEXCEL	GCSE/9FC	1PE0	Physical Education	1PE0 02	P.E. Health and Performance	1h 15m	GYM- Exams	G4
Fri 09 Jun	9:00AM	AQA	GCSE/9FC	8035	Geography	8035/2	Geography Paper 2	1h 30m	GYM- Exams	G7
Fri 09 Jun	1:15PM	AQA	GCSE/9FC	8461F	Biology Tier Foundation	8461/2F	Biology Paper 2 Tier F	1h 45m	GYM- Exams	J2
Mon 12 Jun	9:00AM	AQA	GCSE/9FC	8700	English Language	8700/2	English Language Paper 2	1h 45m	GYM- Exams	F1
Mon 12 Jun	1:15PM	EDEXCEL	GCSE/9FC	1BS0	Business	1BS0 02	Business: Building A Business	1h 45m	GYM- Exams	H4
Tue 13 Jun	9:00AM	AQA	GCSE/9FC	8462F	Chemistry Tier Foundation	8462/2F	Chemistry Paper 2 Tier F	1h 45m	GYM- Exams	J2
Wed 14 Jun	9:00AM	EDEXCEL	GCSE/9FC	1MA1H	Mathematics Tier Higher	1MA1 3H	Maths paper 3: Calculator (H)	1h 30m	GYM- Exams	I1
Fri 16 Jun	9:00AM	AQA	GCSE/9FC	8463F	Physics Tier Foundation	8463/2F	Physics Paper 2 Tier F	1h 45m	GYM- Exams	J2
Fri 16 Jun	1:30PM	AQA	GCSE/9FC	8035	Geography	8035/3	Geography Paper 3	1h 15m	GYM- Exams	G7
Mon 19 Jun	9:00AM	AQA	GCSE/9FC	8552	Design and Technology	8552/W	Design and Technology Written Paper	2h 00m	GYM- Exams	G8

Sample

Printed On

Check the start time, especially in the afternoon, they can be different depending on the length of the exam.

Check your seat number before lining up

Contingency and Summer GCSE timetable example - no seat number

Individual Candidate Timetable

Season : Summer 202–

Name : XXXX XXXXXX Check spelled correctly

Candidate Number : XXXX Memorise this number for all your exam papers

UCI : XXXXXXXXXXXX

Centre Number : 19213

Year : 11

Reg Group : XXX

ULN : XXXXXXXXXX

Date	Start Time	Board	Level	Element Code	Element Title	Component Code	Component Title	Duration	Room
Tue 16 May	9:00AM	AQA	GCSE/9FC	8461F	Biology Tier Foundation	8461/1F	Biology Paper 1 Tier F	1h 45m	GYM- Exams
Wed 17 May	9:00AM	AQA	GCSE/9FC	8702	English Literature	8702/1	English Literature Paper 1	1h 45m	GYM- Exams
Wed 17 May	1:30PM	EDEXCEL	GCSE/9FC	1PE0	Physical Education	1PE0 01	P.E. Fitness and Body Systems	1h 30m	GYM- Exams
Thu 18 May	1:15PM	EDEXCEL	GCSE/9FC	1BS0	Business	1BS0 01	Business: Investigating Small Bus.	1h 45m	GYM- Exams
Fri 19 May	9:00AM	EDEXCEL	GCSE/9FC	1MA1H	Mathematics Tier Higher	1MA1 1H	Maths paper 1: Non Calculator (H)	1h 30m	GYM- Exams
Mon 22 May	9:00AM	AQA	GCSE/9FC	8462F	Chemistry Tier Foundation	8462/1F	Chemistry Paper 1 Tier F	1h 45m	GYM- Exams
Mon 22 May	1:30PM	AQA	GCSE/9FC	8035	Geography	8035/1	Geography Paper 1	1h 30m	GYM- Exams
Wed 24 May	9:00AM	AQA	GCSE/9FC	8702	English Literature	8702/2	English Literature Paper 2	2h 15m	GYM- Exams
Thu 25 May	9:00AM	AQA	GCSE/9FC	8463F	Physics Tier Foundation	8463/1F	Physics Paper 1 Tier F	1h 45m	GYM- Exams
Mon 05 Jun	9:00AM	AQA	GCSE/9FC	8700	English Language	8700/1	English Language Paper 1	1h 45m	GYM- Exams
Wed 07 Jun	9:00AM	EDEXCEL	GCSE/9FC	1MA1H	Mathematics Tier Higher	1MA1 2H	Maths paper 2: Calculator (H)	1h 30m	GYM- Exams
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Fri 09 Jun	9:00AM	AQA	GCSE/9FC	8035	Geography	8035/2	Geography Paper 2	1h 30m	GYM- Exams
Fri 09 Jun	1:15PM	AQA	GCSE/9FC	8461F	Biology Tier Foundation	8461/2F	Biology Paper 2 Tier F	1h 45m	GYM- Exams
Mon 12 Jun	9:00AM	AQA	GCSE/9FC	8700	English Language	8700/2	English Language Paper 2	1h 45m	GYM- Exams
Mon 12 Jun	1:15PM	EDEXCEL	GCSE/9FC	1BS0	Business	1BS0 02	Business: Building A Business	1h 45m	GYM- Exams
Tue 13 Jun	9:00AM	AQA	GCSE/9FC	8462F	Chemistry Tier Foundation	8462/2F	Chemistry Paper 2 Tier F	1h 45m	GYM- Exams
Wed 14 Jun	9:00AM	EDEXCEL	GCSE/9FC	1MA1H	Mathematics Tier Higher	1MA1 3H	Maths paper 3: Calculator (H)	1h 30m	GYM- Exams
Fri 16 Jun	9:00AM	AQA	GCSE/9FC	8463F	Physics Tier Foundation	8463/2F	Physics Paper 2 Tier F	1h 45m	GYM- Exams
Fri 16 Jun	1:30PM	AQA	GCSE/9FC	8035	Geography	8035/3	Geography Paper 3	1h 15m	GYM- Exams
Mon 19 Jun	9:00AM	AQA	GCSE/9FC	8552	Design and Technology	8552/W	Design and Technology Written Paper	2h 00m	GYM- Exams

Sample

Printed On

Check the start time, especially in the afternoon, they can be different depending on the length of the exam.

EQUIPMENT YOU WILL NEED

THIS SHOULD BE IN A TRANSPARENT PENCIL CASE.

BASIC EQUIPMENT REQUIRED

BLACK PEN X 2 or 3



PENCIL



SHARPENER



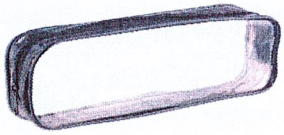
RULER



RUBBER







TRANSPARANT CASE

YOU MAY ALSO NEED

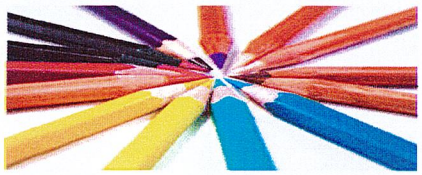
MATHS SET WITHOUT THE TIN



CALCULATOR



COLOURED PENCILS E.G. DESIGN



YOU MUST NOT BRING INTO THE EXAM ROOM - IF YOU DO YOU MAY BE DISQUALIFIED

MOBILE PHONE

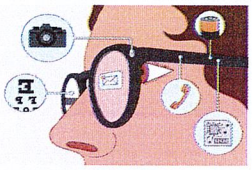


ANY KIND OF WATCH





SMART GLASSES



NEW THIS YEAR

EAR PODS



REVISION NOTES



ANYTHING ELSE YOU DO NOT NEED TO SIT THE EXAM, ESPECIALLY TECHNOLOGY











YOU MAY HAVE A DRINK OF WATER IN A CLEAR BOTTLE WITH **NO LABELS OR LOGOS.** **(500ML)**





500ML



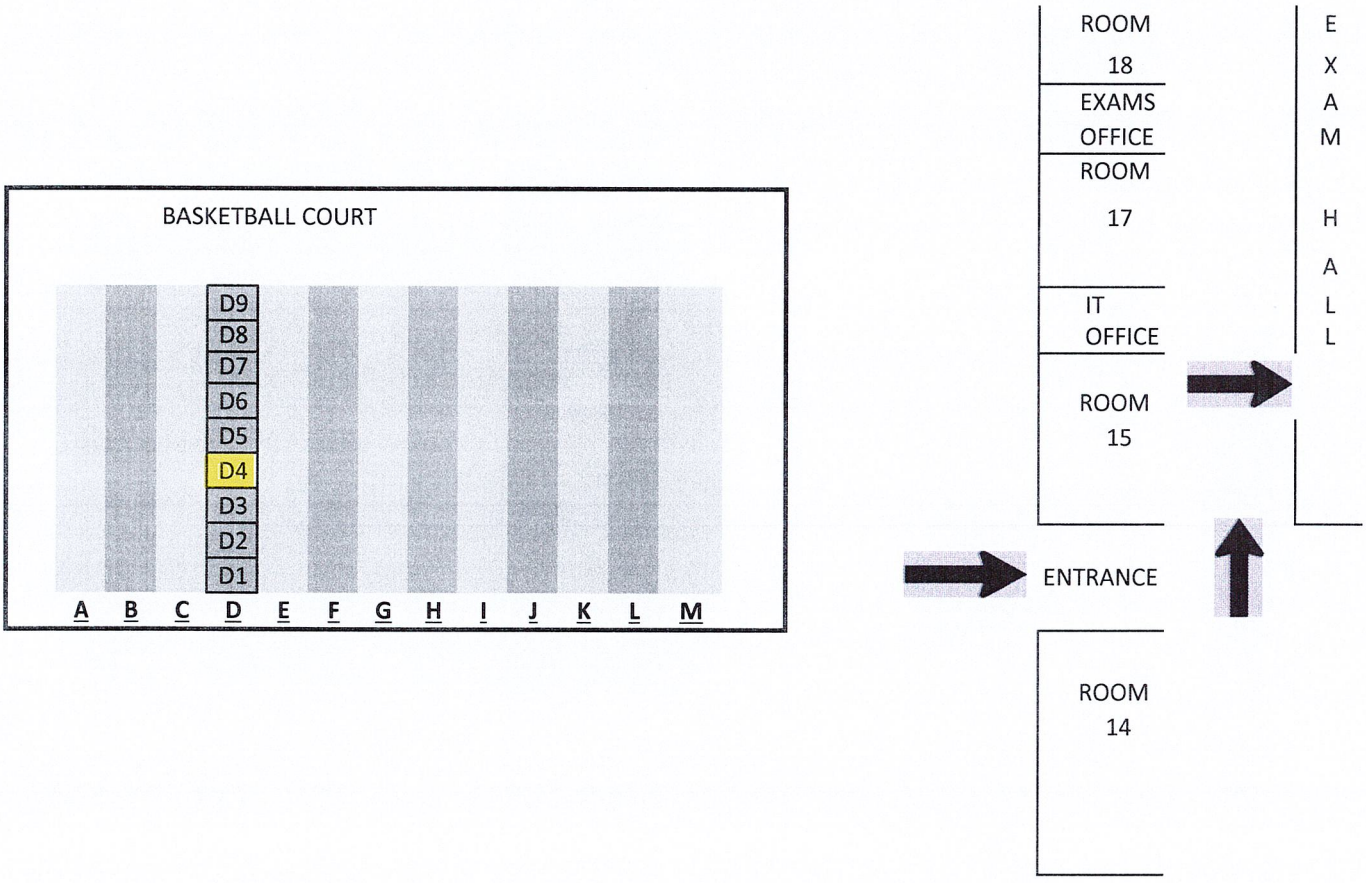
Line Up Procedure

For a morning exam - register in your form room when the bell sounds, leave your bags in your form room and go straight to your line up point. **For exams that take place after break or lunch - 15 minutes** before the exam start time, drop your bags to your form room and then go directly to your line up point.

Make sure that you have all the equipment that you will need for the exam & double check that you DO NOT HAVE your phone, watch, earpods etc., leave them in your bag or hand them in.
If you are caught with unauthorised equipment in the exam room, you may be disqualified.

Once you have dropped your bags. If your exam is in a classroom, go straight there.

If your exam is in the main room, make your way to the sports hall to line up ready to go to your exam. You will line up in rows, ordered according to the seat number on your timetable for the exam that you are about to sit. The example below shows row D and your position if sitting in D4.



A register will be taken as you line up to check everyone is present. When this is done, you will then be told to walk across to the exam hall, row by row, starting with row M.
You should walk in silence.

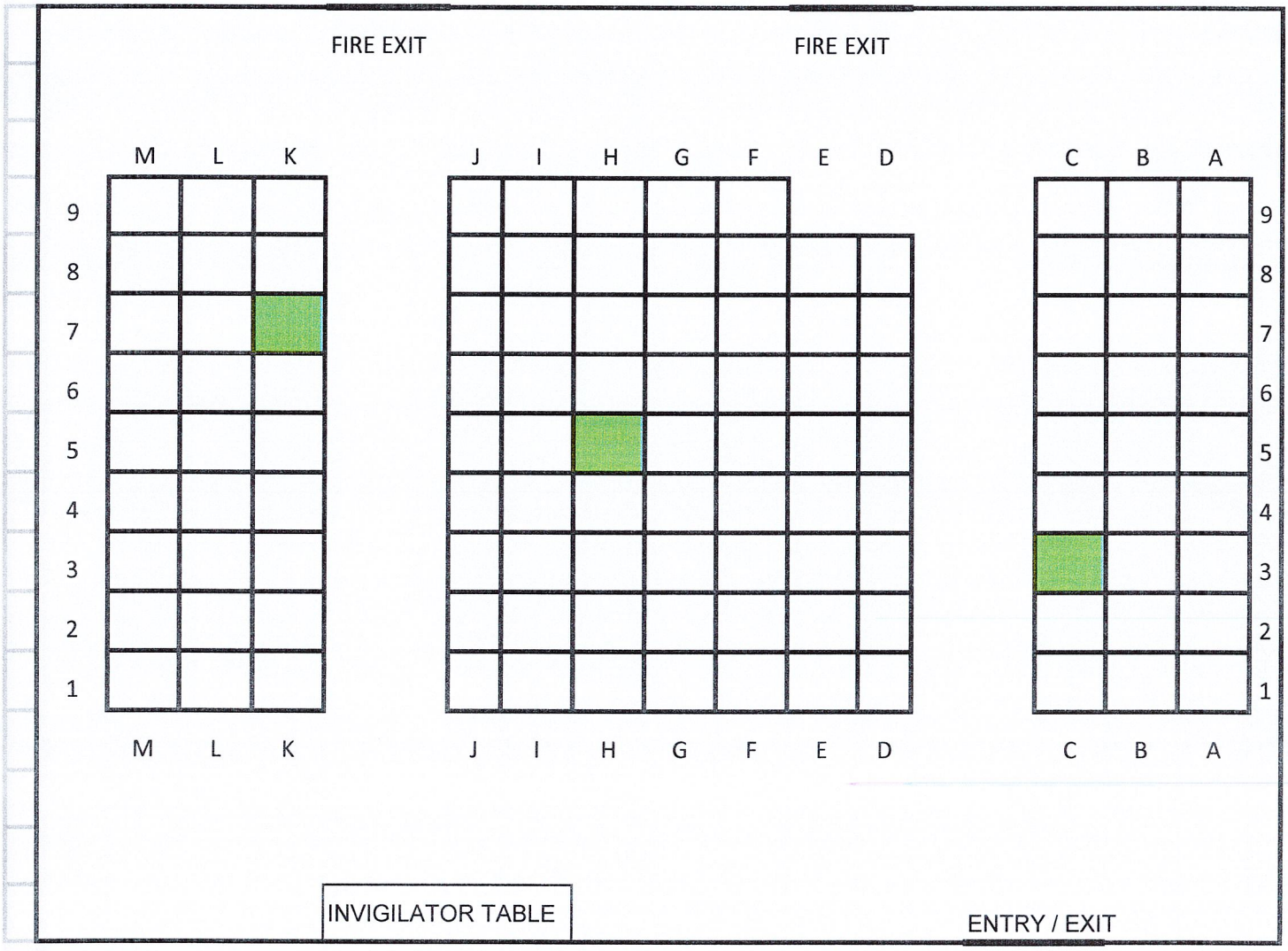
REMEMBER: Once you have entered the exam room, you are under exam conditions. Any occurance of malpractice must be reported to JCQ from the point of entering the room, **even if the exam has not officially started.**

HOW TO FIND YOUR SEAT

The exam room is set out in a grid.

You will find your seat as you would plot co-ordinates, examples below for seats C3, H5 & L7. You will have seat numbers listed on your timetable for the November session. For the Contingency and summer GCSE sessions you will have the same seat for all your scheduled exams, regardless of subject and tie

The Gym Layout *This is an example and subject to layout change, but the principle is the same.*



Ensure you know your seat number before going to line up.

01473 328317



Unwell on Exam Day?

If you are too unwell to come in for your exam, you must notify the school as soon as possible on the day.

You will need to provide medical evidence to say that you were too sick to sit the paper, without this we cannot apply to the Exam Board for special consideration to be taken into account.

If you have a slight cold, sore throat or headache, it is expected that you take medication and come in. It is only when you are really poorly and/or have a high temperature, that we can make an application to the Board. If you do not turn up due to a minor ailment you will be marked as absent & no marks will be awarded for that exam.

Please be aware:

The above also applies to the DFE Contingency Mock Session as this will be taken into account should exams not go ahead for any reason.

Before the exam

The night before check that you have all your equipment ready and you know what time your exam will start.

Ensure that you have plenty of sleep. Eat breakfast and lunch.

Arrive in plenty of time, wearing the correct uniform.

Once you arrive in school, register at 8.40am, check your seat number and then follow the line-up procedure. **Ensure you do not have any unauthorised material; hand it in or leave it in your bag, students at Holbrook Academy have been disqualified previously, it is rare in our centre, but it has happened.**

During the exam

You must follow the instructions of the invigilator at all times.

Remember, malpractice must be reported from the point of entering the room, even if the exam has not yet started, this also applies during the DFE Contingency Mock Session.

You must remain silent whilst in the exam hall.

You must face the front, do not turn around, try and catch anyone's attention, giggle, be silly; all these things are regarded as trying to communicate. This is malpractice and you could be disqualified.

If you need help, put your hand up and the invigilator will come to you. They cannot help you interpret the question, with spelling or the meaning of words, but they can help if you need extra paper or your pen has run out.

The invigilator will read out the JCQ instructions prior to every exam.

Listen carefully. They will tell you to check your pockets for any unauthorised material. They will tell you when to fill in the front cover of your paper, when to read the instructions and when you can open the paper to start your exam. Please note that writing anything on your paper or opening it before being instructed is malpractice and must be reported.

Please ensure that you go to the toilet before the exam. Regulations state that you may only leave the exam room in exceptional circumstances. Leaving for any reason disturbs the exam and can be classed as malpractice if not a genuine, urgent need. *The centre **must** ensure that candidates who leave the room do not have access to any unauthorised materials.* **(JCQ Instructions for Conducting Exams 23.4). You cannot leave before 10am.**

If you feel unwell during the exam, put your hand up and you will be escorted to the Medical Officer.

Once you have finished working, you must remain silent, sit and face the front until your allotted time has ended, others will still be working.

If, in the unlikely event that the fire alarm goes off, put your pen down, close your exam paper and await instructions from the invigilators. You must leave your paper on your desk. You must not talk to anyone during the evacuation as this could be seen as malpractice, the exam is still taking place so you are still under exam conditions. Any time lost will be added to the finish time so you will get the full time allowed and an application for special consideration will be submitted to the relevant exam board for the disturbance caused.

At the end of the exam

At the end of the exam the invigilator will tell you when to put your pen down. Papers will be collected, during which time you should remain silent and face the front. Exams are not all the same length of time, so some students may still be working even though your exam has finished.

Once all papers have been collected for your particular exam, you will be dismissed a row at a time. You must not take any exam stationery with you. You must remain silent until well away from the exam hall. Disturbing an exam is malpractice, even if you have left the room.

You should collect your bag as quickly as possible and return to the lesson on your timetable, or revision session, whichever is applicable.

Following the exam

Once all students have sat their exams, Mrs Short and one of the invigilators check that all papers have been collected for all students present in the exam. The front page is always checked to ensure your name & candidate number are filled in, therefore do not panic if you think, after the exam, that you may have missed some of the information. Do your best to complete the details when requested, in black ink.

Results Day

Results day next summer, 2027, is Thursday 19th August. School will be open 9.00am - 11.00am for collection.

If you will be unavailable to collect your results, you can do one of three things:

1 Provide a signed, handwritten note authorising a named third party to collect them on your behalf; a friend, sibling, or relative for example.
2 Provide a signed, handwritten note authorising Mrs Short to email your results to you. These will be sent to your school email address which will remain active until December 2027.
3 Provide a stamped addressed envelope showing the address you would like them posting to, with a signed note indicating that this is your preferred method to obtain your results.

Special Consideration

When a student is disadvantaged during their exams the exam boards can sometimes make mark adjustments as part of a process called special consideration.

If a student is fully prepared for the exam but is disadvantaged due to illness whilst sitting the exam, absence due to being too ill to sit the exam, or other unavoidable circumstances beyond their control at the time of the exam, special consideration can be applicable. A student must have completed at least 15% of the total assessment for the subject award in order for special consideration to be applied.

Special consideration can also be applied for domestic upset such as a parent or sibling being extremely unwell, or a family bereavement.

In all the above circumstances, evidence will be required to send to the exam board; a medical certificate, a hospital letter, or we can supply an official *self-certificate form* which must be signed by the candidate and their parent or guardian, giving all the details of any illness or absence.

Special Consideration can also be applied due to a disturbance during the exam; building work, fire alarm for example. Under these circumstances the disturbance noise should be excessive and ongoing. We cannot apply for noise caused during lesson change over, exams are held in school so such noise is to be expected within reason, as long as the centre has ensured that everything has been done to minimise general noise levels with signage etc. then special consideration does not apply for such short term disturbance. Should the fire alarm go off, or for other similar circumstances, the Examinations Officer will apply automatically for the whole cohort affected.

If there is anything at all that you feel is affecting your performance during your exams, speak to the Examinations Officer who can advise you further.

Special Consideration is applied according to the severity and timeframe of the *disadvantage*. A small percentage is added to the raw mark. The percentage is determined using the guidelines agreed by all awarding bodies and published by JCQ.

If you are absent from an exam, the calculation of the missing mark takes into account your performance in the other comparable units of the exam and the national average for those units. The assumption is that you will perform as well, no better, no worse, on the paper that you missed.

It is important to note that special consideration can only ever go some way towards compensating a student who has been disadvantaged during an exam. It is not possible to reflect what might have been achieved in more favourable circumstances.

Post Results Services – Enquiries About Results

Following receipt of your results, should a grade not be as you expected, there are several options available.

In the first instance complete ***Form 1.*** (This will be shared with you on Results Day via your school email address).

This will enable you to ask the Exams Officer to request your paper(s) back from the exam board.

You can then further request that your teacher look at the papers to ascertain whether, in their opinion, the grade is correct, or whether they feel it may not have been marked in line with the mark scheme.

This form will also ask if you are happy for your teacher to use your script to show future students as an example; you will have the option to agree but your name must be removed, agree and you are happy to have your name attributed to the work, disagree and request that your papers are deleted once viewed for review purposes.

Having looked at your papers, if your teacher feels that the paper was not marked in line with the mark scheme, they may request a 'review of marking', in which case we will need to complete ***Form 2***. We will advise you if a review is recommended and that you need to complete the second form.

This will request your permission to apply for the 'review of marking'. We must have your permission and you must also confirm that you are aware that your marks, and subsequently your overall grade, can go down as well as up. In the event that your teacher requests a review, with your permission, the school will pay the fee.

If they feel that the grade is fair, marked within tolerance of the mark scheme, you will then be able to have your papers to view where you maybe went wrong, or did not answer the question expansively enough, or simply answered incorrectly.

If your teacher has viewed your papers, believes it to have been marked correctly within the tolerance allowed of the mark scheme, and you are still not happy, you can apply to request a review of marking yourself, however, there is a cost involved that varies from board to board.

If this is the case and you do wish to privately pay for an ***enquiry about result***, then you will need to complete ***Form 3***. The form will indicate the fee payable for the relevant board.
Please be aware that the cost indicated is for each paper, in Geography for example, candidates do three exam papers, therefore, should you be looking for a couple of marks to achieve the higher grade, it may be a case of having to review all three papers to be sure no marks are missed.

You are not allowed to make any EAR request until you have received & viewed your results.

All forms must be sent via your school email address which will remain active until certificates have been issued. Keep a check on your mail for updates on requests and outcomes.

All post exam results queries should be sent to, and will be replied to from:
ear2027@holbrookacademy.org

Student Malpractice – what it is and the consequences

A centre must now advise candidates ahead of any exam season what malpractice is and of all consequences that could be imposed.

Definition: Malpractice means any act or practice which is a breach of the regulations that apply to the exam or assessment being taken. This can be intentional or unintentional.

JCQ advise that the best way for us, as your centre, to protect you, as candidates, against malpractice is to make sure you're following all of the requirements contained in the Instructions For Conducting Exams booklet, (ICE). This covers all of the regulations around the conduct of examinations and NEA assessments.

It is important that students know what's expected of them. In particular, we are to make sure you know:

1 What to do in the exam room & how to behave

2 Where you are meant to be, & at what time

3 What you are not allowed to bring into the exam room e.g. mobile phones, watches

4 The possible consequences if you are found to have breached the exam or assessment regulations.

5 For an NEA, that any work you do must be your own – that you must not plagiarise by copying from the internet or from other students.

This booklet is to help you with all of the above points & help you avoid committing malpractice.

If you do not follow the rules or conduct yourself properly, sanctions will be imposed by the exam board & you could be disqualified from a particular paper, the qualification ALL sitting exams, depending upon the severity of the malpractice committed.

The following is information we must advise you of; it is not to scare or worry you, it is a requirement of the centre.

As long as you turn up on time, follow instructions, do not try to communicate, disturb the exam, bring anything into the room that you are not supposed to, or cheat in assessments by copying from the internet or peer, you will be fine.

Candidate malpractice

These are all the examples of malpractice listed in the **JCQ Malpractice Policy 2026/27.**

- The alteration or falsification of any results document, including certificates;
- A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- The unauthorised use of alternative electronic devices or technology during remote assessment and remote invigilation;
- Accessing the internet, online materials or AI tools during remote assessment and remote invigilation, where this is not permitted; 39
- Failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- Collusion: working collaboratively with others, beyond what is permitted;
- Copying from another candidate (including the use of technology to aid the copying);
- Allowing work to be copied, e.g. posting work on social networking sites prior to an examination/assessment;
- The deliberate destruction of another candidate's work;
- Disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- Failing to report to the centre or awarding body the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information online;
- Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication;
- Making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;
- Allowing others to assist in the production of controlled assessments, coursework, non-examination assessments, examination responses or assisting others in the production of controlled assessments, coursework, non-examination assessments or examination responses;
- The misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);
- Being in possession of unauthorised confidential information about an examination or assessment;

- Bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);

- The inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios;

- Personation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;

- Plagiarism: unacknowledged copying from, or reproduction of, third party sources or incomplete referencing (including the internet and artificial intelligence (AI) tools);

- Theft of another candidate's work;

- Being in possession (whether used or not) of unauthorised material during an examination or assessment, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), watches, instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, AirPods, smart glasses, MP3/4 players, pagers, or other similar electronic devices;

- The unauthorised use of a memory stick or similar device where a candidate uses a word processor;

- Facilitating malpractice on the part of other candidates;

- Behaving in a manner so as to undermine the integrity of the examination.

NOTE: All of the above malpractice examples apply as soon as you walk into the exam or assessment room, even if there are students still arriving and the exam as not yet begun.

Remember: Exam conditions apply from the second you step inside.

Consequences

Awarding bodies may, at their discretion, impose the following sanctions against candidates.

1 - **Warning**
The candidate is issued with a warning that if he/she commits malpractice within a set period of time, further specified sanctions will be applied.

2 - **Loss of all marks for a section**
The candidate loses all the marks gained for a discrete section of the work. A section may be part of a component, or a single piece of non-examination assessment if this consists of several items.

3 - **Loss of all marks for a component**
The candidate loses all the marks gained for a component. A component is more often a feature of a linear qualification than a unitised qualification, and so this sanction can be regarded as an alternative to sanction 4. Some units also have components, in which case a level of sanction between numbers 2 and 4 is possible.

4 - **Loss of all marks for a unit**
The candidate loses all the marks gained for a unit. This sanction can only be applied to qualifications which are unitised. For linear qualifications, the option is sanction 3. This sanction usually allows the candidate to aggregate or request certification in that series, albeit with a reduced mark or grade.

5 - **Disqualification from a unit**
The candidate is disqualified from the unit. This sanction is only available if the qualification is unitised. For linear qualifications the option is sanction 7. The effect of this sanction is to prevent the candidate aggregating or requesting certification in that series, if the candidate has applied for it.

6 - **Disqualification from all units in one or more qualifications**
If circumstances justify, sanction 5 may be applied to other units taken during the same examination or assessment series. (Units which have been banked in previous examination series are retained.) This sanction is only available if the qualification is unitised. For linear qualifications the option is sanction 8.

7 - **Disqualification from a whole qualification**
The candidate is disqualified from the whole qualification taken in that series or academic year. This sanction can be applied to unitised qualifications only if the candidate has requested aggregation. Any units banked in a previous examination series are retained, but the units taken in the present series and the aggregation opportunity are lost. If a candidate has not requested aggregation, the option is sanction 6. It may also be used with linear qualifications.

8 - **Disqualification from all qualifications taken in that series or academic year**
If circumstances justify, sanction 7 may be applied to other qualifications. This sanction can be applied to unitised qualifications only if the candidate has requested aggregation. Any units banked in a previous examination series are retained, but the units taken in the present series and the aggregation opportunity are lost. If a candidate has not requested aggregation, the option is sanction 6. It may also be used with linear qualifications

9 – **Barred from entering for examinations for a set period of time**
The candidate is barred from entering for one or more examinations for a set period of time. This sanction is applied in conjunction with any of the other sanctions above, if the circumstances warrant it.

Please note:

A permanent record will be kept of the impact of any sanctions on an individual candidate's results.

As a centre, we must inform candidates that for any individuals found guilty of malpractice, information may be passed on to other awarding bodies and/or other appropriate authorities. This information will typically include the names, offences and sanctions applied to those found guilty of breaching the published regulations.

Privacy Policies/GDPR

We must ensure that you are aware of the policies on how each exam board uses your data, therefore the links are below for ease of finding this information, should you wish to read it for GDPR purposes.

AQA

https://www.aqa.org.uk/privacy-notice/student-privacy-notice

PEARSON

https://qualifications.pearson.com/content/dam/pdf/Support/Centre%20administration/information-for-candidates-privacy-notice.pdf

OCR

https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/

EDUQUAS

https://www.eduqas.co.uk/home/privacy-policy/

SPECIAL CONSIDERATION AND GDPR

Please read the page regarding what special consideration is and under what circumstances we can apply.

Should we need to apply for special consideration for a candidate, the exam board needs specific information in order for us to do so. You will be given a form which lists the sort of information that may be requested, which you must sign to confirm that you are aware that this information is being used during the process, that you agree to the information being shared and that you agree that we are authorised to send an application on your behalf, should the need arise.

Information for candidates
Using social media and examinations/assessments

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

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



Things to do on social media:

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

Things not to do on social media:

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

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

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

Please take the time to familiarise yourself with the JCQ rules:

jcq.org.uk/exams-office/information-for-candidates-documents

AI and Assessments
A quick guide for students

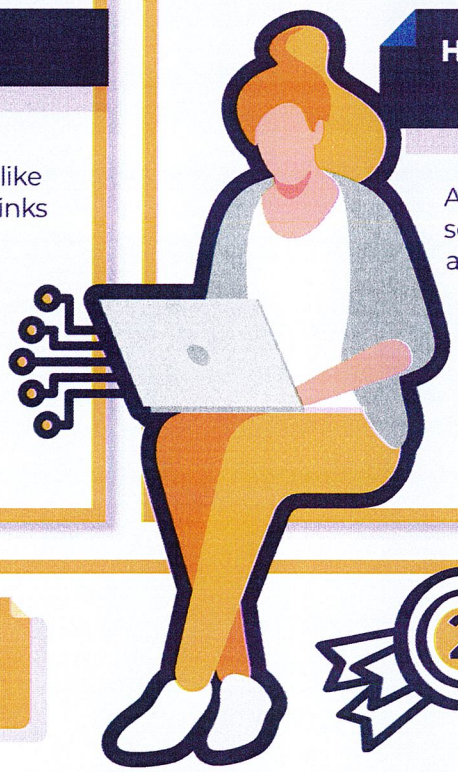
What is AI?

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

How can AI be misused in assessments?

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

THIS IS CHEATING!



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



1. **Know the rules**
   - You're **not allowed** to use AI tools when you're in an exam
   - Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
   - Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work
2. **Reference reference reference!** If you're allowed to use AI tools, you must reference them clearly
   - Name the AI tool you used
   - Add the date you generated the content
   - Explain how you used it
   - Save a screenshot of the questions you asked and the answers you got
3. **Declare it's all your own work** – When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

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

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly

Information for candidates **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 CIC

AQA Questions matter | CAMBRIDGE OCR | City & Guilds | cea Rewarding Learning | 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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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.

JCQ CIC© 2026 – Effective from 1 September 2026

Joint Council for Qualifications CIC

Information for candidates

Coursework assessments

Effective from 1 September 2026

Produced on behalf of:

AQA Questions matter | CAMBRIDGE OCR | City & Guilds | ccea Rewarding Learning | 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.

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Joint Council for Qualifications CIC

Information for candidates

Non-examination assessments

Effective from 1 September 2026

Produced on behalf of:

AQA Questions matter | CAMBRIDGE OCR | City & Guilds | cea Rewarding Learning | NCFE | 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 your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

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

Preparing your work - good practice

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

If you worked as part of a group on an assignment, for example undertaking field research, you **must** write up your **own account** of the assignment. Even if the information you have is the same, you **must** describe in your own words how that information was obtained. You **must draw your own conclusions from the data**.

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

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

Do not be tempted to use any prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

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

Research and using references

In some subjects, you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources, such as textbooks, encyclopedias, journals, TV, radio and on the internet.

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

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though – you **cannot** copy it and claim it as your own work.

The regulations state that:

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

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

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

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

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 CIC Joint Council for Qualifications CIC

Information for candidates

Written examinations

Effective from 1 September 2026

Produced on behalf of:

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

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

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