



Candidate Handbook for examinations during School Year 2025-26



**Park Community School
Centre Number: 58705**

Year 11

Contents

Introduction

Summer 2026 Exam Timetable

Examination Boards, Organisations and Regulations

- Regulations

School specific information

- Candidate Name
- Candidate Number
- Centre Number
- Timetables
- Equipment

Appeals (Internally Assessed Components)

During the examinations

- Start of exams
- Conduct in the examination room
- Evacuation
- Invigilators
- Absence
- Special Consideration
- Malpractice

After the examinations

- Notification of Results
- Post Results
- Collection of Certificates

Access Arrangements

- Reader
- Scribe

Examinations checklist

JCQ Documents

- Information for candidates – For written examinations 2025-2026
- Information for candidates – Coursework 2025-2026
- Information for candidates – non examination assessments 2025-2026
- Information for candidates – Using Social Media 2025
- Information for candidates – For on-screen tests 2025-2026
- On your exam day checklist
- Warning to candidate Poster
- Unauthorised items poster
- Information for candidates - AI (Artificial Intelligence and assessments)

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**

Examinations Officer -

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**

Examinations Officer – ext **1225**

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.

Provisional - Summer 2026 Written External Exam Timetable

Date	Morning Exams start at 9am	Afternoon Exams start at 1pm
Friday 1 st May		BTEC Tec Travel and Tourism 2 hr. (Influences on Global Travel and Tourism)
Monday 4 th May		Bank Holiday
Tuesday 5 th May	Health and Social Care 2hr (<i>Health and Wellbeing</i>) Award in Number and Measure (1hr 30mins)	
Wednesday 6 th May	Award in Algebra (1hr 30mins)	
Thursday 7 th May	BTEC Sport 1hr 30m (<i>Developing Fitness to Improve Other Participants Performance in Sport and Physical Activity</i>) Psychology 1hr 45m (<i>Paper 1 Cognition and behaviour</i>)	
Friday 8 th May		Geology 1hr 15m (<i>Component 1 – Geological Principles *Onscreen</i>)
Monday 11 th May	English Literature 1 1hr 45mins (<i>Shakespeare and 19th Century novel</i>)	
Tuesday 12 th May	Religious Studies A 1 1hr 45mins (<i>Paper 1 -Buddhism and Christianity</i>) (for 1 candidate Paper 1 – Buddhism & Islam)	Combined Science - Biology 1 1hr 15mins Biology 1 1hr 45mins
Wednesday 13 th May	Geography 1hr 45mins (<i>Paper 1 Investigating Geographical Issues</i>)	Computer Science 2hr (<i>Paper 1 Computational thinking and problem solving (Python)</i>)
Thursday 14 th May	Maths 1 1hr 30mins (<i>Paper 1 Non Calculator</i>)	Psychology 1hr 45mins (<i>Paper 2 Social context and behaviour</i>)
Friday 15 th May	History 1hr 20m (<i>Paper 1 Crime & Punishment</i>)	IT 1hr 30mins (<i>IT in the digital world</i>)
Monday 18 th May	Combined Science - Chemistry 1 1hr 15m Chemistry 1 1hr 45mins	
Tuesday 19 th May	English Literature 2 2hr 15mins (<i>Modern texts and poetry</i>)	Computer Science 1hr 45mins (<i>Paper 2 Computing concepts, code refinement and testing</i>)
Wednesday 20 th May		Religious Studies A 2 1hr 45mins (<i>Paper 2</i>) Religious Studies (Short Course) 1hr 45mins <i>Christianity & Buddhism and Themes</i>) Geology 1hr 30mins (<i>Component 2 Investigative Geology</i>)
Thursday 21 st May	English Language 1 1hr 45mins (<i>Explorations in creative reading & writing</i>) English Language 2.0 1 1hr 55mins (<i>Non-Fiction Texts</i>)	
Friday 22 nd May	Physical Education 1hr 15mins (<i>Paper 1 The Human body and movement in physical activity and sport</i>)	

Date	Morning Exams start at 9am	Afternoon Exams start at 1pm
Monday 1 st June	Physical Education 1hr 15mins (Paper 2 Socio-cultural influences and well-being in physical activity and sport)	
Tuesday 2 nd June	Combined Science - Physics 1 1hr 15mins Physics 1 1hr 45mins	Statistics 1hr 30mins (Paper 1) Polish H:45m/1h F:35m/45m (Listening and Reading)
Wednesday 3 rd June	Maths 2 1hr 30mins (Paper 2 Calculator)	Geography 1hr 30m (Paper 2 Problem Solving Geography)
Thursday 4 th June	History 1hr 50mins (Paper 2 Superpower relations & Early Elizabethan England)	
Friday 5 th June	English Language 2 1hr 45mins (Writers' viewpoints and perspectives) English Language 2.0 2 1hr 55mins (Contemporary Texts)	
Monday 8 th June	Combined Science - Biology 2 1hr 15mins Biology 2 1hr 45mins	Level 2 Hair and Beauty Studies 2hrs (Theory Exam)
Tuesday 9 th June	Spanish F:50mins H:1hr 5mins (Listening and Understanding)	History 1hr 30m (Paper 3 Weimar and Nazi Germany, 1918–39)
Wednesday 10 th June	Maths 3 1hr 30mins (Paper 3 Calculator)	
Thursday 11 th June	Geography 1hr 30mins (Paper 3 Applied Fieldwork Enquiry)	
Friday 12 th June	Combined Science - Chemistry 2 1hr 15m Chemistry 2 1hr 45mins	Statistics 1hr 30m (Paper 2) Hospitality and Catering 1hr 20m (Unit 1 The hospitality and catering industry) Polish H:1h15m, F:1h (Writing)
Monday 15 th June	Combined Science - Physics 2 1hr 15mins Physics 2 1hr 45mins	
Tuesday 16 th June	Spanish F:45mins H:1hr (Reading and Understanding)	
Wednesday 17 th June	Spanish F:1hr 15mins H: 1hr 20mins (Writing)	
Wednesday 24 th June	<i>JCQ Contingency Day</i>	

Exam Results Day - Thursday 20th August 2026 10am – 11am

Examination Boards, Organisations and Regulations

The school uses the following Examination Boards (awarding bodies):

AQA – www.aqa.org.uk,

OCR – www.ocr.org.uk,

Pearson (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.

1. Information for candidates – Coursework 2025-2026
2. Information for candidates – non examination assessments 2025-2026
3. Information for candidates – For written examinations 2025-2026
4. Information for Candidates – Using Social Media 2024
5. Information for candidates – For on-screen tests 2025-2026
6. On your exam day checklist
7. Warning to candidate Poster
8. Unauthorised items poster
9. Information for Candidates - AI (Artificial Intelligence and assessments)

It is essential that you read these early on in the year 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 the internal mock examinations using the JCQ regulations, this is to help you prepare and know what to expect in the 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 10 and will not change throughout your time at School. This number has to 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

Nearer the main exam series (January and Summer) You will receive an individual examinations 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.

Equipment

It is the candidate’s responsibility to provide their own correct standard equipment for the exams. 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.

Standard Equipment

Black Pen/s

Pencil

Ruler

Highlighter

Eraser

A pair of compasses

Protractor

If using a pencil case, this must be clear/see through.

If required, you MUST bring the correct specialist equipment with you for examinations

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. Your calculator will be checked on your way into the examination room and if the invigilator cannot clear the memory you will not be allowed to take it in with you, so please make sure you know how to clear the memory.

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.

English Literature

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.

If you wish to appeal your mark you must submit to your 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 is 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.
- All items of your own equipment i.e. pens (must be black ink), pencils, mathematical instruments, etc. must be visible to the invigilators at all times. They should be in a transparent pencil case or clear plastic bag, and must not be put back in your pockets etc until you have left the examination room.

- 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. Your calculator will be checked on your way into the examination room and if the invigilator cannot clear the memory you will not be allowed to take it in with you, so please make sure you know how to clear the memory.

- 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). Make sure you eat a good breakfast before coming to school; it will help you concentrate.

Conduct in the examination room

- You must be silent at all times, from the moment you enter the room until you are back outside after the examination. If you have a problem, put your hand

up clearly and wait for an invigilator to attend 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. Face the front and do not turn around.
- 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 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.
- 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.
- All papers will be collected before you leave the examination room. You must not put your hands in your pockets until you are outside the examination room, so all of your own equipment etc should be carried in your hand until you are outside.

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 your 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.
 - 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 an 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 examination 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.
- If you experience difficulties during the examination period (e.g. illness, personal problems) please inform the school as soon as possible so that we can help or advise you.

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,

After the examinations

Notification of results

- Results for the summer examinations will be available for collection on: Thursday 20th August 2025 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 17th 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 11th September 2026. 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 to a Year 12 Celebration event in the Autumn 2026. 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 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.

If you have any queries regarding your 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 need 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.

There are several different arrangements that can be awarded, If you have been awarded a reader or scribe please read the following pages in order to understand how a reader or scribe can/cannot assist during an examination.

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 and coats will be placed into a secure room.



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.

Information for candidates

Coursework assessments

Effective from 1 September 2025

Produced on behalf of:

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 2026.

Where computer-generated content has been used (such as an AI chatbot), 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/>), 25/01/2026.

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

You **must** retain a copy of the question(s) and computer-generated content for reference 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 of others 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 trying to pass them off as your own. 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 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 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.

Information for candidates

Non-examination assessments

Effective from 1 September 2025

Produced on behalf of:

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 2026.

Where computer-generated content has been used (such as an AI chatbot), 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/>), 25/01/2026. You should also reference the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s) and computer-generated content for reference 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 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 of others 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 trying to pass them off as your own. 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 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.

Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:

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

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations - Make sure you understand the rules

- 1** Be on time for all your exams. If you are late, your work might not be accepted.
- 2** **Do not** become involved in any unfair or dishonest practice during the exam.
- 3** If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
- 4** You **must not** take into the exam room any unauthorised material, including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) watches.

Any pencil cases taken into the exam room **must** be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.

- 5** **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 6** **Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
- 7** You **must not** write inappropriate, obscene or offensive material.
- 8** If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 9** **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other permitted equipment needed for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spellcheckers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in its memory;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed;
 - (c) you think you have not been given the expected access arrangement(s).
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are not sure what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

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

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.

- 2 **Do not** leave the exam room until told to do so by the invigilator.

- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.

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

Information for candidates

On-screen tests

With effect from 1 September 2025

Produced on behalf of:

**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 test(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 test.
- 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 into the exam room any unauthorised material including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) a watch.

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

- (d) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. floppy disks, CDs, memory sticks, social media sites, spreadsheets or the internet;
- (e) 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 test has finished, you **will not** be allowed to return.
- 8** **Do not** borrow anything from another candidate during the on-screen test.

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

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

C. Calculators, dictionaries and computer spellcheckers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in its memory;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the examination room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the on-screen test

- 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 test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT issues;
 - (d) your access to the on-screen test has not been set up correctly;
 - (e) adjustments to the on-screen test 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 test, 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 test 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 test

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

On your exam day

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

Before sitting your exams, ensure you know:

- the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

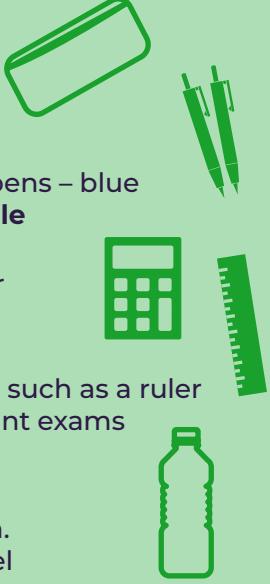
What you cannot take into your exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)
- smart devices (e.g. Airbuds, smart glasses or tablets)



What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are **not acceptable**
- an approved calculator for relevant exams
- appropriate apparatus, such as a ruler or protractor, for relevant exams
- a clear water bottle if you wish to take one in. It **must not** have a label



Other important information:

- Listen carefully to the invigilator's instructions, which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- Fill in your details on the front of your answer booklet.
- If you need an additional answer sheet, raise your hand and wait for an invigilator to provide one. Remember to add your details to this sheet.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator to escort you from the exam room.
- Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2026 exam timetable on the morning and afternoon of 24 June 2026. Make sure you are available on 24 June 2026.

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



Warning to candidates



AQA Questions matter	City & Guilds	CCEA	NCFE	OCR Oxford Cambridge and RSA	Pearson	wjec cbac
AQA	City & Guilds	CCEA	NCFE	OCR	Pearson	WJEC



1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

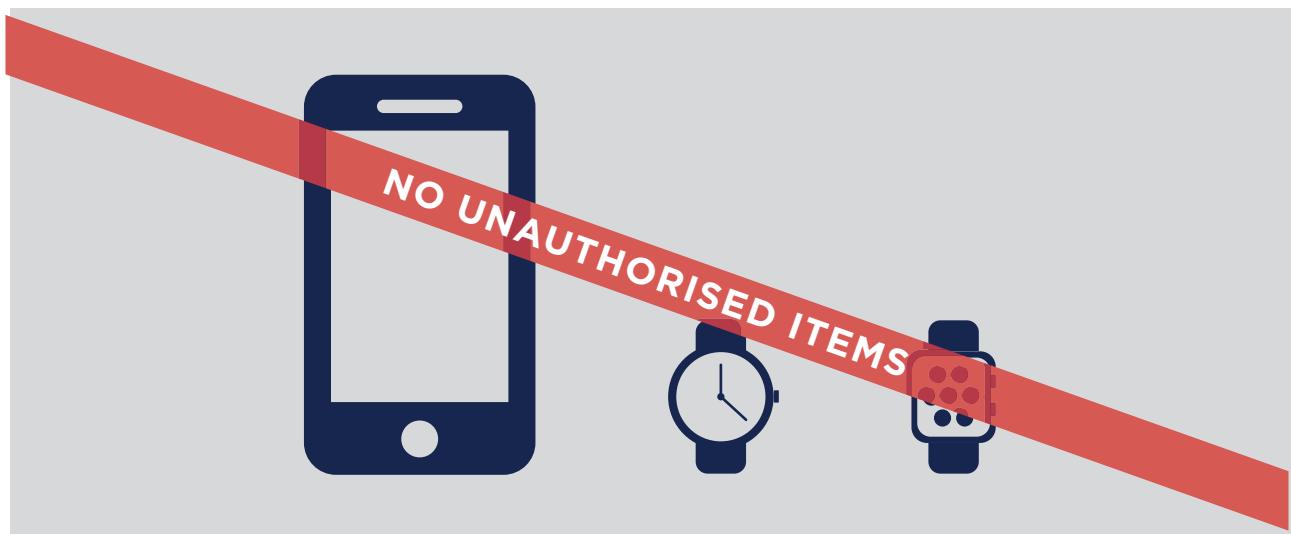
7

If you are confused about anything, only speak to an invigilator.

The Warning to candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

NO MOBILE PHONES NO WATCHES

**NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL SOURCES OF INFORMATION**



**Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in**

DISQUALIFICATION

from your examination and your overall qualification.

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

Information for candidates AI (Artificial Intelligence and assessments)

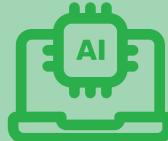
What is AI?

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



What is an AI tool?

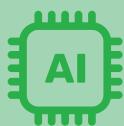
AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*



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

When can I use AI?

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



When can I not use an AI tool?

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



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

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

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

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



How to make sure you don't misuse AI

DECLARE

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

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

ACKNOWLEDGE

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

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