



CANDIDATE EXAM HANDBOOK 2025/26

Exam Board Contingency Day:

Wednesday 24th June 2026

Candidates must be available to sit exams up to and including this date.

Please note it is not possible, under any circumstances, for a student to sit an exam other than at the time it is timetabled by the exam board.

This booklet contains valuable information regarding your exams during the year. Please read it carefully and refer to it when needed. A printed copy is available in your form room and the Exams Office.

Introduction

Welcome to the College Exams Booklet which outlines the policies and procedures that are currently in place to ensure the smooth running of both our external (GCSE and Cambridge Nationals) exams and non-examined assessments (NEA).

Purpose of this handbook

This Booklet is designed to help answer any questions you may have leading up to your exams. We understand that external exams can be a particularly stressful time for both you and your family. It is therefore important that everyone involved in the process is as informed as possible. Well-informed students will understand that the rules and regulations in place are designed to ensure fairness and minimise disruption. In this way, exams will be conducted so as to cause as little stress to you as possible and will help you achieve your best.

Joint Council for Qualifications (JCQ)

The JCQ is the organisation responsible for setting the rules and regulations relating to formal exams. It requires students to have been given certain information during their courses and prior to taking external exams. These documents are on the College website, and you are expected to read and familiarise yourself with them. Your Tutor will also discuss them with you during form time. A link to the JCQ website can be found here: [JCQ About Us](#)

Who is responsible for exams?

The College is responsible for administering all external exam arrangements. There is a team of trained invigilators who will be present during the exams and who are managed by the College's exams officer, Mrs. Hickman. If you have any questions, please see Mrs. Hickman who is based in the Exams Office, along the main corridor. Her email address is khickman@blessededward.co.uk.

Malpractice

Malpractice refers to any action that compromises the integrity or fairness of the examination or assessment process. The JCQ outlines what constitutes malpractice, including the introduction of unauthorized materials such as notes, textbooks, or electronic devices into the examination room. Breaching examination conditions, such as using mobile phones, talking, or otherwise communicating inappropriately during the exam, also

qualifies as malpractice. Exchanging or passing information related to the exam, such as sharing answers with other candidates, is another example.

Malpractice can also involve offences related to the content of candidates' work, including plagiarism, falsifying data, or submitting work that is not entirely the candidate's own. Furthermore, actions that undermine the integrity of examinations or assessments, such as tampering with exam materials or impersonation, are considered malpractice.

Any alleged, suspected, or actual incidents of malpractice will be thoroughly investigated by the College, with all findings reported to the relevant awarding body or bodies, ensuring that any breach of regulations is addressed appropriately in accordance with official procedures.

Social Media

The rules surrounding malpractice extend to the use of social media, and the JCQ has established clear guidelines that must be followed. Specifically, under no circumstances should you attempt to buy, ask for, or share any exam or assessment content on social media. Sharing rumours or speculating about the content of upcoming exams or assessments is also strictly prohibited. Additionally, sharing your work with others on social media, particularly if it forms part of an individual assessment, constitutes misconduct. Collaborating with others in ways that compromise the independence of your own assessment is similarly prohibited.

Please read the following JCQ document which can also be found on the College website and in the appendix of this Handbook: [JCQ Social Media Infographic](#) (Appendix 1)

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It is a form of cheating which is taken very seriously. You must submit work for assessments which is completely your own. This means, among other things, that your final product must be in your own words and must not be copied or paraphrased from another source such as an AI tool (see below), and the content must reflect your own independent work.

AI and Assessments

Your teacher will explain to you whether the use of any AI is permitted in your coursework/NEA. Where it is permitted and you use computer-generated content (such as an AI Chatbot), you must include a reference which must show the name of the AI tool used and the date the content was generated. For example, ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. 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.

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.

You must read the following JCQ document about AI carefully and talk to your teacher if there is anything you are not sure about; [JCQ AI Poster](#) (Appendix 2)

Personal data

In order to enter you for your exams, the College must share certain personal information about you with the exam boards. This includes your legal name, date of birth and gender. Please read the following JQQ Privacy notice which can also be found on the website and in the appendix: [JCQ Information-for-candidates-Privacy-Notice](#) (Appendix 3)

If you are suspected of malpractice during an examination or assessment, personal data relating to you will also be shared with the relevant awarding body or bodies overseeing the examination or assessment in question. Additionally, this personal data may be shared with other awarding bodies, qualifications regulators, or professional bodies as required.

Materials submitted by candidates for assessment—including written work, audio and visual materials, computer programs, and data—are collectively referred to as "Student Materials." Awarding bodies may use these materials to evaluate your performance in the relevant assessments. In addition, awarding bodies may use your Student Materials for other purposes as described in their privacy policies and in accordance with their terms.

To understand what information is collected and how it is used, you must read the Privacy Notices on the exam board websites, the links for which are set out here;

[Cambridge OCR Privacy Notice](#)

[Pearson Privacy Notice](#)

[AQA Privacy Notice](#)

[WJEC/Eduqas Privacy Notice](#)

Copyright

You have a right to access your Student Materials (including your completed exam papers) once the results have been issued. It is important to note that there are specific procedures and strict deadlines for making such requests, and these can vary depending on the awarding body. An information sheet will be available to you on Results Day setting out the procedure and deadlines. There is a non-refundable administrative fee of £5 per paper, which needs to be paid in advance.

Coursework assessments/non-examination assessments

Some subjects have an element of internally marked work included in them which must be completed, marked and assessed. Your teacher will inform you when and how your assessments will take place and the deadline for submitting your internally assessed work. Students who do not submit coursework/ NEA on time will not be allocated a mark, so plan ahead and ask for help, if needed.

Depending on the subjects you are taking, coursework/ NEA will either be moderated by your teacher with the exam board verifying the mark (Centre assessed work) or directly marked by the Exam Boards (externally assessed work).

Teachers must inform you of your marks so that you have the opportunity to appeal the mark if you disagree with it. The procedure for making an appeal for an internal mark can be found in the College's Internal Appeals Procedure's Policy which is on the College website.

All students must read the following JCQ documents, copies for which are also be found on the website and are also set out in the Appendix;

[JCQ Information for Candidates Coursework Assessments](#) (Appendix 4)

[JCQ Information for Candidates: Non Examined Assessments](#) (Appendix 5)

As stated above, AI tools may only be used when permitted by the assessment guidelines. You must acknowledge any use of AI in your work and understand that misuse of AI (e.g. submitting AI-generated work as your own without acknowledgement) is considered malpractice.

Written timetabled exams

Prior to your exams you will be given your statement of entry. You must check everything on your statement very carefully. Check that all personal details (spelling of name, date of birth) are correct, as these will be on your GCSE Certificates and can be costly to change. Please note a student must be entered for exams under their legal surname and not their preferred surname.

It is your responsibility to check you have been entered for the exams you think you should. Check details of date, time and duration of the exams. If you find any errors you should inform the exams officer, Mrs Hickman, as soon as possible. Her email is khickman@blessededward.co.uk

Immediately prior to your exams, you will also be given your personalised exam timetable. It is your responsibility to know the date, time and location of all your exams/assessments. You will be allocated an exam desk for all your exams/assessments.

You will also get a paper copy of the JCQ document 'Information for Candidates - written examination' with the timetable. A copy can also be found here, in the appendix and on the website. It is important that you read this document very carefully; [JCQ Information for Candidates: Written Examinations](#) (Appendix 6)

Contingency sessions - Summer 2026

The awarding bodies publish contingency dates for each exam series. The contingency date for Summer 2026 is **Wednesday 24th June** Please note that this means that every student **must** be available to do exams up to and including the 24th June in case an exam/s needs to be rescheduled due to significant local or national disruption.

Please note that the contingency sessions are designed to provide a contingency in the event of national or significant local disruption to exams.

The contingency sessions do not provide an opportunity for Candidates to sit any exams they have missed for whatever reason. It is not possible, under any circumstances, for a student to sit an exam other than at the time it is timetabled by the exam board.

Timetable clashes

If you identify an exam clash where two or more exams are scheduled at the same time, please inform the Exams Officer as soon as possible. In some cases, this may be intentional, especially for subjects like languages, where exams are meant to run consecutively. Where the clash is not intentional, the Exams Officer will make arrangements for one (or more) of those exams to be sat at a different time.

If you have two exams totalling 3 hours or less they will be sat together with a short, supervised break in between. For two exams which total more than 3 hours you will usually sit the longer one in the morning and the other will be sat in the afternoon. You will be kept supervised under formal exam conditions between the exams

In very exceptional cases, it may be necessary for one exam to be sat the next day.

Where you will take your exams

Most exams are sat in the Sports Hall, Drama Studio or Room 54. Your personalised exam time-table will state where each of your exams will be.

What time your exams will start and finish

The published start times for exams, as set by the exam boards, are 9:00am for morning sessions and 1:30pm for afternoon sessions. However, Centres are allowed to schedule exams up to 30 minutes earlier or later than these official times. At Blessed's, morning exams begin at **9:00am**, while afternoon exams are scheduled to start at **1:00pm**.

Students are expected to remain for the full duration of their exam. They should make full use of the time available, using any remaining minutes to check their answers carefully. It is important that all students sit in silence at their desks to avoid disturbing others.

In very exceptional circumstances, a student may be allowed to leave before the end of the exam, but this must be authorised in advance by both the Exams Officer and a member of SLT.

Please note that, in line with exam board regulations, no student may leave before 10:00am in a morning session or before 2:30pm in an afternoon session. Any student who leaves before these times must be reported to the relevant exam board for malpractice.

Supervision during your exams

The exams are supervised by our team of experienced Invigilators. The Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.

Students must listen to and follow instructions from the invigilators at all times.

Exam room conditions

Students should assemble outside your exam room 10 minutes before the beginning of the exam. Students are under exam room conditions from the moment you enter the exam room until you are given permission to leave by the Invigilator. This means, among other things, that you must not communicate with or disturb other candidates from the moment you enter the exam room until you leave. It is JCQ rule that we report any candidate breaching this rule to the relevant exam board for malpractice.

The JCQ Warning to Candidate Poster and unauthorised items poster sets out the rules and procedures that must be followed in the exam room. A copy of these posters will be displayed outside each exam room but you must make sure that you have read and understood them prior to starting your exams;

[JCQ Unauthorised Items poster](#) (Appendix 7)

[JCQ Warning to candidates poster](#) (Appendix 8)

Each exam room will also display the following information; the Centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam.

You must only complete the front of your answer booklet, with your legal name, candidate number, signature, etc. when instructed to do so during the Invigilator announcement. You must not open the question booklet until the exam begins. Please raise your hand if you need additional sheets or booklets or if you have a question.

Where you will sit in the exam room

Students are seated according to the seating plan created by the Exams Officer. A copy of the seating plan is displayed at the back of the Sports Hall during the Exam period. Students must be seated in candidate number order except for students with access arrangements, who may be seated in a different area of the Sports Hall or in a different room. Candidate number order is not necessarily alphabetical order.

You will be informed of your exam room and desk number prior to your exams. If you cannot find your desk, check your timetable for your seat number or ask the Invigilator.

How your identity is confirmed in the exam room

A member of the SLT will be present at the start of the exam to assist in identifying candidates. Your desk will have a card on it displaying amongst other things, your photograph, which will be used by the Invigilator at the start of each exam to verify your identity. Invigilators will also have a folder containing photographs of all the students sitting an exam.

What equipment you need to bring to your exams

Students should bring writing equipment, coloured pens, erasers, etc. in a transparent plastic bag or pencil case. Non-transparent cases will not be permitted. Permanent black pens must be used. Gel pens or highlighters are not permitted on answer booklets, although they may be used on the question paper itself. Please read the following JCQ poster which can also be found on the College website and in the Appendix; [JCQ Preparing to sit your exams](#) (Appendix 9)

Using calculators

You must be aware of the JCQ rules regarding the use of calculators, which can be found here and on the College website: [JCQ Using Calculators in Written Exams](#)

The instructions on the exam paper will say if calculators are not allowed or if they are expected to be used in an exam. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates. Where calculators are allowed, candidates are responsible for ensuring that their calculators meet the JCQ regulations. The use, or attempted use of calculators with unauthorised facilities will be regarded as malpractice.

What you must not bring into the exam room

You are not allowed to bring in any electronic smart device or watches into an exam. Other items that should not be brought into the exam room include; Tipex or correction pens (Students should cross through work they do not wish to be marked) Notes, papers, texts, books, and lucky mascots.

Food and drink in exam rooms

Students may bring still water in a small, transparent bottle with no label or writing on it

into the exam room. Squash is not permitted. Food is not permitted in the exam room unless prior consent has been obtained from the Exams Officer and this will only be given in exceptional circumstances.

What you should wear for your exams

The College's published rules on acceptable uniform apply at all times. All students know the rules and it is their responsibility to ensure they observe them.

Where your personal belongings will be stored during your exam

Bags and coats must be left at the back of the Sports Hall. For other exam rooms, the Invigilator will indicate where your coats and bags are to be stored. We encourage you to leave mobile phones with your Form Tutor who can lock them away securely for the duration of your exam. If this is not possible, mobile phones must be switched off and left in your bag at the back of the Sports Hall.

Any student found with a mobile phone in their possession will be reported to the appropriate Exam Board, irrespective of whether it is switched on or off. Possession of a mobile phone is a serious offence and could result in you being disqualified for that paper and possibly the whole examination series. Please note that having a mobile phone which goes off in the Exam Room (even if it is in your bag at the back of the Sports Hall) will also be considered malpractice and will need to be reported to the appropriate Exam Board.

What to do if you arrive late for your exam

If you have got the timings of an exam wrong, or are late for whatever reason, and have missed the start time of your exam, you must telephone the school immediately and get a message to the Exam Officer. You must then try to get into College as soon as possible.

As soon as you are aware that you are going to be late, you also need to hand your mobile phone to somebody else for safekeeping.

Once you get to College, exam conditions can begin and you will be taken to the Exam Room where you will be given the opportunity to sit the exam. Please note that students who arrive after 10am for a morning exam and 2.30pm for an afternoon exam are considered as being "very late" by the exam boards and it is likely that your paper will not be marked. However, if we can establish that you did not have access to your mobile phone this might be considered more favorably by the exam board.

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

If you are unwell and unable to attend the exam, ask your parent/carer to tell the exams

officer or attendance officer. It is helpful if you can speak to your GP on the day of your exam and obtain a letter stating the nature of your illness and how it has affected your ability to sit the exam.

If you feel unwell during the exam, put your hand up. If you need a short break, you will be escorted out and you will be able to return. If you leave the exam alone, you will not be allowed to return.

Special Consideration

If you feel your illness has affected your performance, then the Exams Officer may be able to apply to the Exams Board for special consideration. Please let an Invigilator know at the start of the Exam and come to see the Exams Officer at the earliest opportunity after the exam. Try to obtain evidence such as a doctor's certificate.

Any illness, or family circumstance, which may affect examination performance, arising shortly before or during the exams, should be notified as soon as possible to the Exams Officer so that an application for special consideration can be made to the Exam Boards.

Special consideration is not granted for long-term illness or disability. Any such illness or disability should be brought to the attention of Ms. Guise, our Access Arrangements Co-Ordinator, as soon as possible so that reasonable adjustments/access arrangements can be considered.

What happens if you have an unauthorised absence from your exam

A student who does not attend an exam and does not present a doctor's note, or a satisfactory reason for a special consideration request, will receive a grade based only on those elements of the exams which have been taken (provided the acceptable percentage of work has been completed for that course)

Please note that if you are absent from your exam without a good reason you will be charged the exam entry fee.

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

In case of an emergency, please follow the directions of the invigilator. If you need to leave the exam room, do not speak to anyone as you are still under exam conditions. The evacuation assembly point is the usual year 11 assembly point by the bus bays.

Candidates with access arrangements/reasonable adjustments

If you are identified as qualifying for an access arrangement, an online application will be made on your behalf for the relevant arrangement. This may include having a reader, scribe, prompter or practical assistant. A body of evidence will be kept to monitor the necessity of or need to change the access arrangement.

If you are unhappy with the exam arrangements

If there is a problem in the exam room (e.g. a noise disturbance), please tell the Invigilator immediately. We can only apply for special consideration on your behalf if we know about the issue as it arises or at the very latest before you leave the exam room.

Results

GCSE Results Day is Thursday 20th August 2026. Results will normally be available for collection from 10am, and you will need to go to the Main Hall to collect them. However, timings may change, so please refer to the latest results information sent out nearer the day.

If you want a relative or friend to collect your results, you must inform the exam officer by email (khickman@blessededward.co.uk) before the end of the Summer term. Your relative or friend will then need to bring some form of ID into College when collecting your results.

If you cannot collect your results (because you are on holiday for example) then it is possible in some circumstances to have your results emailed to you. If you want your results to be emailed to you, then please email your request from your **College email account** to khickman@blessededward.co.uk before the end of the Summer term. There is an administrative fee for this service of £5.00.

Payments should be made by cash or via bank transfer BEFORE the end of the Summer term. (Blessed Edward Oldcorne Catholic College; Lloyds Bank; SC 30-99-90; AN 10048462) Late requests/payments will not be accepted.

When making your request, please give details in the email as to why you are unable to collect your results -i.e. pre booked family holiday. Please note that the College is not able to send emails abroad to your COLLEGE email account and if you are holidaying abroad you will need to provide an alternative email address which should be set out in your email. If you wish your results to be emailed to you, emails will not be sent out confirming results until around 11.am.

Please note that the UK government piloted a new digital system for delivering GCSE results via an app in Summer 25 so the above may be subject to change depending on government decisions and future updates from the Department for Education (DfE), Ofqual, and/or JCQ.

Exam Boards do not permit results to be given over the phone for security reasons.

Post-results services

If you are concerned about an examination result, it is important that you discuss your concerns with your subject teacher or a member of SLT as soon as possible, preferably on results day. There may be a number of options open to you but it is important to be aware that grade protection does not apply to post review services. This means that for each service your mark and subject grade may be lowered, confirmed or raised as a result of the review.

If you are close to the grade boundary, then your Head of Department may suggest to you that we make an Access to Scripts (ATS) request. This enables us to obtain a copy of your marked exam paper(s) that your Head of Department can then review to determine whether there are reasonable grounds to believe that there has been a marking error.

If there are reasonable grounds to believe that there has been a marking error, then depending on the suspected error, you may be advised to proceed with one or the following post results services;

Service 1: Clerical Re-check A clerical re-check makes sure that all the pages in your exam paper were marked, that all the marks were counted and that the result matches the mark on your paper. You can request these services for individual units or components. You can only request a clerical check once for each paper. You can request a photocopy of your checked script usually for an additional fee.

Service 2: Review of Marking A post-results review of marking is carried out to ensure that the agreed mark scheme has been correctly applied, and includes the clerical check in a Service 1. Please note this is not a re-marking of your paper. A second examiner will review your paper to identify genuine marking errors or unreasonable marking. You can request a review of marking for individual units or components.

You can also request a photocopy of your checked script usually for an additional fee.

As there is no grade protection with post results services, it is YOUR decision whether to request a review of marking/clerical re-check. Your request must be made in writing and accompanied with a consent form confirming that you understand the risk.

Fees are applicable for all post results services and these vary according to the Exam board used. Unless there are exceptional circumstances, fees must be paid for by the Candidate. Details of the fees will be found on the College website when they are published. Please note

that fees are per paper, not per subject. We require payment in full before any enquiries can be processed. If an enquiry results in a change in an overall grade then the board's fee for that enquiry is waived and thus you will receive a refund for the full amount.

Please note that any correspondence regarding your results will be sent to you via email to your COLLEGE email account so please remember to regularly check your account if you have any concerns or queries relating to your results. Your college email account will be kept active specifically for this purpose.

Obtaining your examination scripts

It is open to you to obtain copies of your examination scripts even if you do not have any concerns about your result. However, in this instance, there is an administrative fee of £5.00 per paper. Requests should be made via your college email account to the Exams Officer at khickman@blessededward.co.uk within 5 working days of the start of the Autumn term. Payments should be made via bank transfer and also within 5 working days of the start of the Autumn term. (Blessed Edward Oldcorne Catholic College; Lloyds Bank; SC 30-99-90; AN 10048462) Late requests/payments will not be accepted.

Certificates

Certificates for the Summer series will be handed out at our annual Presentation Evening which usually takes place in November. After Presentation Evening, your certificates will be available for collection from Front Reception.

If you are unable to collect your certificates yourself, you will need to provide written authorisation that you wish somebody else to collect them on your behalf. You can email your written authorisation to khickman@blessededward.co.uk stating the name of the person you wish to nominate to collect your certificates. Please ask your nominated person to bring a form of photographic identification with them so that their identity can be verified when collecting your certificates.

Any unclaimed certificates will be kept for 5 years after which they will be securely destroyed. After this time, you will need to contact the Awarding Bodies directly who will issue you with a 'certifying statement of results'. There will be a fee for this service so please try to collect your certificates as it is very likely that you will need them at some point in the future.

Internal appeals procedure – Coursework/NEA

Your teacher will tell you the mark you have been given for your coursework/NEA and if

you are unhappy with the mark, you receive you can appeal. The appeal must be made within 5 days of receiving the mark and must be in writing. Details of how to appeal are available from the Exams Office and a copy of the policy is on the College website.

Complaints policy

If you have a problem or complaint, tell the invigilator about the problem before you leave the exam venue. Usually, a concern can be resolved straight away by sharing it with a member of staff. If it cannot be resolved and you wish to raise a complaint, then please follow our complaints policy on the school website

Support and Further Guidance

It is hoped that this handbook has helped you feel more informed about the exam process. If you have any further questions, please speak to Mrs Hickman. Exams can be a stressful time, but you are not alone—staff are available to support you, so please ask if you need help.



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





AI and Assessments

A quick guide for students



What is AI?

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



How can AI be misused in assessments?

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

THIS IS CHEATING!



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



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

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

DON'T RISK IT!



REMEMBER
Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly

Appendix 3



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Appendix 4



Information for candidates

Coursework assessments

Effective from 1 September 2025

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 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.

Appendix 5



Information for candidates

Non-examination assessments

Effective from 1 September 2025

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 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.

Appendix 6



Information for candidates

Written examinations

With effect from 1 September 2025

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, 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.



AQA

City & Guilds

CCEA

NCFE

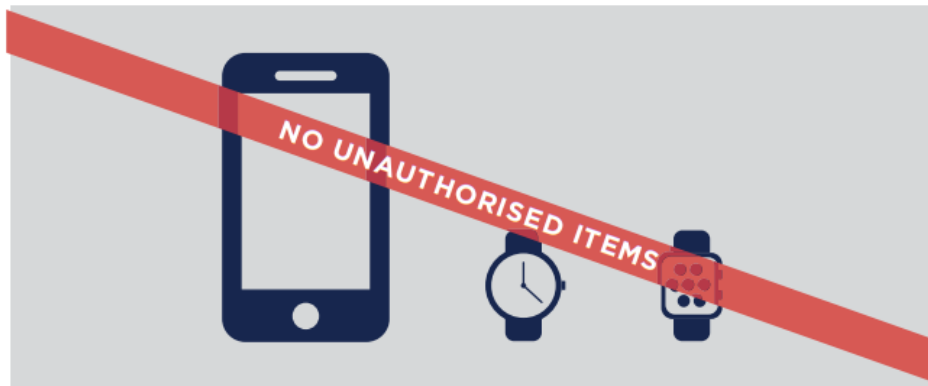
OCR

Pearson

WJEC

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.

Appendix 8

Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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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.

Appendix 9



On your exam day

This checklist will help make sure you are as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure:

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

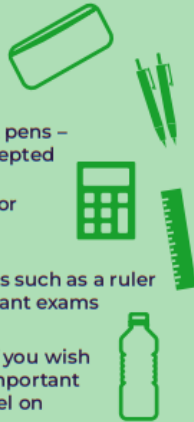
What you cannot take into the exam:

- ☐ Any type of phone
- ☐ Revision notes
- ☐ Any type of watch (this includes analogue, digital and smart watches)



What you will need:

- ☐ A clear pencil case
- ☐ At least two black ink pens – blue pens are not accepted
- ☐ 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 is important it does not have a label on



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
- ☐ Fill in your details on the front of your exam paper
- ☐ If you need additional answer sheets, please raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet as well
- ☐ If you need to use the toilet or feel unwell, please raise your hand and wait for an invigilator who will escort you from the examination room if possible
- ☐ Make sure you stay silent – talking to a fellow student could result in disqualification from all your exams

If you have any questions about the format on the day, please 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