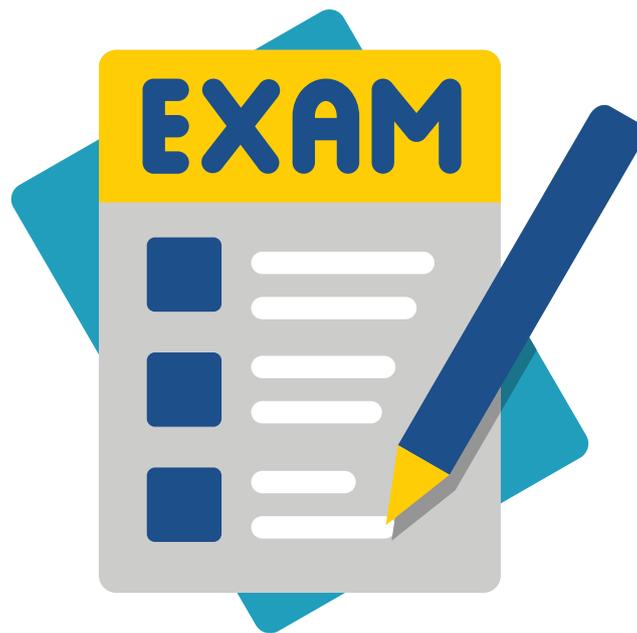




COLLEGE



***Examination
Information
for
Students and Parent/Carers
2025-26***

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Exam Timetable – Summer 25/26

Date	Exam Board	Exam Code	Subject	Start Time	Length
01 May 2026	Pearson	BTT03/01	Travel & Tourism	1:30PM	2h
05 May 2026	Pearson	BHS03/01	Health and Social Care	9:00AM	2h
07 May 2026	Pearson	1TU0 1H	Turkish Listening (Y10)	9:00AM	45m
07 May 2026	Pearson	1TU0 3H	Turkish Reading (Y10)	9:00AM	1h 05m
08 May 2026	Pearson	1DR0 03	Drama	1:30PM	1h 45m
11 May 2026	AQA	8702/1	English Literature	9:00AM	1h 45m
11 May 2026	OCR	J204/01	Business	1:30PM	1h 30m
12 May 2026	AQA	8062/ 13 & 15	Religious Studies A	9:00AM	1h 45m
12 May 2026	AQA	8461/1F and 1H	Biology	1:30PM	1h 45m
12 May 2026	AQA	8464/B/1F and 1H	Combined Science: Trilogy	1:30PM	1h 15m
13 May 2026	AQA	8035/1	Geography	9:00AM	1h 30m
13 May 2026	OCR	J277/01	Computer Science	1:30PM	1h 30m
14 May 2026	Pearson	1MA1 1F and 1H	Mathematics	9:00AM	1h 30m
15 May 2026	Pearson	1HI0 11	History	9:00AM	1h 20m
18 May 2026	AQA	8462/1F and 1H	Chemistry	9:00AM	1h 45m
18 May 2026	AQA	8464/C/1F and 1H	Combined Science: Trilogy	9:00AM	1h 15m
18 May 2026	OCR	J200/01	Media Studies	1:30PM	1h 45m
18 May 2026	AQA	8648/LH	Urdu Listening (Y10)	1:30PM	45m
18 May 2026	AQA	8648/RH	Urdu Reading (Y10)	1:30PM	1h
19 May 2026	AQA	8702/2	English Literature	9:00AM	2h 15m
19 May 2026	OCR	J277/02	Computer Science	1:30PM	1h 30m
20 May 2026	AQA	8652/LF	French Listening	9:00AM	35m
20 May 2026	AQA	8652/LH	French Listening	9:00AM	45m
20 May 2026	AQA	8652/RF	French Reading	9:00AM	45m
20 May 2026	AQA	8652/RH	French Reading	9:00AM	1h
20 May 2026	AQA	8062/2A and 2B	Religious Studies A	1:30PM	1h 45m
21 May 2026	AQA	8700/1	English Language	9:00AM	1h 45m
21 May 2026	OCR	J204/02	Business	1:30PM	1h 30m
22 May 2026	Pearson	1PE0 01	Physical Education	9:00AM	1h 30m
22 May 2026	Pearson	1TU0 4H	Turkish Writing (Y10)	9:00AM	1h 25m

Date	Exam Board	Exam Code	Subject	Start Time	Length
01 June 2026	Pearson	1PE0 02	Physical Education	9:00AM	1h 15m
02 June 2026	AQA	8463/1F and 1H	Physics	9:00AM	1h 45m
02 June 2026	AQA	8464/P/1F and 1H	Combined Science: Trilogy	9:00AM	1h 15m
02 June 2026	Pearson	1ST0 1F and 1H	Statistics	1:30PM	1h 30m
02 June 2026	OCR	J200/02	Media Studies	1:30PM	1h 15m
02 June 2026	AQA	8688/LH	Polish Listening (Y10)	1:30PM	45m
02 June 2026	AQA	8688/RH	Polish Reading (Y10)	1:30PM	1h
02 June 2026	Pearson	1PG0 1H	Portuguese Listening (Y10)	1:30PM	45m
02 June 2026	Pearson	1PG0 3H	Portuguese Reading (Y10)	1:30PM	1h
02 June 2026	AQA	8648/WH	Urdu Writing (Y10)	1:30PM	1h 15m
03 June 2026	Pearson	1MA1 2F and 2H	Mathematics	9:00AM	1h 30m
03 June 2026	AQA	8035/2	Geography	1:30PM	1h 30m
04 June 2026	Pearson	1HI0 2N	History	9:00AM	1h 50m
04 June 2026	AQA	8652/WF	French Writing	1:30PM	1h
04 June 2026	AQA	8652/WH	French Writing	1:30PM	1h 10m
05 June 2026	AQA	8700/2	English Language	9:00AM	1h 45m
08 June 2026	AQA	8461/2F and 2H	Biology	9:00AM	1h 45m
08 June 2026	AQA	8464/B/2F and 2H	Combined Science: Trilogy	9:00AM	1h 15m
08 June 2026	OCR	R093/01	Creative iMedia	1:30PM	1h 30m
09 June 2026	AQA	8692/LF	Spanish Listening	9:00AM	35m
09 June 2026	AQA	8692/LH	Spanish Listening	9:00AM	45m
09 June 2026	AQA	8692/RF	Spanish Reading	9:00AM	45m
09 June 2026	AQA	8692/RH	Spanish Reading	9:00AM	1h
09 June 2026	Pearson	1HI0 31	History	1:30PM	1h 30m
10 June 2026	Pearson	1MA1 3F and 3H	Mathematics	9:00AM	1h 30m
11 June 2026	AQA	8035/3	Geography	9:00AM	1h 30m
12 June 2026	AQA	8462/2F and 2H	Chemistry	9:00AM	1h 45m
12 June 2026	AQA	8464/C/2F and 2H	Combined Science: Trilogy	9:00AM	1h 15m
12 June 2026	AQA	8688/WH	Polish Writing (Y10)	1:30PM	1h 15m
12 June 2026	Pearson	1PG0 4H	Portuguese Writing (Y10)	1:30PM	1h 20m
12 June 2026	Pearson	1ST0 2F and 2H	Statistics	1:30PM	1h 30m
12 June 2026	WJEC	5409UB0-1	Hospitality and Catering	1:30PM	1h 20m
15 June 2026	AQA	8463/2F and 2H	Physics	9:00AM	1h 45m
15 June 2026	AQA	8464/P/2F and 2H	Combined Science: Trilogy	9:00AM	1h 15m
16 June 2026	AQA	8692/WF	Spanish Writing	9:00AM	1h
16 June 2026	AQA	8692/WH	Spanish Writing	9:00AM	1h 10m

**All students must be available for exams up until and including the Contingency Day on
Wednesday 24 June 2026**



Joint Council for
Qualifications^{CIC}

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.



Joint Council for
Qualifications^{CIC}

Information for candidates

Non-examination assessments

Effective from 1 September 2025

Produced on behalf of:



©JCQ^{CIC} 2025

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.



Joint Council for
Qualifications^{CIC}

Information for candidates

On-screen tests

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 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.



Joint Council for
Qualifications^{CIC}

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

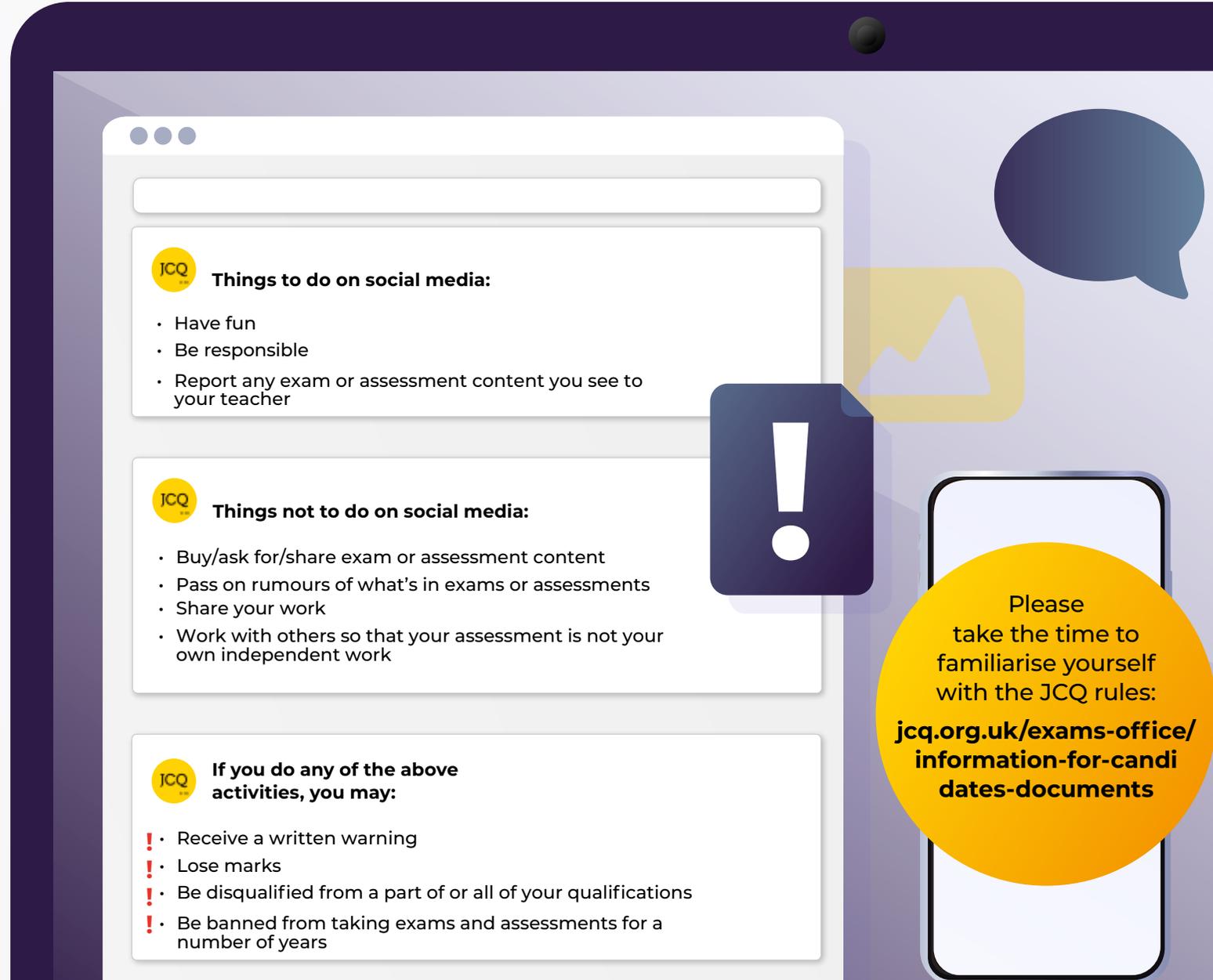
- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

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.

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:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

Warning to candidates



 Questions matter AQA	 City & Guilds	 Rewarding Learning CCEA	 NCFE	 Oxford Cambridge and RSA 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.

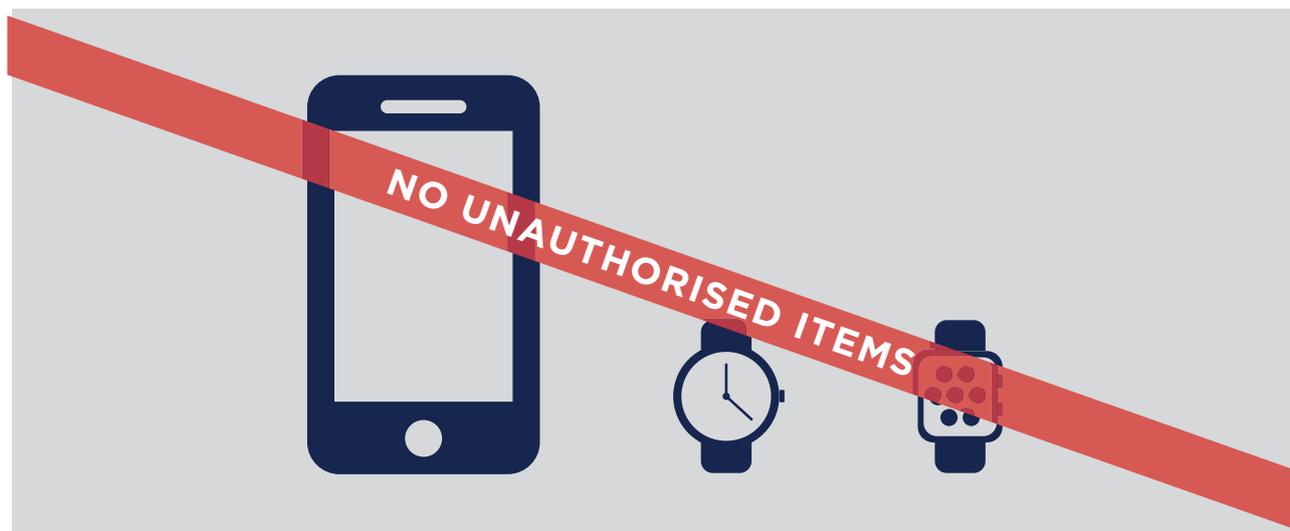
7

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.

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.





What is AI?

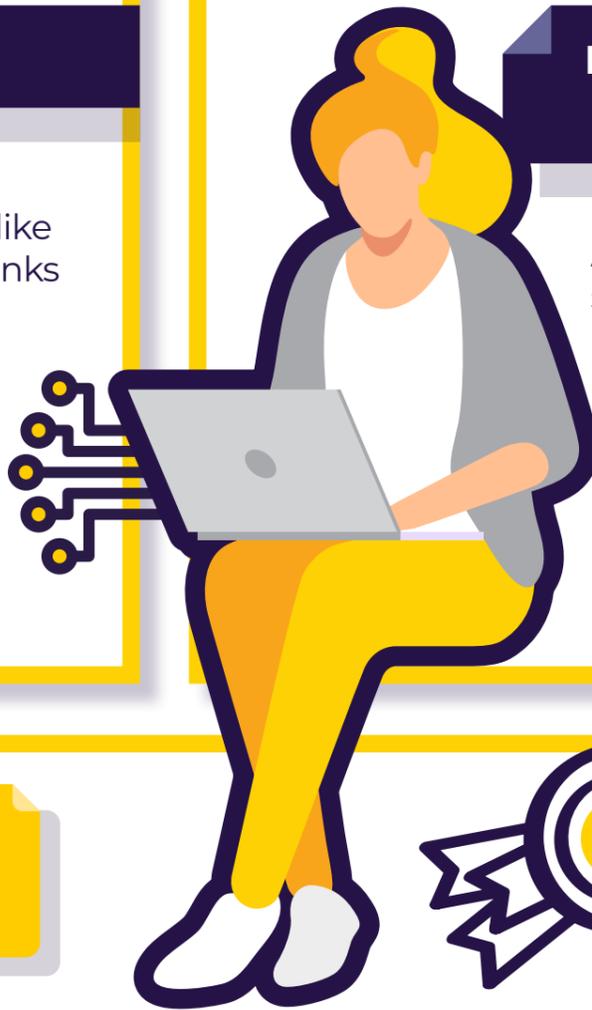
- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



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

Malpractice

Exams and assessments are about showing **your own work and effort**. Exam malpractice means **breaking exam rules**, either on purpose or by accident. This leaflet explains what it is and how to avoid it.

What is Exam Malpractice?

Exam malpractice is **anything that is not allowed in an exam or assessment** and gives an unfair advantage.

It can happen:

- Before an exam
- During an exam
- When doing coursework or homework

Examples of Exam Malpractice

You may be breaking the rules if you:

- Bring **notes, revision cards, or books** into the exam
- Have a **mobile phone, smartwatch, or headphones** with you
- **Copy** answers from another student
- Let another student **copy your work**
- **Talk, signal, or pass notes** during the exam
- Use the **internet or AI** to help with work that should be your own
- **Copy and paste** from a website without saying where it's from
- Get help from someone else with coursework when you are not allowed

Even if it was an accident, it can still count as malpractice.

Why Is This Important?

Exam rules help make things **fair for everyone**.

Breaking the rules can:

- Be unfair to other students
- Affect your results
- Cause problems for your future plans

What Could Happen If Rules Are Broken?

If exam malpractice happens, you could:

- Lose marks
- Get **zero marks** for the exam or piece of work
- Be **disqualified** from the subject

This can affect GCSE results and next steps like college or sixth form.

How to Stay Safe and Do the Right Thing

You can avoid problems by:

- Only bringing **what is allowed** into the exam
- Leaving phones and smart devices where you are told
- Doing **your own work** at all times
- Asking a teacher if you are **not sure what is allowed**
- Reading exam instructions carefully

If Something Goes Wrong

If you realise you have something you shouldn't:

- **Tell the invigilator straight away**

If you are unsure about homework or coursework:

- **Ask your teacher before you hand it in**

Remember

- Exams are about **honesty and effort**
- Asking for help is always better than guessing
- Following the rules helps protect **your results**

Do your best – the right way.

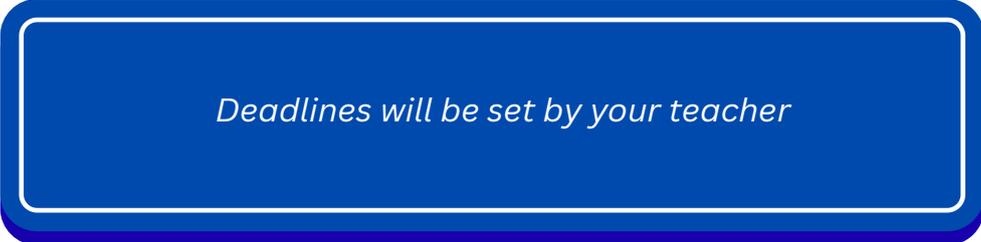
Coursework & Non-Exam Assessments (NEA)

Please read the information in the booklet on :

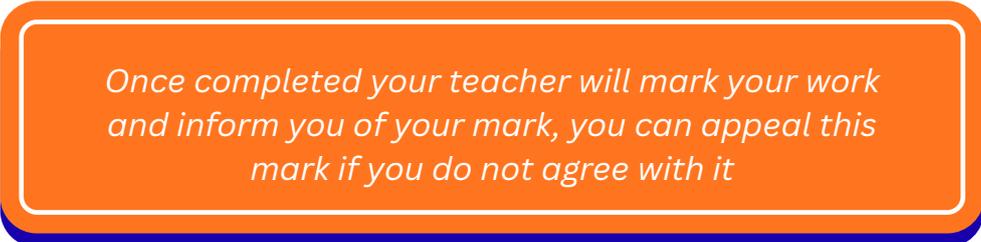
JCQ Information for Candidates - Coursework

JCQ Information for Candidates - Non-Examination Assessments

JCQ Information for Candidates - Social Media



Deadlines will be set by your teacher



Once completed your teacher will mark your work and inform you of your mark, you can appeal this mark if you do not agree with it



You have 7 days to make an appeal, you can do this by completing the form on the college website. Your work will be marked by a different teacher and you will be informed of the outcome

Important information

When will my exams be?

- The general exam timetable is included in this booklet.
- You will receive a personalised timetable in March.
- If you need a replacement copy of your timetable please see Miss Pinder or Ms Donnell in the Faculty Admin Office (room 228).
- All students should be available for exams up until **Wednesday 24 June** which is this years Contingency Day. This is a day set aside to hold an exam should any exam be cancelled due to a national crisis.

What will I be entered for?

- You will be given a Statement of Entry form which details the units that you have been entered for.
- Where you fail to attend an exam without a valid reason, the cost of a missed exam will be requested from your parents/carers.
- You must check all details on the Statement of Entry carefully, including your name and date of birth as these will be included on your certificates. If you need anything changing, please let us know.
- For exams, your legal names are always used. If you intend on making a deed poll change, please make sure you provide a copy of your certificate to college so we can make the changes and inform the exam board in advance of the start of the exams and certificates being printed.

Where will I take my exams?

- You will be sitting your exams in the Sports Hall.
- Students who receive additional support may be seated in an alternative room depending on the support they have been approved for.
- Rooms and seat numbers will be shown on your personalised timetable you receive just before the start of your exams.

What time will my exams start and finish?

- Morning exams will begin at **9:00am**
- Afternoon exams will begin at **1:30pm**
- You must be ready to start your exam **15 minutes before** the start times above.
- Please make sure you have any toilet breaks you need and have put your things in your locker before you arrive in the Atrium for your exam briefing.
- **Mobile phones, watches and other unauthorised items must not be brought to the exam room.**
- Once in your exam, you will remain in the room for the full length of the exam. This is school policy.
- If you are late to your exam, the exam board may not accept your script. **It is important that you are on time for all of your exams.**

What should I wear?

- Student must wear full normal college uniform for exams.
- Watches must be left in your locker before you arrive at your exam.
- Please make sure your pockets do not have any notes in them when you arrive at your exam room.

Where will I sit?

- Your personalised timetable will show your room and seat number. You will receive this nearer to the start of the exams.
- Seating plans will be displayed in the Atrium before the exam.
- Please make sure you know your seat number before you arrive at your exam room.
- There will be a card on the desk, please make sure this shows your information, if so, you will be in the correct seat.

Who will supervise during my exam?

- Exams will be supervised by a team of invigilators.
- Invigilators are there to make sure all exam regulations are met.
- If you need anything in your exam, please raise your hand and wait for an invigilator to come to you.

What can you bring to your exam

- **A black ball point pen, pencil, ruler and highlighter** will be on your desk to use during your exam. Please make sure these are left on the desk at the end of your exam.
- Pencil cases - must be see through if you are bringing one.
- Pens - must be **black ball point pen only** - this is because of how your paper will be marked when it is sent to the exam board.
- Calculators, maths sets, tracing paper will be placed on desks if they are allowed in your exam.
- Water bottles - **must be see through and free of labels**. We recommend using the sports cap style bottles to prevent spillages on your exam paper.
- **Mobile phones, watches, headphones/earbuds etc must be left in your locker**. Even if your mobile phone is switched off and you are found with one in an exam, it is malpractice and reportable to the exam board. The exam board will most likely decide to award you no marks for your paper.

What if I have two exams scheduled at the same time?

- The Exams Officer will plan for you to sit all of your exams. This will be communicated with you and your parents/carers before the exams begin in May.
- **Modern foreign language exams** - the listening and reading paper are scheduled in the same session. You will sit your listening paper first, followed by your reading paper straight after.
- **History and Religious Studies** - for one of the exam sessions, you will receive two papers on your desk. You will need to manage your own time to complete both papers in the session.

Arriving at your exam

- Enter in silence, quickly find your seat and wait for instruction from the invigilators.
- Check the card on the desk has your details on - if yes, you have the correct seat.
- Do a final check that you have no unauthorised items, including study notes in your pockets.
- Check you have everything you will need on your desk - if you are missing anything please let an invigilator know.
- Check the paper on the desk is what you expected, including the tier.
- Invigilators will go through the rules of the exam. please only complete the information on your paper when told to do so.
- Clocks will be in the room for you to manage your time.
- Start and finish times will be displayed at the front of the room.

During your exam

- Stationery will be available on your desk - if you need replacements please put your hand up and let the invigilator know.
- If you need assistance in your exam, please alert an invigilator by raising your hand.
- You **must not** try and communicate with or disturb any other student in the exam. This is malpractice and will be reported to the exam board. They may decide to award you no marks should this happen.
- If you have a toilet pass you will be able to leave the exam with the supervision of an invigilator. If you don't have a pass you may have to wait until an invigilator is available to take you.
- If you feel **unwell** - please raise your hand and let an invigilator know.
- **You must not leave the room unless you are supervised by an invigilator or member of staff. Leaving without supervision will mean you aren't allowed back into the room and your exam paper will be sent off as you left it.**
- If you finish your exam before the end of the exam, use the time to check through your paper. Remember - Spelling, punctuation and grammar can give you extra marks in exams for some subjects.
- Please do not graffiti your exam paper - this is classed as malpractice and you may have your marks removed for the paper.

If you are late

A student who arrives after the start of the exam may be allowed to enter the exam room and sit the exam. This is entirely at the discretion of Shuttleworth College.

- *If you arrive late and are allowed to sit the exam, report to the exam room immediately.*
- *Make sure you pass any unauthorised items to an invigilator as soon as you arrive.*
- *The invigilator will get you started with your exam as soon as possible.*
- *You will be given the full amount of time for your exam. The invigilator will note down your start and finish times for you.*
- *If you arrive after 10am for a morning exam or after 2pm for an afternoon exam you will be classed as a **very late student**. We have to report this to the exam board who will make a decision whether they mark your paper or not.*
- *If you arrive after an exam has finished, you will not be allowed to sit the exam and you will be marked as being absent.*
- **Modern Foreign Language listening exams** have a piece of audio played during the exam which you will have to answer the questions from. Therefore it's important you arrive on time for these exams.
- **Media Studies exams** may have a piece of TV or film played before the exam so you can answer questions in your exam paper using the clip. Therefore, it's important you arrive on time for these exams.

If you are unwell

- *If you are feeling unwell and are unable to attend your exam, you will need to provide medical evidence. This could be a note from your GP or you can complete a self-certification form which is available from the Exams Officer. This information is required so we can complete a special consideration application to the exam board.*
- *If you are feeling unwell, but could complete your exam, invigilators can be informed and arrangements can be made for you to go home following the exam.*

Unauthorised absence

- *If you fail to attend your exam without a valid reason, a request for the exam fee will be made to your parents/carers.*
- *Exam boards will be notified that you didn't attend the exam and your final grade will reflect your absence.*

Emergency evacuations

Fire alarm

- *If you are in the Sports Hall, please follow the instructions of the invigilators and only evacuate if the Exams Officer confirms to do so.*
- ***If you are in any other room for your exam please evacuate immediately.***
- *If evacuating, leave via the fire doors and make your way to the MUGA.*
- *Please try and remain in silence and try to keep your distance from other students.*
- ***Exam conditions need to be observed, even in an evacuation.*** *Invigilators will supervise you.*
- *Once safe to do so, you will return to the exam room to carry on with the rest of your exam. Invigilators will make sure you have the full amount of time to complete your exam.*

Terror threat

- *Everyone must evacuate and meet at 'Muster Point B' as when you are not in an exam.*
- *Once safe to do so, you will return to the exam room to carry on with the rest of your exam. Invigilators will make sure you have the full amount of time to complete your exam.*

Lock down

- *Please follow normal procedure and remain in the room you are in.*
- *Once safe to do so, you will return to the exam room to carry on with the rest of your exam. Invigilators will make sure you have the full amount of time to complete your exam.*

If your exam is interrupted due to an emergency evacuation, it will be reported to the exam board for special consideration.

Access Arrangements

If you require support in your exam, Mrs Dyer and Mrs Miller will have made arrangements for you to be approved to use them.

25% Extra Time

- *If you have been tested and have been approved for this arrangement you will be able to take your extra time at the end of the exam.*
- *Invigilators will check with you during each exam to see if you would like to make use of the extra time available to you and you can continue to work when the other students have been dismissed.*
- *Your finish time with the extra time will be displayed on the boards at the front of the room.*

Additional equipment & coloured papers

If you have been approved to use one of the following, you will have the equipment available for you on your desk

- *Angled writing board*
- *Coloured overlay*
- *Coloured paper*
- *Grip pen*
- *Reading Pen*

Please leave these on your desk at the end of the exam and invigilators will look after them until your next exam.

Laptops

If you have been approved to use a laptop in your exam

- *You will be seated at the back of the room with a laptop on your desk*
- *You will be given a normal exam paper and also have a laptop*
- *If you would prefer to complete the normal paper, you can do so.*
- *If you need to complete some in the paper and some on the laptop, you can do so.*
- *Please complete the details on both the front of the paper and in the software.*
- *The details you enter into the software create a file name for your work to be saved so it can be printed at the end of your exam.*
- *Once the exam ends, an invigilator will print off your work.*
- *You will need to check all pages are printed and sign the document to confirm you are happy for the paper to be sent.*
- *Put the work into the exam paper and pass it to an invigilator.*

Supervised rest breaks

If you are approved to use a supervised rest break in your exam and wish to make use of the arrangement please raise your hand and an invigilator will take you out of the exam room. A supervised rest break will last approximately 5 minutes.

***Please note - access arrangements cannot be requested by parents/carers.
Testing within school determines the need for access arrangements.***

Results Day

Thursday 20 August 2026 - 9:00am - 12:00 noon

If you are unable to collect your results due to being on holiday or in work and you would like to receive them by email. Please contact the Exams Officer.

Appeals

- *Staff will be available in school for you to speak to on Results Day. If you are unhappy with your results, please speak to your teacher, Curriculum Leader or member of SLT.*
- *An appeal can be processed for a review of marking which means that your exam paper will be reviewed to see if marking has been correctly applied. However, you should speak to staff before requesting an appeal to see how many marks away from the next grade you may be.*
- ***It is important to understand that when a review of marking takes place, your marks could go up, stay the same, or even go down. Meaning your final grade may change.***
- *If college request an appeal on your behalf, college will pay for the appeal.*
- *If you request an appeal, you will need to pay for the appeal. The Exams Officer will be able to let you know the cost and payment details.*
- *You will need to sign a consent form before an appeal can be made. Consent forms are usually sent out via email so they can be signed electronically. Please check any emails you receive from school.*
- *You will be notified of the outcome as soon as we receive it.*
- *Please note that any discussions about results or appeals outcomes can only be communicated with you (the student) due to GDPR. Consent forms must only be signed by you (the student). The results belong to you, so it is your permission we need to make the appeal.*

Certificates

- *You will be informed when your certificates are ready for collection from college.*
- *Your certificates will be in your legal names, not preferred names.*
- *We are only required to keep your certificates for **one year** after they have been issued, so it is important you collect them.*
- ***Please keep your certificates safe once you have collected them, replacements can only be applied for via the exam board directly and can cost approximately £50 each to replace.***

Useful contacts

Miss K Lightfoot

Acting Headteacher

KLightfoot@shuttleworth.lancs.sch.uk

Miss A Bates

Deputy Headteacher

ABates@shuttleworth.lancs.sch.uk

Miss M Pinder

Examinations & Data Manager

Office - room 228

MPinder@shuttleworth.lancs.sch.uk

Ms L Donnell

Office - room 228

Examinations Assistant/Business Support Officer

LDonnell@shuttleworth.lancs.sch.uk

Mrs N Dyer

SEND Lead for Y11

NDyer@shuttleworth.lancs.sch.uk