Candidate Handbook for examinations during School Year 2026-27



Park Community School
Centre Number: 58705

Year 11

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Introduction

Examinations play an important part in your life at Park Community School. The examinations that you take this year will have an impact on what you do in the future, so we want to make sure that they run smoothly for you.

This booklet has been produced to help you prepare for your forthcoming examinations. Please read it carefully and share it with your parent(s)/carer(s) so that they are also aware of the examination regulations and the procedures to follow. Students are referred to in this booklet as candidates.

There are a number of rules and regulations for examinations that you must be familiar with (most of these are set by the Examination Boards, not by the School) so please make sure that you are fully aware of the rules and regulations, timings of examinations and arrangements made for you.

If there is anything you do not understand or any question that has not been addressed,
PLEASE ASK YOUR TUTOR, YOUR SUBJECT TEACHER OR THE STAFF LISTED BELOW:-

Head of School - **Mrs E Capaldi**

Exams Team
Assistant Headteacher (Examinations) – **Mr A Rose**
Senior Administration Officer for Exams - **Mrs H Patis**

Assistant Headteacher (KS4) - **Mr S Cavanagh**

The school telephone number is **023 9248 9800**

The Exams Team is based in **MD1** and can be contacted
via email: **exams@pcs.hants.sch.uk**
or via their telephone extensions:
Assistant Headteacher (Examinations) - **ext 1226**
Senior Administration Officer for Exams – ext **1289**

Please remember
WE ARE HERE TO HELP

To remind you that you have an exam the next day, a message will be sent to you during the afternoon/early evening of the day before each exam.

Summer 2027 Written External Exam Timetable

Date	Morning Exams start at 9am	Afternoon Exams start at 1pm
Week Beginning 19th April	**Functional Skills English**	
Monday 3rd May	**Bank Holiday**	
Tuesday 4th May	**BTEC Enterprise** 2hr (Marketing and Finance for Enterprise)	
Wednesday 5th May	**BTEC Health and Social Care** 2hr (Health and Wellbeing)	**BTEC Tec Travel and Tourism** 2 hr (Influences on Global Travel and Tourism)
Thursday 6th May	**BTEC Sport** 1hr 30m (Developing Fitness to Improve Other Participants Performance in Sport and Physical Activity) **Award in Number and Measure** 1hr 30m	
Friday 7th May		
Monday 10th May	**Computer Science** 2hr (Paper 1 Computational thinking and problem solving [Python])	**Psychology** 1hr 45m (Paper 1 Cognition and behaviour) **Citizenship Studies** 1hr 45mins (Paper 1 Active Citizenship & Politics and participation)
Tuesday 11th May	**Combined Science - Biology 1** 1hr 15mins **Biology 1** 1hr 45mins	
Wednesday 12th May	**English Literature 1** 1hr 45mins (Shakespeare and 19th Century novel)	
Thursday 13th May	**Religious Studies A 1** 1hr 45mins (Paper 1 -Buddhism and Christianity)	**Physical Education** 1hr 15mins (Paper 1 The Human body and movement in physical activity and sport)
Friday 14th May	**Maths 1** 1hr 30mins (OCR Foundation Paper 1 Calculator / Pearson Higher Paper 1 Non-Calculator)	
Monday 17th May	**Combined Science - Chemistry 1** 1hr 15m **Chemistry 1** 1hr 45mins	**Psychology** 1hr 45mins (Paper 2 Social context and behaviour)
Tuesday 18th May	**Geography** 1hr 45mins (Paper 1 Investigating Geographical Issues)	
Wednesday 19th May	**English Literature 2** 2hr 15mins (Paper 2 Modern texts and poetry)	**Computer Science** 1hr 45mins (Paper 2 Computing concepts, code refinement and testing)
Thursday 20th May	**History** 1hr 20m (Paper 1 Crime & Punishment)	**Physical Education** 1hr 15mins (Paper 2 Socio-cultural influences and well-being in physical activity and sport) **Citizenship Studies** 1hr 45mins (Paper 2 Life in modern Britain, Rights and responsibilities)
Friday 21st May	**Religious Studies (Short Course)** *1hr 45m* (Christianity & Buddhism and Themes) **Religious Studies A 2** 1hr 45mins (Paper 2 Themes)	

Date	Morning Exams start at 9am	Afternoon Exams start at 1pm
Monday 24th May	**English Language 1** 1hr 45mins (Explorations in creative reading & writing)	
Tuesday 25th May	**Combined Science - Physics 1** 1hr 15mins **Physics 1** 1hr 45mins	
Wednesday 26th May		**Geography** 1hr 30m (Paper 2 Problem Solving Geography)
Thursday 27th May	**Maths 2** 1hr 30mins (OCR Foundation Paper 2 Non-Calculator / Pearson Higher Paper 2 Calculator)	
Friday 28th May	**History** 1hr 50mins (Paper 2 Superpower relations & Early Elizabethan England)	
Monday 7th June		**Statistics** 1hr 30mins (Paper 1)
Tuesday 8th June	**English Language 2** 1hr 45mins (Writers' viewpoints and perspectives)	
Wednesday 9th June	**Spanish** F:50mins H:1hr 5mins (Listening and Understanding)	**History** 1hr 30m (Paper 3 Weimar and Nazi Germany, 1918–39)
Thursday 10th June	**Combined Science - Biology 2** 1hr 15mins **Biology 2** 1hr 45mins	**Geography** 1hr 30mins (Paper 3 Applied Fieldwork Enquiry)
Friday 11th June		
Monday 14th June	**Maths 3** 1hr 30mins (OCR Foundation Paper 3 Calculator / Pearson Higher Paper 3 Calculator)	**Hospitality and Catering** 1hr 20m (Unit 1 The hospitality and catering industry) **Level 2 Hair and Beauty Studies** 2hrs (Theory Exam)
Tuesday 15th June	**Combined Science - Chemistry 2** 1hr 15m **Chemistry 2** 1hr 45mins	
Wednesday 16th June	**Statistics** 1hr 30m (Paper 2)	**Spanish** F:45mins H:1hr (Reading and Understanding)
Thursday 17th June		**Spanish** F:1hr 15mins H: 1hr 20mins (Writing)
Friday 18th June	**Combined Science - Physics 2** 1hr 15mins **Physics 2** 1hr 45mins	
Wednesday 23rd June	*JCQ Contingency Day*	

Exam Results Day - Thursday 19th August 2027 (10am-11am)

Examination Boards, Organisations and Regulations

The school uses the following Examination Boards (awarding bodies):
AQA – www.aqa.org.uk, Cambridge OCR – www.ocr.org.uk,
Pearsons (also known as Edexcel) – www.edexcel.com,
WJEC/Eduqas – wjec.co.uk.
City and Guilds - www.cityandguilds.com Laser – www. laser-awards.org.uk

Their websites contain a wealth of information. Any questions about the qualifications must be directed to the school. Exam Board will not deal with parents or candidates.

Qualifications, examinations and assessments in England are regulated by ofqual - www.gov.uk/government/organisations/ofqual

The Joint Council for Qualifications (JCQ) is a membership organisation comprising the eight largest providers of qualifications in the UK. The JCQ provides a single voice for its members on issues of examination administration and regulations.

JCQ regulations state that "awarding bodies will only communicate with centres regarding examination administration. Awarding bodies will not communicate with candidates or their parents/carers/guardians except in exceptional circumstances and at their discretion"

Regulations
Ensure that you have read and that you understand the following JCQ documents, which can be found at the back of this booklet.

- Information for candidates 1 – For written examinations 2026-2027
- Information for candidates 2 - AI (Artificial Intelligence and Assessments)
- Information for candidates 3 – non examination assessments 2026-2027
- Information for candidates 4 – Using Social Media 2025
- Information for candidates 5 – For on-screen tests 2026-2027
- Information for candidates 6 – Coursework 2026-2027
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It is essential that you read these as it contains essential information for coursework and non-examined assessments, which you work on during the year in lessons.

It is recommended that you re-read the information about Written examinations, warning to candidate poster, Unauthorised item poster before you sit any exams.

We run all internal mock examinations using the JCQ regulations, this is to help you prepare and know what to expect in the official external exams.

In official external exams the exam boards will be informed about any breaches of the rules. The exam board will apply sanctions to the candidate/s, this could be a loss of marks for the exam or even disqualification from the subject. Repeated breaches of the rules could result in being disqualified from all subjects for the exam board.

School Specification Information

Candidate Name
The JCQ states that an examination centre should "enter candidates under names that can be verified against suitable identification such as a birth certificate, passport or driver's licence" You must therefore inform the Examinations Office as soon as possible if your legal name is different to the name you use in school.

Candidate Number
You have been allocated a four digit Candidate Number. This will have been allocated to you at the beginning of Year 9 and will not change throughout your time at School. This number must be written on every examination paper you take so please remember it!

Centre Number
The Centre number for the School is **58705** which you will also be required to put on every examination paper.

Timetables
You will be given a master timetable in advance of any exam period. Nearer the Summer exam series you will receive a personalised exam timetable which will show your own personal examinations. If you think something is wrong, you MUST inform the Exams Team immediately. Check each examination date carefully so that you know if the examination is in the morning or the afternoon. If you have more than one examination at the same time, please talk to the Exams Team about the arrangements for these exams.

<u>English Literature</u>
Prior to the exams the school will provide an anthology for each candidate in which they can annotate for revision purposes. However, candidates should have purchased their own copies of the literature novels to annotate for revision purposes.

Appeals (Internally Assessed Components)

Some qualifications contain components/units of non-examination assessment, controlled assessment and/or coursework which are internally assessed (marked) by your teachers and internally reviewed/standardised. The marks awarded which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

Before the exam board deadline, you will be informed of your mark. At this stage you may question your teacher of how this judgement has been reached.

In you wish to appeal your mark you must submit to you teacher within 24 hours of receiving your mark the reason for your appeal. This will then be taken to the Head of Department for review.

Once the review has happened, you will be informed by your teacher of the outcome.

If you are unsure of what subject contains internally assessed components, please speak to your teachers.

During The Examinations

This information applies for **ALL** exam rooms.

Start of examinations

- For all examinations, (unless otherwise informed), you must line-up in the Theatre. Larger exams will be held in the Sports Hall, Lecture Theatre, Drama Studio and M02/3. Smaller or more specialised examinations may be held in some of these rooms or others around the school.
  For morning examinations you must be lined up by **8.30am**.
  For afternoon examinations you must be lined up by **12.30pm**.

- Please arrive on time, if however, you arrive late for an examination you may still be admitted, if the exam in still in progress, and given the full length of time for the exam. Completed examination papers will be sent to the Examination Board, however we are obliged to send a full report of the reason why you are late to the Examination Board and the Examination Board may not accept your work.

- You must attend all exams in full School Uniform.

- It is the candidate's responsibility to provide their own correct standard equipment for the exams. All equipment must be visible to the invigilators at all times. They should be in a transparent pencil case or clear plastic bag on your desk and must not be put back in your pockets etc until you have left the examination room.

  Standard Equipment

  Pen/s – **BLACK INK**
  Pencil
  Ruler
  Highlighter
  Eraser
  A pair of compasses
  Protractor

  If using a pencil case, this must be clear/see through.
  If something breaks or runs out during an examination the invigilators will try to replace it, but you should bring spares with you wherever possible.

  Calculators

  For all examinations where calculators are required, school calculators will be provided.
  However, if you wish to use your own calculator, all covers and instructions should be removed, there should be nothing stored in the memory and you should make sure the batteries (if required) are new.
  If using your own calculator you must present to be reset on your way into the examination room.

  Instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.

- You may take a clear bottle of water (NO LABELS) into the examination room, No food (including chewing gum) is allowed in the examination room (if you have a special requirement please see the Exams Team before the start of the examination period). Make sure you eat a good breakfast before coming to school; it will help you concentrate.

Conduct in the examination room

- Once you enter the exam room you must be **silent** and remain silent until you walk out of the exam room at the end of the exam. If you have a problem, put your hand up clearly and wait for an invigilator to come and speak to you. If you need to leave to visit the toilet or the medical room you must put your hand up and wait to be escorted by an invigilator.

- Do not attempt to communicate with or distract other candidates. You must sit facing the front of the exam. Do not be tempted to turn round as you will be suspected of trying to communicate with another candidate.

- Do not bend down to pick up item(s) you have dropped, put up your hand and an invigilator will pick the item(s) up for you.

- No waters or electronic devices are allowed in the examination room (refer to the JCQ notices for information on what is banned). If you are found to have any unauthorised material in your possession during an examination, it will be taken from you and a report sent to the appropriate Examination Board

- Listen carefully to instructions and notices and follow them – there may be amendments to the examination paper that you need to know about.

- Do not touch or write anything on the exam paper until you are instructed to do so by the lead invigilator.

- Follow the instructions of the lead invigilator, It is YOUR responsibility to check that you have the correct examination paper: check the subject, paper and tier of entry. If you think you have the wrong paper, please inform the invigilators immediately.

- Read all instructions carefully.

- You must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination room early. If you have finished, use the remaining time to check over your answers.

- At the end of the examination all work must be handed in – remember to cross through anything that you do not want to be marked. If you have used extra examination stationery, make sure that you have filled in all required details and attach it to the examination paper. Question papers, answer booklets and additional paper must not be taken from the exam room.

  Remain seated in silence until you are dismissed. Examination conditions apply until you are outside the examination room. Once outside the examination room please show consideration for other candidates who may still be working and move away from the examination room quietly.

Evacuation

- If the fire alarm sounds during an examination, stop writing and place you pens down and wait for further instructions. The exam time will be paused from this point. The invigilators will tell you what to do. If you have to leave the examination room you will be asked to leave in silence and in the order in which you are sitting.
    - You will be escorted to the assembly point (MUGA).
    - You must leave everything on your desk.
    - You must not communicate with anyone whilst you are out of the examination room as you will still be under examination conditions. (any breaches of these conditions will have to be reported to the Examination Board and you may be disqualified from the examination).
    - When you return to the examination room do not start working until the lead invigilator tells you to do so. The time will be restarted at this point.
    - You will be given the full amount of time allowed for the examination. You will not be disadvantaged in any way.

We will only evacuate if it is essential for the safety of those in the room.

Invigilators

- Invigilators are in the examination rooms to supervise the conduct of the examination. They will tell you when to start and finish the examination, distribute and collect examination papers, hand out extra writing paper if required and deal with any problems during the examination, for example if you feel unwell. They are there to ensure that the rules are followed. Please treat them with respect and follow what they ask and tell you to do.

- Invigilators cannot discuss the examination paper with you or explain the questions.

Absence

- If an exam is on your timetable, you must attend. Misreading the timetable will not be accepted as a valid explanation of absence. The school pays the Examination Boards for you to sit examinations; therefore parent(s)/carer(s) will be charged if you fail to attend an examination without a valid reason. An average exam entry cost is £60 with Science and vocational exams being substantially more.

- If you experience difficulties during the examination period (e.g. Illness, personal problems) please inform the exams team as soon as possible so that we can help or advise you. Email: **exams@pcs.hants.sch.uk**

Special Consideration

Definition - Special Consideration is a post examination adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/assessment.

- If your performance in an examination has been affected by illness, injury or bereavement, the school can apply to the examination board for Special Consideration. This is an adjustment made after the paper is marked to prevent you from being disadvantaged from something outside your control. If after an examination you think you have good reason for applying for Special Consideration, you should see the Exams Team immediately, as we only have a few days in which to make the application. There are very strict rules about applying for Special Consideration, and the decision lies with the examination board.

- In exceptional circumstances it may be possible to apply for Special Consideration where a candidate misses an examination paper through illness or personal misfortune. One whole component, which is a minimum of 15% of the total assessment, must have been completed to be able to apply for this.

- **The school must have medical or other appropriate evidence in all cases before an application can be made for Special Consideration**. There are strict deadlines for these applications, and it is therefore essential that this is obtained by the candidate/parent/guardian on the day of the examination and given to the Exams Team as soon as possible.

Malpractice

- You must not write inappropriate, obscene or offensive material in the exam paper. You must also not include any personal information in your answers. Please refrain from drawing in your papers. If anything is found in your paper by the markers this will be flagged up to the exam board and sanctions will be applied by the exam board. This could mean that your grade may be affected.

- You must also follow the rules and regulations for all exam, non-examined assessments and coursework as set out by the JCQ and can be found at the back of this booklet and on the school's exam information page of the website. Much More Than Just A School

After the examinations

Notification of results

- Results for the summer examinations will be available for collection on: Thursday 19th August 2027 between 10.00 and 11.00am.

- If you wish for someone else to collect your results (e.g. parent, sibling, grandparent) we ask that the person collecting has with them photo identification and a letter signed by you as the candidate, giving permission for them to collect the results on your behalf.

- If you are planning on being away on results day, results can be emailed to you. Please email this request along with the email address to be sent to, to the Exams Team by Friday 16th July. No results can be given out by telephone

- Results that are not collected by 11.00am on results day will be sent in the post to the address held by the school. Therefore, it is essential that you inform the school of any changes to your address before this date.

Post results

If you need post-results advice, please speak to the appropriate subject staff or a member of the Exams Team.
Written permission from the candidate must be given before the school can request an 'Enquiry About Results'.
Enquiry About Results could be either Access to Script or a Review of Marking

- Subject staff routinely check results and will request access to a candidate's script to help them to consider it is appropriate to request for a review marking to the Examination Board.

- If a Review of Marking is submitted the result can go down as well as up. The mark/grade from the review is the one awarded to the candidate, even if the result goes down.

- It is possible for candidates to request a review of marking, however in this instance we ask the parent(s)/carer(s) to meet the cost, this will need to be paid to the school (in cash) before the request is submitted to the exam board. If the review has a positive change in the Grade the fee is refunded by the school.

- The school's deadline for 'Enquiries About Results' for the summer exams is Friday 10th September 2027. This will allow time for the exams team to source permission from the candidates, ask staff to check papers and submit applications to the exam boards before their deadlines.

- All post results service requests must be made through School.

Collection of Certificates

- You will receive a letter inviting you a Year 12 Celebration event in the Autumm 2027. This is where you will collect your certificates.

- Any certificates not collected at this event will be available from the school after this date. It is essential that you collect your certificates as you will need to present these are many different times during your life, so it is essential that you don't lose them.

- If you wish for someone else to collect your certificates (e.g. parent, sibling, grandparent) we ask that the person collecting has with them photo identification and a letter signed by you as the candidate, giving permission for them to collect the certificates on your behalf.

- Certificates not collected will be held in secure storage until such time as you can collect them. If after 1 year (from issue date) you still have not collected your certificates, the school has the right to destroy them. A record of destroyed certificates will be kept by the school for 4 years.

- Look after your certificates when you receive them, the only way to replace them is through the Examination Boards and they charge approximately £50 per certificate.

Access Arrangements

Definition - Access Arrangements are pre-examination adjustments for candidates based on evidence of need and normal way of working. Access Arrangements allow candidates with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment.

It is the responsibility of the school to highlight pupils for assessment with the SEND Department.

If you have any concerns or queries regarding the need for Access Arrangements, please speak to Mrs E. Leach (SENDco) or Mrs J Shuttle (Assistant SENDco).

Access Arrangements are awarded in accordance with the strict JCQ regulations. Candidates will be assessed in line with their needs and of the JCQ regulations. Outcomes of assessments are submitted to the exam board for approval. You will be informed when and if you have been awarded an Access Arrangement.

Examinations Checklist



Aim to arrive at school in plenty of time for your examination, you should be in the Lecture Theatre or a designated classroom 30 minutes before the start of your examination.



Make sure you eat a good breakfast/lunch before the exam as it will help you concentrate. Remember breakfast is available in the restaurant from 8am.



When taking examinations, your bags, coats and electronic devices MUST be placed into a secure place provided by the school.



Mobile phones, watches and smart glasses are not allowed in the exam room. They must be left in your bag in the secure room. If you are found with any of these items in the examination room the exam board will be informed and you will be penalised by the examination board.



Once you enter the examination room there is to be no talking or communication between pupils. If you have any questions, you should raise your hand once seated and an invigilator will come to you.



You may take a clear bottle of water into the examination room, but labels must be removed. No food (including chewing gum) is allowed in the examination room (if you have a special requirement, please see the Exams Team before the start of the examination period).



Pupils will not be allowed to leave the examination room before the scheduled finish time of the examination. You will be advised when you can leave. Please be patient whilst examination material is being collected, and refrain from any form of communication until you are outside the examination room.



If you need to go to the toilet during an examination, you must put your hand up and you will be escorted to the toilet when it is available either by an invigilator or a member of staff. Please don't wait until you are desperate as there may be a wait until it's your turn.



Check that you have been given the correct examination paper, as there can be several examinations taking place at the same time. If you think you have the wrong paper, put your hand up and speak to an invigilator. We cannot give you extra time if you realise part way through a paper that you are doing the wrong subject or the wrong tier.



If you feel ill during an examination, please bring this to the attention of an Invigilator as soon as you can, even if you want to continue with the exam.

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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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

Joint Council for Qualifications CIC

Information for candidates

Non-examination assessments

Effective from 1 September 2026

Produced on behalf of:

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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.

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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

Joint Council for Qualifications CIC

Information for candidates

On-screen 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.

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.

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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 · ceq 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';
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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).

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

You **must** retain a copy of the question(s)/prompts used to generate the AI content as well as the AI generated content itself and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to. For example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words, ideas or outputs from other sources and do not show your sources in references and a bibliography, this will be considered as cheating.

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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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?



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

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

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

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

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

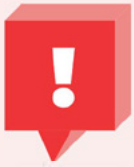
DISQUALIFICATION

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.

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