



Examination Information Booklet



2025 to 2026

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Introduction

Colchester County High School for Girls is committed to ensuring that candidates are fully briefed on the Examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Public Examinations GCSE and GCE commence Thursday 7 May 2026 and finish on Tuesday 23 June 2026. Candidates must remain available until Wednesday 24 June 2026 should an awarding body need to invoke its contingency plan.

Purpose of this handbook

This Information Booklet is

- To introduce key people and contacts
 - Mrs L Pye - Data & Examinations Manager
 - Mrs S Hughes - Head of Sixth Form
 - Mrs K Daniels - Head of Year 10 and 11
 - Mr K Kidby – SENCo

- To ensure candidates are provided with all relevant information about their Examinations and assessments in advance of any Examinations/assessments being taken

- To ensure copies of relevant JCQ information for candidate's documents and Examination room posters are provided in advance of any Examinations/ assessments being taken

- To inform candidates about malpractice in examinations/assessments

- To inform candidates about the use of their personal data and copyright

- To answer questions candidates may have
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any Examinations-related policies/procedures that they need to be made aware of.

For further information on the conduct of examinations please see our Examinations Policy No. 50 available on our website.

Examination Day Infographic



On your exam day

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

Before sitting your exams, ensure you know:

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

What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are **not acceptable**
- an approved calculator for relevant exams
- appropriate 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

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.

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)

Other important information:

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

If you have any questions about your exams, 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

EFFECTIVE FROM 1 SEPTEMBER 2025

Centre Assessed Marks (GCE and GCSE Non-Examination Assessments (NEA) and Project Qualifications)

Non examination assessments (NEA) are any type of assessment that is not:

- set by an awarding body.
- designed to be taken simultaneously by all relevant candidates at a time determined by the awarding body; and
- taken under conditions specified by the awarding body (including conditions relating to the supervision of candidates during the assessment and the duration of the assessment)

‘NEA’ therefore includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times across centres are classified as ‘NEA’.

Please see the relevant JCQ information for candidates’ documents - non-examination assessments, social media. These can be found at the end of this book or at www.cchsg.com / The School / Exam Administration / Information for Candidates Summer Series 2026.

Colchester County High School for Girls is committed to ensuring that whenever its staff mark candidates’ work this is done fairly, consistently and in accordance with the awarding body’s specification and subject-specific associated documents.

Candidates’ work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Colchester County High School for Girls is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body.

Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Colchester County High School for Girls will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Colchester County High School for Girls will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Colchester County High School for Girls will, having received a request for copies of materials, promptly make them available to the candidate.
4. Colchester County High School for Girls will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. The request for a review **must** be made in by completing the internal appeals form obtained from the Examinations Officer which must be returned to the Examinations Officer by the deadline published to parents and students in the year that the GCE or GCSE non-examined assessment was assessed. The deadline for the request for a review for the Level 2 and Level 3 projects will be in accordance with the published programme in the academic year the assessment was completed. Requests will not be accepted after these deadlines. A fee will be levied by the school in line with the charge made by the awarding bodies for a review of marking of the other components.
6. Colchester County High School for Girls will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.

7. Colchester County High School for Girls will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Colchester County High School for Girls will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Colchester County High School for Girls will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

After a candidates' work has been internal assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of the school and is not covered by this procedure.

Written timetabled Examinations

- All candidates to check their personal details and Examination entries are correct. A signed copy should have been returned to the Examinations Office with a copy retained for the candidate.
- If any of the information is incorrect you should inform Mrs Pye immediately.
- Candidate Examination timetables have been issued. Please check carefully the start times of each of your examinations.
- The JCQ information for candidates documents – written examinations, social media are available in the Appendix Section. The documents are also

available at www.cchsg.com /The School / Exam Administration / Information for Candidates Summer Series 2026.

- Examination room posters – Warning to candidates, Unauthorised items are available at Appendix 6 & 7 and also at www.cchsg.com / The School / Exam Administration / Information for Candidates Summer Series 2026.

Contingency day - Summer 2026

The qualification regulators, JCQ and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information would ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

Candidates must be available up until 24 June 2026 should an awarding body need to invoke its contingency plan. The JCQ contingency date is Wednesday 24 June 2026 (all day).

What to do if you identify you have two or more Examination papers timetabled at the same time (a timetable clash)

Two Examinations for same session three hours or less

- For candidates who are taking two or more examinations in a timetabled session that total three hours or less the centre may decide the order within the timetabled session in which to conduct the examination. Candidates may be given a supervised break of no more than 20 minutes between papers in a session.
- These must be conducted in the examination room under formal examination conditions at all times. This means that candidates cannot use this time to revise.

Two or more Examinations for same session greater than three hours

- If candidates are taking two or more examinations timetabled for the same session and the total time is more than three hours including approved extra time allowances and/or supervised rest breaks, the centre may conduct one examination in a later or earlier session within the same day.
- The centre may determine the examination which is to be conducted in a later or earlier session within the same day. Candidates must be supervised. 'Centre supervision' means that a member of centre staff, or an invigilator, will always be in the same room as the candidate(s). Candidates may revise using their own resources whilst under centre supervision between examinations but must not:
 - a) be in possession of an electronic communication/storage device or have access to the internet.
 - b) have contact with any candidate who has sat the examination.
 - c) be coached by a member of centre staff.

If you are in isolation due to an examination clash you must bring enough food and drink as you will be under examination conditions throughout the day. Mobile phones, watches, iPod, MP3/4 player, fitness trackers, electronic communication or storage devices and items with a digital capture facility must not be brought into the room used for isolation.

Where you will take your Examinations

The Examinations will primarily be taking place in the Sports Hall, Hall and H2, H3 & H4. Your individual timetable will show the room you have been allocated for each examination.

What time your Examinations will start and finish

- Morning examinations start at **9:00** and
- Afternoon examinations start at **13:30**

Please register in the Gym 15 minutes prior to your Examination.

- Exact timings of each examination are shown on your individual timetable.
- It is your responsibility to check when your individual examination starts.

Supervision during your Examinations

Examinations are supervised by a team of invigilators. The invigilators are the people who are responsible for conducting a particular examination session in the presence of the candidates. Invigilators must follow the JCQ regulations when conducting examinations. They have a key role in upholding the integrity of the external examinations process.

Examination room conditions

Candidates will line up in their allocated rows. Mrs Hughes / Mrs Daniels will take the register and ask the candidates to begin to walk across to the examination venue. An Invigilator or Examinations staff will greet the candidates and assist candidates to the appropriate seats.

- Candidates are under formal Examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave.
- Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body.
- Candidates must listen carefully to instructions and notices read out by the Invigilators – there may be amendments to the examination paper that you need to know about. Check that you have the correct question paper;

check the subject and tier level. If you do not have the correct paper, inform an invigilator immediately.

- Once the examination has finished candidates must hand in their script, including their question paper and any other examination material before they leave the examination room.
- Candidates will only be granted permission to leave the examination venue in exceptional circumstances and will not be permitted to leave the examination room during the last 15 minutes of the examination or whilst papers are being collected.
- At the discretion of the Centre, a 5-minute warning to candidates will be given in the examination room before the end of the examination.
- The following information will be displayed in the Examination Room
 - The Centre Number
 - Subject title
 - Paper Number
 - Actual starting and Finishing times
 - Date of Examination
- Any relevant information relating to the completion of the front of your answer books such as first name, surname, candidate number etc **must not** be completed until instructed to do so by the invigilator. Candidates must not open the question paper until the examination begins.
- If any additional answer sheets/answer books are required, please raise your hand and an invigilator will come to see you. Please ensure that you add your candidate name, number and centre number to any additional answer sheet/book(s) as soon as you receive them. Please also ensure that the additional sheets/answer books are numbered.

Where you will sit in the Examination room

Candidates who sit their Examinations in the Sports Hall will be seated mainly in candidate number order with a few minor exceptions. The room and seat number will be on your individual Examination Timetable.

How your identity is confirmed in the Examination room

Candidates will line up in the Gym in candidate number order to enable the Year Leader to verify the candidate's identity when taking the register 15 minutes prior to the examination. Students in Year 13 must wear their CCHSG lanyards.

Please see our Examinations Policy No. 50 available on our website at www.cchsg.com / The School / School Policies

What equipment you need to bring to your Examinations



For the purposes of your examinations, it is advisable for you to put together an examination “**pencil case**”, this should be clear, colourless, plastic and contain all the equipment you are likely to need for all of your examinations.

Write in **Black** pen. Do not use gel pens or correcting fluid. It is your responsibility to ensure you have the necessary equipment with you for your examination as you may not borrow from other candidates and only limited supplies are held by the invigilators.

Only authorised equipment will be allowed. Only take into the Examination room the pens, pencils, erasers and any other equipment which you need for the Examination.

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your examinations:

- Candidates may use a calculator in the examination unless prohibited by the awarding body's specification.
- The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.
- Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- Candidates should also ensure that the calculator is on the correct setting whilst in use.

Calculators must be:

- Of a size suitable for use on the desk
- Either battery or solar powered
- Free of lids, cases and covers which have printed instructions or formulae

Calculators must not:

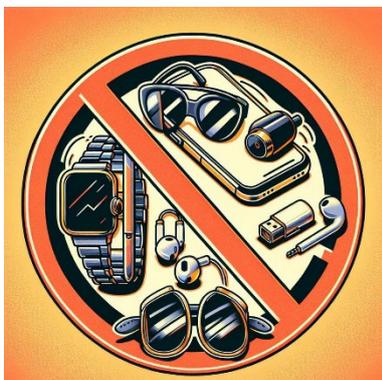
- **Be designed or adapted to offer any of these facilities:**

- Language translator
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other machines or the internet
- **Be borrowed from another candidate during an examination for any reason**
- **Have retrievable information stored in them – this includes**
 - Databanks
 - Dictionaries
 - Mathematical formulae
 - Text

The candidate is responsible for the following when using a calculator

- The calculator's power supply
- The calculator's working condition
- Clearing anything stored in the calculator
- **An invigilator may give a candidate a replacement calculator.**

What you should not bring into the Examination room



Mobile phones, watches, iPods, earphones/earbuds, MP3/4 player, fitness trackers, smart glasses, electronic communication or storage devices and items with a digital capture facility must not be brought into the examination room.

Possession of any of these items during an examination **must** be reported to the relevant awarding body and is likely to result in disqualification.

Food and drink in Examination rooms

Only water in a clear, colourless, plain, plastic bottle with no labels and logos may be taken in the examination room. Lollipops and chocolates are not allowed. You may have a small quantity of energy sweets, without wrappers, in a clear plastic bag.



What you should wear for your Examinations

- **Year 13:** Sixth Form dress code must be worn. Coats are not allowed in the examination room.
- **Year 10 & 11:** School uniform must be worn. Blazers should be worn into the room and can be removed when given permission.

Where your personal belongings will be stored during your Examination

Please do not bring any unauthorised items with you. Please leave any **mobile phones, earphones/earbuds, fitness trackers, watches, electronic devices, smart glasses and calculator lids** at home or in your locker.

Bags, coats and personal items must be left in the designated room, they are not allowed in the examination room. The designated area for Year 11 and other Year Groups is the Canopy Area. For Year 13 this will be the Sixth Form Common Room.

What to do if you arrive late for your Examination

- You should be in school **15 minutes** prior to your examination.
- If you are held up in traffic or the bus does not arrive, **KEEP CALM**
- Telephone the school (01206 576973) and advise us of the time you expect to arrive.
- On arrival, report to reception and you will be escorted to the examination room.
- If you are less than 1 hour late you may sit the examination and will be allowed additional time to make up for starting late.
- If you are more than 1 hour late you may be allowed to sit the examination, but the Awarding Body may not accept your script.

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

- If you are unwell on the day and are unable to take the examination, please ask your parents to contact Mrs Pye. You must have a GP letter giving details of the illness and that you were not well enough to take the examinations
- If you are unwell at School on the day of the examination, please report to Reception where the pastoral team will be available or Mrs Pye.
- If you feel unwell during the examination, please inform one of the invigilators immediately who will inform Mrs Pye.
- If there are any exceptional circumstances you feel may affect your examination performance, please ensure that you have informed Mrs Pye.

Candidates should refer to the information on applying for Special Consideration if they feel that their performance in the examination has been affected by temporary illness, temporary injury or some other event outside of the candidate's control.

- **Special Consideration** is a post examination adjustment to a candidate's mark/grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control **at the time of the assessment** which has had or is reasonably likely to have had, a material effect on a

candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

The regulations are all contained in the JCQ Access Arrangements, Reasonable Adjustments and Special Consideration, which is held in the JCQ file in the Examinations Office and can be found on the JCQ website: www.jcq.org.uk

There are two kinds of special consideration:

- Students who took the examination but were disadvantaged
- Students who missed an examination/assessment

In all circumstances where an application for Special Consideration is requested to be made to the Awarding Bodies, Mrs Pye must be informed **on the day** of the examination when you feel your performance was affected. If your performance was affected by illness, a letter from your GP outlining the details of your illness and confirming that your illness would have affected your performance in the examination is required for the school to be able to apply to the Awarding Body.

Please note, once the application is submitted, the centre has no control over the outcome of the application made.

What happens if you have an unauthorised absence from your examination

If you fail to attend an examination and the absence is not for an acceptable reason you will be charged the entry fee for the examination. Please see the Examinations Policy No. 50 available at www.cchsg.com / The School / Policies.

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

In an emergency such as a fire alarm, the invigilator will ask you to stop writing and close your answer booklet. They will escort you out of the Examination Venue to the Tennis Courts. They will ensure you are supervised so that there is no discussion about the examination. Upon returning to the venue, they will allow you the remainder of the working time set for the examination once it resumes.

Candidates with access arrangements/reasonable adjustments

- Candidates who require access arrangements/reasonable adjustments will meet with the SENCo, Mr Kidby.
- Candidates are informed by the SENCo of any approved arrangements that are in place. The SENCo monitors these the access arrangements/special adjustments and will inform candidates of any instances when these arrangements may not apply.

Results

Full details of the times, dates and location for collecting results will be issued to each student prior to the start of the examination season. In the meantime, please add these important dates to your diaries -

Thursday 13 August 2026 – A Level release of results to students

Thursday 20 August 2026 – GCSE release of results to students

- You may nominate a third party to collect your results on your behalf, but you must write a short letter of authorisation to Mrs Pye and hand it in to the Examinations Office only by Friday 1 May 2026.

- Please ask your nominee to bring photo ID with them on the collection day. No results will be released without a letter and supporting ID.
- No results will be given out by telephone and email.
- If you would like your results to be posted to you, please bring a stamped, self-addressed envelope to the Examinations Office by Friday 1 May 2026.

Post-results Services

Following the publication of results for each examination series awarding bodies offer a range of post results services relating to a review of marking and moderation and access to examination scripts. This includes:

Clerical Re-Check

A clerical re-check of a marked paper will make sure:

- All the pages were marked
- All the marks were counted
- The result matches the marks on the paper

Please be aware that your grade can go down as well as up and could also remain unchanged.

Review of Marking

A Review of Marking is carried out to make sure the agreed mark scheme has been applied correctly.

A review is the standard speed service for any student and is carried out to make sure the agreed mark scheme has been applied correctly and includes:

- A clerical re-check
- A senior examiner will review the paper/recording again to identify genuine marking errors or unreasonable marking

- Making sure that all the marks are counted

Please be aware that your grade can go down as well as up and could also remain unchanged.

Priority Review of Marking

A priority review is a quicker service for students whose place at a university or other higher education institution depends on the outcome and includes:

- A clerical re-check
- A senior examiner will review the paper/recording again to identify genuine marking errors or unreasonable marking
- Making sure that all the marks are counted

Please be aware that your grade can go down as well as up and could also remain unchanged.

Access to Scripts

Copies of scripts can be requested from the awarding bodies to

- ✓ Support reviews of marking (priority) – for AS and A Level, Advanced FSMQ, Level 3 Certificate or (non-priority) GCSEs.
- ✓ Scripts to support teaching and learning (non-priority) – for all general qualifications.

If you wish to discuss whether to apply for a Review of Marking, please see the relevant Head of Department.

Once you have been advised by the Head of Department/subject teacher/SLT, the application will be processed through the Examinations office. Please note that it is very important to have your consent and necessary payment prior to making the application. Payment can be made via bank transfer or CCHSG's credit or debit card reader device which is our preferred method. Please be

mindful that once the application is made, the centre has no control over the outcome. **The review process could result in a grade going up, going down or remain unchanged.** A full refund from the Awarding Body is only guaranteed if the overall grade goes up.

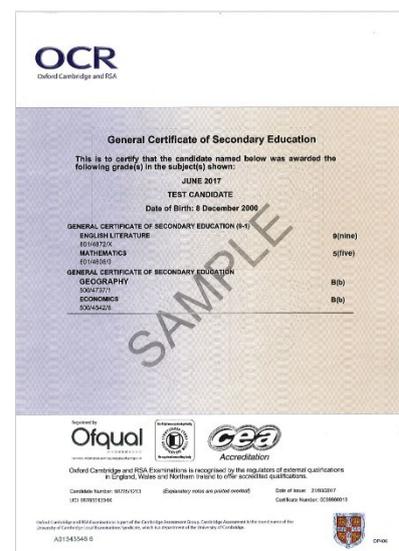
Appeals against the outcomes of post-results services (clerical re-checks, reviews of marking and reviews of moderation).

A guide to the awarding bodies' appeals processes can be found at <https://www.jcq.org.uk/exams-office/appeals/>

Certificates

Certificates are collected and signed for. If you are unable to collect your certificates, they may be collected on your behalf by a third party, provided they have a letter of authority from yourself and photo ID. Details of certificate collection will follow.

Unclaimed certificates are kept for two years and then destroyed.



Complaints and appeals procedure

We aim to ensure all candidates have a positive experience during their examinations season but if any concerns or complaints arise, regarding the centre's delivery or administration of a qualification please contact Mrs Pye in the first instance. The Alpha Trust Concerns and Complaints Policy and Procedures can be found at www.cchsg.com / The School / School Policies / Concerns and Complaints Policy.

Malpractice

To maintain the integrity of qualifications, strict Regulations are in place. Malpractice means any act or practice which is in breach of the Regulations.

Any person completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected malpractice – Policies and procedures*.

Examples of what constitutes malpractice include:

- JCQ provides information regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room
 - Breaches of Examination Conditions
 - Exchanging, obtaining, receiving or passing on information which could be examination related (or the attempt to)
 - Offences relating to the content of candidates' work
 - Undermining the integrity of the examinations/ assessments

- Please see the JCQ Suspected Malpractice Policies and procedures at the following location www.jcq.org.uk/exams-office/malpractice for the Indicative sanctions against candidates at Appendix 6.

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.

Plagiarism is unacknowledged copying from or reproduction of third party sources (including the Internet and AI tools); incomplete referencing.

Things not to do on social media:

- Buy/ask for/share examination or assessment content
- Pass on rumours of what's in examinations or assessments
- Share your work
- Work with others so that your assessment is not your own independent work and/or non-examination assessments and coursework, as example:
 - Research and using references
 - ...Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated.
- For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026. You must submit a copy of the computer-generated content with your work for reference and authentication purposes.

Please also refer to the information for candidates - social media

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Please also see CCHSG Behaviour, Sanctions & Reward Policy available on our website www.cchsg.com / The School / School Policies or follow this link

[Behaviour, Sanctions & Rewards Policy](#)

Personal data

The awarding bodies collect information about examination candidates:

To understand what information is collected and how it is used, please see the JCQ Information for candidates – Privacy Notice (which can be located at www.cchsg.com / The School / Exams Administration / Information for Candidates Summer Series 2026

Further information is available at www.jcq.org.uk General Regulations for Approved Centres Section 6. [Gen regs approved centres 25-26 FINAL.pdf](#)

Copyright

- The copyright of any work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate
- By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence)
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre, and it is at the discretion of the awarding body whether or not to terminate such rights

Further information is available at www.jcq.org.uk General Regulations for Approved Centres Section 6. [Gen regs approved centres 25-26 FINAL.pdf](#)

Appendices

1. Information for candidates – Written examinations 2025-26
2. Information for candidates – NEA 2025-26
3. Information for candidates – Coursework 2025-2026
4. Information for candidates – Privacy Notice
5. Information to candidates – social media
6. JCQ Unauthorised items poster
7. JCQ Warning to candidates' poster
8. AI Poster for Students

The JCQ regulations can be found on the examinations administration section of the school website at www.cchsg.com / **The School / Examination Administration / Information for Candidates Summer Series 2026**. It is important that you observe the rules and come to all your examinations fully prepared.

Candidate confirmation

To confirm you have received read and understood the contents of this handbook you will be given a candidate declaration/confirmation form to complete and return with this booklet. If there is anything you do not understand, you should ask Mrs Pye for clarification. The exam office is opposite F5 or you can email exams@cchsg.com.

Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:



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

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

A. Regulations – Make sure you understand the rules

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

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

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

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

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

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

C. Calculators, dictionaries and computer spellcheckers

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

D. Instructions during the exam

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

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

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

F. At the end of the exam

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

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

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.



Information for candidates

Non-examination assessments

Effective from 1 September 2025

Produced on behalf of:



This document tells you about some things that you **must** and **must not** do when you are completing your work.

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

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

Preparing your work – good practice

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

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

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

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

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

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

Research and using references

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2026.

Where computer-generated content has been used (such as an AI chatbot), your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026. You should also reference the sources used by the AI tool in generating the content.

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

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to. For example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It could also include AI-produced material. **Plagiarism is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who will be very familiar with work on the topic concerned. They may have read the source you are using or even marked the work you have copied from.
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Sanctions for breaking the regulations

If it is discovered that you have broken the regulations, one of the following sanctions will be applied:

- you will be awarded zero marks for your work;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which sanction is appropriate.

REMEMBER - IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK.



Information for candidates

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.

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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.

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Plagiarism

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Don't think you won't be caught; there are many ways to detect plagiarism.

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- 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.

Awarding Body Privacy Notices

Please visit the individual Awarding Body websites for the privacy notices and how they use your data.

OCR - [Candidate privacy policy](#)

Edexcel - [Privacy Policy | Pearson qualifications](#) -

AQA - [Privacy notice](#)

WJEC - [Privacy Policy](#)

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



•••

JCQ **Things to do on social media:**

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

JCQ **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

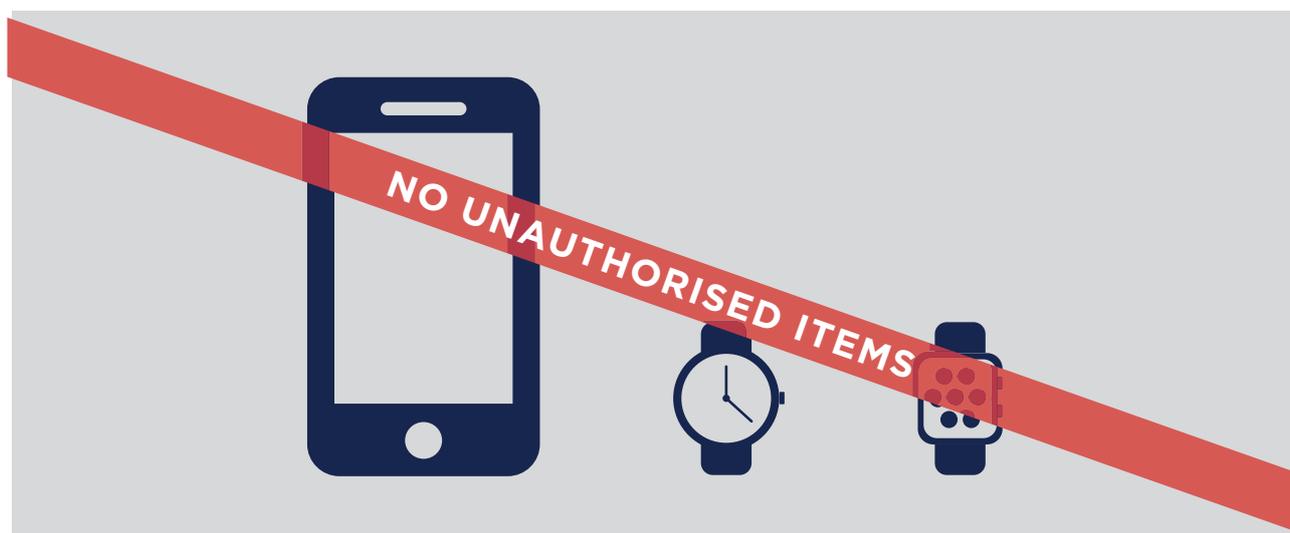
JCQ **If you do any of the above activities, you may:**

- ! • 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)

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.

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

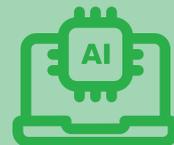
What is AI?

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



What is an AI tool?

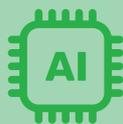
AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*



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

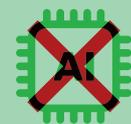
When can I use AI?

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



When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply.



- This is what exam boards call **AI misuse and is a form of cheating**.

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

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

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

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



How to make sure you don't misuse AI

DECLARE

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

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

ACKNOWLEDGE

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

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

LAST CHECKS



Know the rules



Check with your teachers



ACKNOWLEDGE and DECLARE

