



Exams Handbook

2025/2026

Centre Name: EOTAS Swindon
Centre Number: 66542

Instructions & Information

for

Students and Parents

Introduction

It is the aim of EOTAS Swindon to make the exam experience as stress-free and successful as possible for all students.

This document aims to be informative and helpful for students and parents. Please read it carefully so that you are aware of the exam regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or exam boards) set strict rules which must be followed for the conduct of exams and EOTAS Swindon is required to follow them precisely. Particular attention should be paid to the notices and warnings to candidates which are issued by the Joint Council for Qualifications (JCQ). It is the candidate's responsibility to read and understand the JCQ notices listed below:

- Information for Candidates – Written Examinations
- No Mobile Phones Poster
- Warning to Candidates Poster
- Information for Candidates – Using Social Media
- Information for Candidates – Non-Examination Assessments
- Information for Candidates – Privacy Notice

These notices can be found in the Appendices at the back of this handbook.

Some of the questions you have may be answered in the section Frequently Asked Questions on pages 11 to 15. If there is anything you do not understand, or you need our advice at any time before, during or after the exams, please contact -

the Exams Officer: Michelle Jennings
on telephone number – 01793 618406
E-mail: exams@eotas.swindon.sch.uk

Remember – we are here to help.

GOOD LUCK!

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Before The Exams

STATEMENT OF ENTRY:

All candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable.

Please check that these are correct.

Some subjects only have one tier of entry; some have Foundation & Higher tiers.

Candidates must check everything on their statements of entry very carefully. Particularly check that all personal details (date of birth, spelling of names which must be their **LEGAL** forename and surname) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

EXAM BOARDS:

The school uses the following exam boards: AQA, Pearson and OCR.

CANDIDATE NAME:

Candidates are entered under the name format of Legal Forename, Middle name(s), Legal Surname e.g. ROBERT JOHN SMITH.

CANDIDATE NUMBER:

Each candidate has a four-digit candidate number. This is the number students will enter on all exam papers. It will appear next to their name on seating plans and exam registers.

For each exam there will be a candidate ID card in front of them on their exam desk which shows their legal name and candidate number.

Candidates will use their Exam number for all examinations and are responsible for completing their exam papers when instructed to by an invigilator.

UNIQUE CANDIDATE IDENTIFIER (UCI):

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 digits and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the centre number (66542) unless the student has transferred from another school that had already issued their UCI. The UCI is used for administration purposes and it is not necessary for students to remember it.

UNIQUE LEARNER NUMBER (ULN):

The Unique Learner Number (ULN) is a 10 digit reference number which is used to access the Personal Learning Record (PLR) of anyone over the age of 14 involved in UK education or training. Learners will retain the same number for accessing their PLR throughout their lives. Each ULN is issued and held by the Learning Records Service Organisational Portal. The LRS Organisational Portal uses the number to index each learner's identity details, education and training qualifications within the PLR. Learners will need to use their number each time they want to see or confirm the details held about them on their PLR. The ULN also means information within the PLR is secure and cannot be shared with other organisations (including statutory bodies), without the prior consent of the learner.

TIMETABLES:

Prior to each exam series, students will receive an individual timetable with their own specific exams detailing dates, times and duration of exams. **Check this carefully.** If students think something is wrong they need to see the Exams Officer immediately.

Subject staff will inform students of dates of practical exams/language speaking tests when dates are confirmed.

For any student who has a clash where two subjects are timetabled at the same time, the school will make special timetable arrangements. Students must check their individual timetable and see the Exams Officer if they are unsure of what to do. If they think there is a clash on their timetable that has not been resolved, they also need to see the Exams Officer immediately.

Students must make sure that they know exactly when their exams are, especially whether they are morning or afternoon.

Students should ensure that they allow enough time to get to school so if they are delayed for any reason e.g. traffic, they will still arrive in good time. Exams cannot be delayed in starting if a student is late.

Published TIMINGS for EXTERNAL EXAMS

Be at your designated exam room at the following times

Morning exams **9.30am** Afternoon exams **1.30pm**

EQUIPMENT:

Students will be provided with **ALL** relevant items for each exam, e.g. compasses for a Maths exam. Students will be provided with black pens, pencils, eraser and a ruler in a **CLEAR** (not coloured or tinted) pencil case or plastic bag. This must be handed in at the end of the exam **DO NOT USE CORRECTING PENS, FLUID OR TAPE, ERASABLE PENS, HIGHLIGHTERS OR GEL PENS IN YOUR ANSWERS.**

Where calculators are allowed for the exam these will also be provided and will be free of lids, cases and covers in line with the Instruction for Conducting Exams (ICE). Students should check the regulations in the 'Notices to Candidates' which are on the JCQ website and are also listed in the appendices at the end of this handbook.

During The Exams

EXAM REGULATIONS:

Notices to candidates which are issued jointly by all the examining boards are available to view on the JCQ website; they are also in the appendices at the end of this handbook. **All candidates must read them carefully** and note that a breach of any of the exam rules or regulations will be reported to the appropriate Exam Board, which could lead to disqualification from some or all subjects. The school must report any breach of regulations to the exams board.

ATTENDANCE AT EXAMS:

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in school uniform and with the correct equipment. Candidates must arrive at the specified venue at least **20-25 minutes** prior to the start time of their exam. They should wait quietly on site of the exam venue until instructed to move to their exam room.

Candidates who arrive late for an exam may still be admitted and will be given the full allocated time for the exam. If a candidate arrives very late for an exam the Exam Officer will report this to the Exam Board and this may result in 0 marks, this is a decision that the Exam Board will make. If special consideration applies then you must speak to the Exams Officer (see the section ABSENCE FROM EXAMS on page 8).

Full school uniform must be worn by all students attending school for exams.

Once inside the exam room, exam board rules state that candidates **MUST** be silent. If there is any communication between any candidates it will be reported to the Exam Board who will make a decision about the consequence, from no further action to disqualification from all exams. Candidates must not talk until they have left the exam room.

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. Either a transparent pencil case or a clear plastic bag (without any writing) must be used.

Pens should be **BLACK** ink or ballpoint. No correction pens, erasable pens or correcting tape/fluid are allowed.

For the Maths and Science exams, candidates should make sure their calculators conform to the exam regulations. If in doubt, they should check with their teacher. Candidates must also ensure that they have cleared anything stored in the calculator before using it for exams. Please make sure that any alarms are turned off.

Do not attempt to communicate with or distract other candidates.

Exam regulations are very strict regarding items that may be taken into the exam room (see the section FREQUENTLY ASKED QUESTIONS on pages 11-15). If candidates break these rules they may be disqualified from the exam, this decision remains with the Exam Board.

CANDIDATES ARE NOT PERMITTED POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION SUCH AS IPODS, MOBILE PHONES, MP3/4 PLAYERS or SMART WATCHES/ANALOGUE WATCHES IN THE EXAM ROOM.

If a mobile phone (or any other type of electronic communication or storage device) is found in their possession during an exam (even if it is turned off) it will be taken from the candidate and a report made to the appropriate exam board. No exceptions can be made. Mobile phones **must not** be brought into the exam room. Mobile phones brought into the exam room will be confiscated but there is no safe storage and the school cannot be held responsible for accidental damage.

It is school policy that watches of any kind **must not** be brought into the exam room.

Food is not permitted in the exam room although water is allowed provided it is in a small, clear (not coloured or tinted) plastic bottle with the label removed. Filter and infusion bottles are not allowed.

Under no circumstances are bags or coats allowed into the exam room. Before going to their exam room, candidates should leave them in their locker. Please note that we cannot accept responsibility for personal belongings and would recommend that valuables are not brought into school.

Candidates must listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that they need to know about and the announcement is part of the exam process.

Candidates must check they have the correct question paper – check the subject, paper and tier of entry. Candidates **must not** start writing until told to do so by the invigilator.

All instructions should be carefully read and answers numbered clearly. If any mistakes are made just put a line through it and continue.

Candidates may not be allowed to leave an exam early. If they have finished the paper they are advised to use the remaining time to check over their answers and ensure they have completed their details correctly. Candidates **must** check that they have completed the front of their answer books (and any supplementary sheets) with their candidate number, legal forename and legal surname.

If more than one answer book or loose sheets of paper have been used, candidates must clearly write their centre number, candidate number, legal forename and legal surname **on the top of every sheet/answer book, numbering the pages**. They must also clearly list the question number they are answering. It is very important that candidate details are listed on **ALL** work to be handed in, as exam boards are no longer allowing treasury tags to be used or any form of fixing loose sheets to the main answer booklet.

All loose additional answer sheets must then be inserted inside the answer booklet in the order the candidate answered the questions.

At the end of the exam all work must be handed in. Any rough work should be neatly ruled through with a single line.

Invigilators will collect the question papers, answer books, identity cards and other exam related material before candidates leave the room. Absolute silence must be maintained during this time.

Candidates are responsible for checking that their candidate number, legal surname and legal forename have been completed on the front of all their exam answer books. Candidates are to remain seated in silence until told to leave the exam room. Leaving the room should be carried out in silence and consideration shown for other candidates who may still be working, or students attending lessons in nearby rooms. **Remember candidates are still under exam conditions until they have left the room.** Question papers, answer documents and additional paper must **NOT** be taken from the exam room.

If the fire alarm sounds during an exam, the invigilators will tell candidates what to do. They should not panic. If the room has to be evacuated candidates will be asked to leave in silence in the order instructed. Everything must be left on the desk. During this period of evacuation, exam regulations still apply and candidates must not communicate with other candidates or any other person. They will be escorted to a designated assembly point. On return to the exam room candidates must not start writing until the invigilator tells them to. Candidates will be allowed the full working time for the exam and a report will be sent to the exam board detailing the incident.

INVIGILATORS:

Invigilators are in the exam rooms to supervise the conduct of the exam in accordance with the regulations. They will also distribute and collect the exam papers, tell candidates when to start and finish the exam, hand out extra writing paper if required and deal with any problems that occur during the exam, for example if a candidate is feeling ill.

If a candidate has a problem during an exam, they should raise their hand to attract an invigilator's attention.

Please note that invigilators cannot discuss the exam paper with candidates or explain the questions.

Candidates who are disruptive or behave in an unacceptable manner will be removed from the exam by invigilators or a senior member of staff.

ABSENCE FROM EXAMS:

If difficulties are experienced during the exam period (e.g. illness, injury, and personal problems) please inform the Exam Officer at the earliest possible point so we can help or advise.

Only in exceptional circumstances are candidates allowed special consideration for absence from any part of an exam. It is essential that medical or other appropriate evidence is obtained and given to the Exams Officer without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Exams Officer.

Parents are asked to refrain from arranging family holidays when exams are taking place and if absence permission for this purpose is sought, authorisation will not be given.

No holidays should be booked until after the last contingency day, Wednesday 24 June 2026. Any Exams missed as a result of holiday will be 0 marks as live public exams are set by exam boards not the school.

After The Exams

NOTIFICATION OF RESULTS SUMMER 2026 EXAMS

Results will be available for collection on Thursday 20 August 2026 between 11am and noon for all pupils, Please come to your registered EOTAS College, if you are unsure please ask the Exams Officer.

If a candidate wishes any other person (including family members) to collect their results on their behalf, they must give their written authorisation to the school before results day, in that note the person collecting the results should be named and that person should bring a form of ID so staff can verify who collected the results. **Exam results will not be issued without the appropriate signed written consent of the candidate.**

Candidates requiring their results to be posted must provide an A5 sized envelope, bearing their name and the address to which the results are to be posted and affix a stamp to the value of a letter. Results will be posted on the above date and not before.

Uncollected/unposted results will be available for collection from the Exams Officer when school re-opens in September 2026.

Please note that results cannot be given out on the telephone or via email under any circumstances. As results are required for college induction as proof of qualifications.

We strongly advise that results are either collected by the candidate themselves or by another person as we cannot be held responsible for the postal system.

ENQUIRIES ABOUT RESULTS / COURSEWORK MARKS:

If a student feels that their external exam results or internal coursework marks do not reflect their performance and are significantly different from what was expected, then they may launch an enquiry requesting their work is reviewed.

All enquiries must be directed through EOTAS Swindon. Candidates are not permitted to enquire directly to the exam boards.

As a result of a review the candidate's mark may be confirmed, raised or lowered. Careful thought must be given before making a request and candidates must sign a consent form stating that they understand what could happen to their marks. Forms will be available on results day.

CERTIFICATES:

Exam certificates arrive in school at the beginning of November and students need to collect them in person. Further details of timings for collection will be sent once all certificates have been received, please ensure school have your contact preference by results day so we can notify you when certificates are ready for collection.

Certificates will not be given to **anyone** other than the candidate without the candidate's **written authorisation**. Written consent from the candidate must name the person collecting results on their behalf and that person needs to bring a form of ID to verify who they are. Certificates are costly to replace and are the proof of qualification so will be needed for post 16 learning and job interviews.

EOTAS Swindon is only obliged to keep certificates for a period of **12 months after the date of issue**. After this time exam board regulations state that certificates should be confidentially destroyed.

If students do not collect their certificates within this time (or if they lose their certificates) they can only be replaced, or a certifying statement of results issued, by direct application to the appropriate exam boards. This will require proof of identify (such as a birth certificate) and a substantial fee (from £43) per exam board.

Students are therefore urged to collect their certificates and to keep them safe.

Frequently Asked Questions

Q. What do I do if there's a clash on my external exam timetable?

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break, during which time they will be supervised and must not have any communication with other candidates or access to unauthorised items. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain supervised until both exams are completed. If in doubt, consult the Exams Officer.

Q. What do I do if I think I have the wrong paper?

Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately, if needed the invigilator can contact the exams officer.

Q. What do I do if I forget my candidate number?

Candidate numbers are issued in advance of the exams. On your exam desk for each exam will be your Candidate ID card, which states your name and candidate number. If unsure the invigilator can assist if you put your hand up and wait for them to come to you.

Q. What do I do if I forget the school centre number?

The centre number is 66542. The information for each exam will be on the whiteboard this will include the – centre number, exam subject, time, date and component code. If you cannot see this raise your hand and notify the invigilator.

Q. What do I do if I have an accident or I am ill before the exam?

Inform the school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with temporary access arrangements to enable you to continue with the exam. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an Appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

Special Consideration is a post-exam adjustment to the marks or grades of a candidate who is eligible for consideration.

The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided.

Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the exam or in the production of coursework is affected by adverse circumstances beyond their control.

Examples of such circumstances may be illness (affecting performance on the day of the exam), accident, injury, bereavement or domestic crisis.

The Exams Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I'm late can I still sit the exam?

Yes, we will always try to accommodate a candidate who arrives late, however you should always get to school as quickly as possible. A member of staff will escort you to the exam room and read the invigilator announcement. You must not enter an exam room without permission after an exam has begun and should be escorted by an invigilation trained staff member or the exams officer.

If you are **more than one hour** late after the published start time for the exam, the school must inform the exam board and it is possible that they may decide not to accept your work, this would result in 0 marks for the paper.

As soon as you realise you will be more than one hour late for an exam, it is important that you are kept under parental/carer supervision (where possible) until you are handed over to a member of school staff. During this time you should not have access to a mobile phone or any unauthorised item.

In such circumstances, you and your parent/carer will then sign a statement to confirm the supervision arrangements which were put in place. Your parent/carer will sign to confirm that you **DID NOT** have access to any potential technological/web enabled sources of information, principally a mobile phone or computer. This is to ensure there is no opportunity for malpractice once the exam has started at school and they are important as the awarding body will consider your case individually in light of these statements and the supervision arrangements that were put in place.

IDEALLY, please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the exam can I take it on another day?

No. It may be possible to re-take in a future exam series at a post 16 setting i.e. the following November/June.

Q. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform.

Q. What equipment should I bring for my exams?

We will provide you with all the equipment you need for your exam. However if you wish to bring items with you that are authorised by the exam board following invigilator inspection this is allowed.

You are not authorised to bring any food or drink into the exam room, all items will need to be placed in your locker before entering the exam room.

You must not attempt to borrow equipment from another candidate during the exam, always put your hand up and wait for an invigilator to come to you.

Regulations state:

<p>Calculators must be:</p> <ul style="list-style-type: none">• 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 formulas. <p>The candidate is responsible for the following:</p> <ul style="list-style-type: none">• the calculator's power supply;• the calculator's working condition;• clearing anything stored in the calculator.	<p>Calculators must not:</p> <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities:-• language translators;• 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:<ul style="list-style-type: none">• databanks;• dictionaries;• mathematical formulas;• text.
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Q. What items are not allowed into the exam room?

Only material that is listed on question papers are permitted in the exam room and students who are found to have any material with them that is not allowed will be reported to the appropriate exam board. In such circumstances, a student may be disqualified from the paper or the subject concerned, this decision is up to the Exam Board.

Bags and coats and any other items not permitted under exam regulations must be left in the designated area. Do not bring any valuables into school with you when you attend an exam.

Food and drink are not allowed in the exam room (other than a small bottle of water in a clear plastic bottle with the label removed – no coloured, tinted, filter or infusion bottles).

If you have a mobile telephone (or any other electronic communication device e.g. iPod or headphones) it must not be brought into the exam room.

Watches of any kind must not be brought into the exam room.

No Headphones, ear pods or listening equipment are authorised in the exam room – these are prohibited items

Vapes are not permitted.

Q. Why can't I bring my mobile telephone into the exam room?

Being in possession of a mobile phone (or any other electronic communication device e.g. iPod, iWatch, headphones) is regarded as cheating (malpractice) and is subject to a severe penalty from all the exam boards, we must report all malpractice to the exam board. A mobile phone is an unauthorised item.

For full details on JCQ regulations regarding malpractice and breaches to exam conditions, please go to www.jcq.org.uk and search for 'malpractice'. There is also a poster and further information in your pack as appendices.

Q. How do I know how long the exam is?

The length of the exam is shown on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. Timings will be on the whiteboard or a poster in the exam room(s). If you are eligible for extra time, this will also be on the board as 25% ET, invigilators will be aware of candidates with Access Arrangements.

Q. Can I leave the exam early?

It is a requirement of the exam boards that you must stay in the exam room for at least one hour after the published start time of the exam (or for the duration of the exam from the published start time if it is less than one hour).

It is school policy not to allow candidates to leave the exam room early as this is disruptive to other candidates. A candidate may not leave the exam room without the permission of the invigilators. If you have finished the paper use any time remaining to check over your answers and also make sure that you have completed your details correctly.

Q. Can I go to the toilet during an exam?

Only if it is absolutely necessary. Raise your hand to get the attention of the invigilator, you will be escorted by an invigilator and you should close your exam paper before leaving the exam room. You will remain in exam conditions and cannot communicate with anyone during this break. Please ensure you go before the exam begins as this can be disruptive to others.

Q. Why do I need to check the details on the Statement of Entry?

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers are correct and that no subjects are missing, or additional subjects are on there.

Q. I am entitled to extra time – how will this affect the way I take my exams?

Some students receive an allowance of 25% extra time for some or all of their exams, provided this is their normal way of working in lessons. Where possible, such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators are made aware of such candidates. If your child has access arrangements we would have written to you to notify you of what those are.

Q. What do I do if I don't get the grades I need?

Tutors and SLT will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first contact your tutor to obtain advice as to the advisability of requesting a review.

You should be aware that your result could go down as well as up or stay the same.

Review requests must be submitted to the Exams Officer as soon as possible, the deadline for these requests is **Monday 28th September 2026**.

Q. How will I know when I can collect my certificates and project work?

Art work can be collected once certificates are issued as a certificate is a final result of an examination.

Candidates will be contacted via an email to parents to let them know when and how they can collect exam certificated, they must be collected in person by the candidate or the candidate must give written consent naming the person collecting on their behalf and that person collecting must have photo ID to prove identity.

Preferences for contact must be communicated with the school no later than results day so we can inform you certificates are ready to collect.

Please email any review requests to exams@eotas.swindon.sch.uk

APPENDICES –

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- Information for Candidates – Privacy Notice
- Information for Candidates – On screen examinations
- Information for Candidates – Preparing to sit your exams
- Key information for candidates and parents



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:



©JCQ^{CIC} 2025

**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

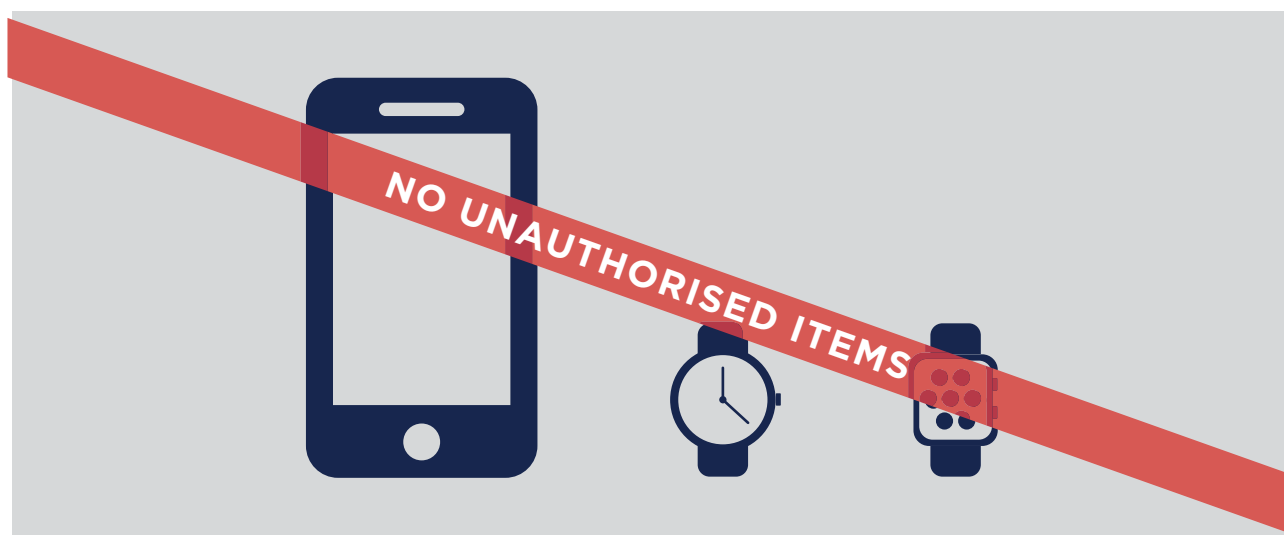
- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

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.

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.

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.

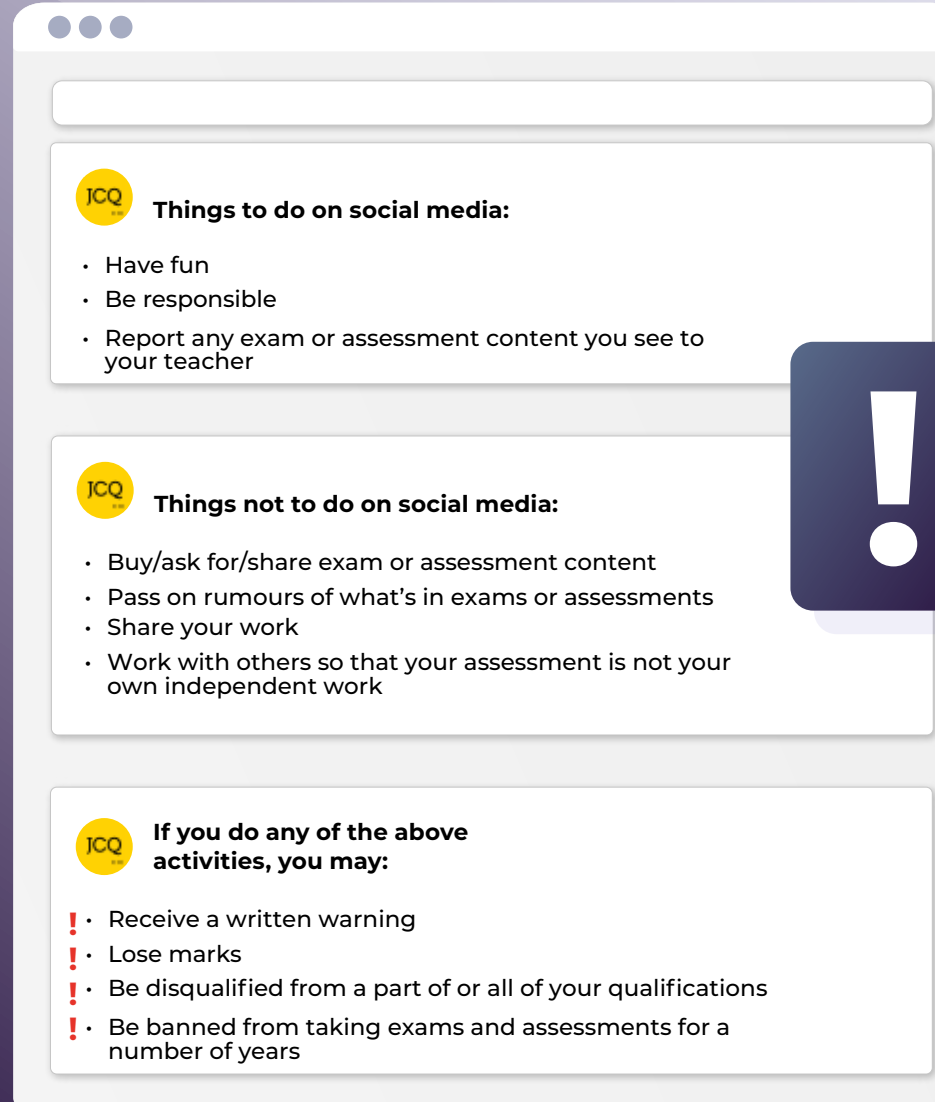
7

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.

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)



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

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 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.

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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

On-screen tests

With effect from 1 September 2025

Produced on behalf of:



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

If there is anything you do not understand ask your teacher.

A. Regulations – Make sure you understand the rules

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

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

- (d) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. floppy disks, CDs, memory sticks, social media sites, spreadsheets or the internet;
- (e) prepared templates.

Bringing unauthorised material into the exam room is breaking the rules, whether you intend to use it or not. You will be subject to sanctions and possible disqualification.

- 6 **Do not** talk to, try to communicate with or disturb other candidates once you have entered the exam room.
- 7 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 8 **Do not** borrow anything from another candidate during the on-screen test.

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

- 1** Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2** If you arrive late for an on-screen test, report to the invigilator running the test.
- 3** If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4** Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spellcheckers

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

D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT issues;
 - (d) your access to the on-screen test has not been set up correctly;
 - (e) adjustments to the on-screen test have not been made for you, e.g. additional time has not been added, computer reading software or speech recognition software has not been uploaded.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are told that the exam has begun.

E. Advice and assistance

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

F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

On your exam day

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

Before sitting your exams, ensure you know:

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

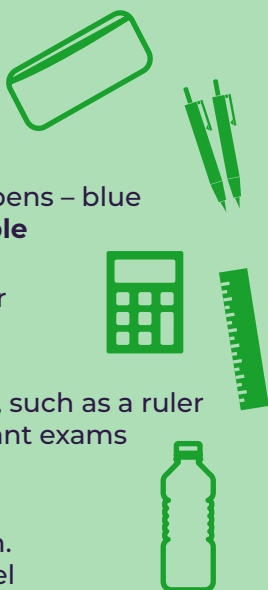
What you cannot take into your exams:

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



What you will need:

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



Other important information:

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

Contingency sessions:

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

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

