



# Student Examination Handbook

Information for Students and Parents

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## Introduction

Public examinations can be a stressful time for both students and parents, so it's essential that everyone involved is well-informed. When students understand the rules and regulations, they'll recognise that these measures are in place to ensure fairness and minimise disruptions, ultimately helping the exams run smoothly for everyone.

The centre will do everything possible to ensure students are fully prepared, that administrative processes are efficient, and that exams are conducted in a way that minimises stress, allowing students to perform to the best of their abilities. The Pre-Public Exams (PPEs) follow the same standards and guidelines to help students become familiar with the exam process.

This booklet is intended to provide information about examination procedures, to answer some of the most frequently asked questions and to help guide and support students and parents through the examination process.

It also contains the formal notices that are necessary as part of the examination regulations, to be provided to each student.

If you have any questions, please feel free to contact Mrs Gemma Alcock, the Exams Officer: Telephone: 01782 667650, Email: [galcock@newcastle.windsoracademytrust.org.uk](mailto:galcock@newcastle.windsoracademytrust.org.uk)

If you have a query on the day of an exam, please contact the main reception on 01782 667650 and leave a message with the receptionist or on the school answer machine.

Newcastle Academy: Exam Centre 30300

## *Important points to remember*

- Make sure you check your exam entries, name and date of birth very carefully and report any errors to the exam's office straight away – [galcock@newcastle.windsoracademytrust.org.uk](mailto:galcock@newcastle.windsoracademytrust.org.uk)
- Make sure you know when your exams are and that you have an accurate, up-to-date timetable (this will be available through the Student Portal)
- Arrive at your exams at least 15 minutes before the timetabled start time.
- If you are going to be late, inform the school as soon as possible – 01782 667650
- It is your responsibility to bring everything you will need in order to complete your examinations
- Do not bring any unauthorised materials into the examination room – this could lead to disqualification!
- If you sit an exam when you are ill, or if you are too unwell to sit an exam, make sure that you get a note from your doctor. Contact the exams officer for advice/guidance: [galcock@newcastle.windsoracademytrust.org.uk](mailto:galcock@newcastle.windsoracademytrust.org.uk)
- You should wear school uniform when you sit your examinations, any hoods from PE tops should be lowered. Any hats, sunglasses etc should be removed before entering the exam room

## What happens before the exam season starts?

Who is responsible for the examinations?

The Exams Officer (Mrs Gemma Alcock) and Assistant Principal (Mr Duncan Adams) are responsible for organising and arranging all public examination arrangements and for oversight of students during exams.

There is a team of fully trained invigilators, who will be present during the exams at all times and are managed by the school's Exams Officer.

The awarding bodies provide strict rules and regulations which must be closely followed for the proper conduct of exams. All exam centres are required to follow them precisely.

What information will students receive about their examination entries?

Exam timetables, including mocks or PPE's (Pre-Public Examinations), will be made available on the school website before each exam session.

When the external entries have been entered on the centre's Management Information System, students will receive a Statement of Entry detailing the subjects and tiers for which they have been entered. This will be visible through the Student and Parent Portal. This should be checked carefully, and you are asked to inform the school if you believe there are any errors.

This document is used to check that all entries have been made, are correct and that all personal details (including name, date of birth) are accurate. If any errors are identified, the exams team must be informed immediately.

Where will the examinations be held?

Exams will take place in the Hall, alongside some smaller rooms where necessary. Students need to check their candidate timetable (available through the Student & Parent Portal) carefully to make sure they know the relevant room and seat information for each exam.

Seating plans will also be available outside each exam room to double-check this information. On every pupil desk there will a candidate card, bearing their candidate number, name, centre number and image (to aid identification). These cards must remain on the desks at all times and must not be removed from the exam rooms.

How do I know when exams take place?

All students will receive individual timetables which will provide them with the dates and times of the papers they are taking. A copy of this will also be available via the Student &

Parent Portal in advance of each exam season. For summer exams, this will be available for the Easter holiday. Practical and oral examinations will not appear on a student's timetable. Subject teachers will inform students of the date and time of these exams.

At what times do the exam sessions begin?

The start times for exams are set by the awarding bodies. Therefore, it is essential for students to be in their allocated waiting area prepared for their exams no later than 15 minutes before the start time indicated on their final timetable. This is necessary to allow for attendance and registration purposes.

Morning exams at Newcastle Academy start at 9.10am and afternoon exams begin at 13.15pm. It is the students' responsibility to be aware of the start time of each exam. Please ensure you check your exam commitments for each day the evening before.

The length of each examination paper varies. Some students may receive an allowance of extra time for their examinations and so their finishing times will be later. Students with afternoon exams should be aware of their finish times and make necessary arrangements to get home.

What happens if a student has more than one exam at the same time?

If a student is timetabled to sit two or more exams at the same time, this is known as a 'clash'. If these are for the same subject E.g. French Reading and Listening, this is intentional on the part of the exam board and the exams should run one after another without a break.

If the clash is for two different subjects, then this will be picked up by the Exams Officer, who may grant permission for one of the papers to be taken at a different time on the same day, if the total session time is above 3 hours. In this case, the student will have to remain under supervision between the two papers without communication with any other person except the invigilator. This is a rare circumstance for solely GCSE papers, and should therefore not cause concern for most of our pupils.

How are students supervised?

External Invigilators will supervise students under the direct management of the Exams Officer. Once students enter the exam room, they must remain supervised and follow the Invigilators' instructions at all times. The Invigilators are experienced in exams procedures and are subject to strict regulations, references and DBS checking. They usually work in teams and can contact the Exams Officer by telephone/walkie talkie to resolve any issues.

In exam sessions, papers will already be placed on exam desks. It is important that these are not opened until students are advised to do so by an Invigilator.

## What happens on Exam Days?

What happens if a student cannot find their seat in the exam room?

There are a number of possible reasons for this, but students must be seated in the correct seat in accordance with the seating plan for the room. Students may be asked to wait for a few moments whilst the Invigilator checks the seating plan.

What should students bring to the examinations?

Students should bring writing equipment, erasers, ruler, protractor, calculator (unless prohibited) etc. in a transparent plastic bag or pencil case. Non-transparent pencil boxes or cases will not be permitted in the examination room. It is the candidate's responsibility to ensure that calculators are in working order.

Students must write in black ink, not pencil, apart from for drawings and graphs.

Tipp-Ex, erasable pens and gel pens are not permitted. Calculator lids must be left in bags and not on exam desks. Some subject papers may require the use of set texts. Students will be advised by their subject teachers regarding this.

Students are responsible for ensuring that they bring everything they need to the examination.

What should students not bring with them?

The following items are strictly prohibited and should not be brought into the examination room under any circumstances:

- × earphones or earbuds (e.g. AirPods)
- × mobile phones (switched off and not just switched to silent – also check alarms)
- × MP3/4 players or similar devices
- × smart glasses
- × tablets (e.g. iPads or iPods)
- × watches (of any kind)
- × any other smart devices

Ideally these items should be left at home or in bags. If necessary, they can be handed to an invigilator before the start of an exam, but the centre cannot be responsible for their security. If candidates have access to unauthorised items in the examination room this may be considered as malpractice and will need to be reported to the relevant awarding body.

May students bring a drink?

Students may bring a drink with them into the exam room. However, clear liquids must be brought in a clear bottle with no label.

## Regulations

The use of calculators

Some subject papers, such as Maths and Computing, explicitly prohibit the use of calculators. In such cases, students must not have one in their possession and ensure they leave this in their bag, as this would be classed as unauthorised material.

In cases where calculators are permitted, please note the following:

- × make sure it works properly; check that the batteries are working properly
- × clear anything stored in it
- × remove any parts such as cases, lids or covers which have printed instructions or formulas
- × do not bring into the exam room any operating instructions or formulae

Calculators with graphic displays and programmable functions are permitted if information and/or programs stored in the calculator's memory are cleared before the examination. Retrieval of information and/or programs during the examination is an infringement of the regulations. Students are responsible for clearing any information and/or programs before the examination.

What are the regulations regarding mobile phones and wristwatches?

The regulations state that mobile phones and watches are not to be brought into any examination room under any circumstances. This applies to all examinations. Any student found to have a phone or watch on their person in the exam room, will be reported to the appropriate examination board. This will be treated as malpractice, even if it wasn't used. Students risk being disqualified not only from the paper they were sitting, but all exams from that series.

If a student discovers they have a mobile phone or watch on their person once they have sat down at their exam desk, they must inform an Invigilator immediately and hand it in. There is a final opportunity to check pockets for such items during the starting announcements and before the exam starts.

What is meant by Malpractice?

Malpractice is the term that the exam boards use to describe any breach of the regulations. The Exams Officer is required to, and will, report all infringements to the appropriate exam board and then they will decide on the action to take based on the nature of the infringement. Students need to be aware of the unauthorised items list (see copies of the JCQ posters on pages 21 & 22). Students also should note that anything written or drawn on an exam paper that is considered to be offensive, will also be deemed as malpractice.

What happens if a student is late?

If parents are aware that their child has got the timing of the examination wrong and has missed the start time, they should telephone the school immediately and get a message to the Exams Officer (01782 667650). Depending on how long the exam has been in progress, it may be possible for the student to be admitted. However, we are bound by examination board regulations on this matter. Normally, students will be granted access to the room to complete the written paper.

Students who arrive more than 30 minutes after the official start time may still be permitted to sit the exam, but the awarding body will need to be notified as they have to ensure the security of the exams has been maintained. They may ultimately decide to give a mark of zero for the paper and this decision is beyond the centre's control. This is why it is essential for all student's to be on time for all of their examinations.

What happens if a student does not turn up for an examination?

If a student is absent from any examination without presenting a doctor's note or a satisfactory reason for a request for 'Special Consideration,' they will receive a grade based only on those elements of the examinations which have been marked. It is not possible to reschedule exams, so absence should be a last resort.

How are exams started?

The Senior Invigilator will announce the exam formally, and students will be cautioned that they are subject to the regulations. Any additional instructions, board notices or changes to papers will be read out and the students will be asked to complete their personal details on the front of their answer paper.

What standards of behaviour are expected during examinations?

At the back of this booklet is the 'Information for Candidates – Written Exams', produced by JCQ, which gives general guidelines for conduct.

The centre and the examination boards regard breaches of examination regulations very seriously. Parents should please impress on their child the importance of good behaviour in an examination, as any activities that may disturb or upset other students will not be tolerated.

The Head of Centre and Exams Officer have the power to remove disruptive students.

Students are asked to wait quietly outside the exam venue, and to enter and leave in silence. This avoids disturbance to other students and helps to maintain a calm atmosphere.

Students who try to communicate with other students, or who create a disturbance in the examination room, will be asked to leave, and the circumstances will be reported to the awarding body as malpractice. This may result in the student not receiving a grade for all the examinations in that series.

What should students wear for examinations?

Examinations are a school activity and all students must therefore wear school uniform. We ask for the co-operation of parents in ensuring students are correctly dressed. All students are aware of the requirements of the school uniform and must ensure they are observed.

No clothing is to be left on the backs of the student's chairs. Any hoods must be lowered and all hats, sunglasses etc... should be removed before entering any exam room.

Items of jewellery, such as rings or bracelets, that may cause a noise when a student is writing/moving, should not be worn as they would be deemed a disruption to other students.

Emergency Evacuations

The school has a well-rehearsed evacuation procedure. In the event of an emergency evacuation, students will be directed to leave the building by the Senior Invigilator. Students should remain silent throughout and follow the instructions given. They must not attempt to communicate with any other student, as this will be deemed as malpractice and is reportable to the Awarding Body. Once the all clear has been given, students will be directed back to the examination room to complete their exam with the full remaining amount of time available.

What should you do if you are ill at the time of one of the examinations?

Even if you would not normally visit your doctor's surgery for minor illnesses, it is important that you do so at examination time. Your doctor will advise as to whether your child is fit to sit the examination. If a student is unwell, but able to take the examination, your doctor should provide a letter providing details of the illness which may be sent to the examination board to request 'Special Consideration' on the grounds of illness.

If a student is too unwell to take the examination, the board may, after examining the doctor's letter and any evidence of performance on other papers, decide to award a grade.

It is essential that you see your doctor on the day of the examination at the very latest. Retrospective information is not accepted by the examination boards and any doctors' letters must be forwarded to the Exams Officer without delay.

Please telephone the centre if your child will not be attending an examination or if they will be present but unwell (it is helpful for the Exams Officer and Invigilator team to be aware that a student is unwell).

What do students do if they finish early?

Students should use all of the available time on their exams and spend any time at the end checking their answers thoroughly.

What happens if a student has a problem that may affect their examination performance?

Some students are eligible for extra time or special examination arrangements. These are identified by the centre and appropriate applications made (sometimes supported by an educational psychologist's report).

The SENCO will give the Exams Officer information to make appropriate arrangements for providing special assistance, where absolutely necessary and in accordance with the JCQ rules and regulations.

Any illness, or challenging family circumstances, which may affect examination performance, arising shortly before or during the exams, should be communicated as soon as possible to the exams team, so that an application for 'Special Consideration' can be made. Parents should be aware that any adjustment is likely to be small and that feedback is not provided.

How can a parent best help their child during the examination period?

Examinations are inevitably a stressful time for some students and support from both school and parents can be helpful. The centre will provide advice about revision programmes and examination techniques. Additional advice and resources regarding this can be found under the 'Examinations Information' page on the school website.

It is most helpful to discuss with your child how they intend to organise revision and to talk through any anxieties about particular techniques or subject matter. Most often, ensuring a quiet place to work and lots of encouragement is most beneficial. Students should get plenty of sleep and have opportunities to relax. A good breakfast on the morning of exams will also help with concentration.

## After the Exam Season

### *Results and Certificates*

When and how are the results distributed?

GCSE results day – Thursday 20<sup>th</sup> August 2026

Further information regarding results day organisation will be sent to students and parents in plenty of time once the examinations have been completed.

What can I do if results are substantially different from what is anticipated?

It must be remembered that examinations can only measure performance on the day, and that students can do better or worse than anticipated for a variety of reasons. If there are serious grounds for concern about a result then the centre will initiate a Review of Results with the appropriate board, after gaining student consent.

If the centre does not initiate a Review of Results, students can do so if they wish, but there are cost implications. Details of the procedures and the fees involved will be available from the school website and the exams team, prior to results days. The final date for submission to the board is approximately four weeks after the results are first issued. Students should be aware that grades can go up, down or remain the same after a result of a Review of Results, so written consent from the candidate is essential.

How do I obtain copies of marked examination scripts?

It is possible to access marked scripts. You will need to contact the exams team to discuss this. If a subject teacher would like to access a student's script (to review the work or for instructional purposes), the school will make contact to receive the student's written consent.






When do students receive certificates?

Certificates are usually sent to the centre by the exam boards 2-3 months after the results are released. The school will be in contact to inform you of the arrangements regarding collecting these.

Certificates are important documents and expensive to replace if lost. Please make sure that once collected these are kept safe, as they will be requested by future employers during job interviews.

JCQ Info for Candidates – Coursework Assessments

## JCQ Info for candidates – Coursework

<p> <b>Joint Council for Qualifications</b> CIC</p> <p><b>Information for candidates</b> Coursework assessments Effective from 1 September 2025</p> <p>Produced on behalf of</p> <p>     </p> <p>© JCQ 2025</p>	<p>This document tells you about some things that you <b>must</b> and <b>must not</b> do when you are completing coursework.</p> <p>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.</p> <p>If there is anything that you do not understand, you <b>must</b> ask your teacher.</p> <p>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.</p> <p>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 <b>must</b> take care how you use this material - you <b>cannot</b> copy it and claim it as your own work.</p> <p>The regulations state that: ‘the work which you submit for assessment <b>must</b> be your own’; you <b>must not</b> copy from someone else or allow another candidate to copy from you’.</p> <p>If you use the same wording as a published source, you <b>must</b> place quotation marks around the passage and state where it came from. This is called ‘referencing’. You <b>must</b> 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).</p> <p>For material taken from the internet, your reference should show the date when the material was downloaded and <b>must</b> show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <a href="http://news.bbc.co.uk/1/hi/health/2621000.stm">http://news.bbc.co.uk/1/hi/health/2621000.stm</a>, downloaded 5 February 2026.</p> <p>Where computer-generated content has been used (such as an AI chatbot), your reference <b>must</b> show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<a href="https://openai.com/blog/chatgpt/">https://openai.com/blog/chatgpt/</a>), 25/01/2026.</p>
<p>You should also reference the sources used by the AI tool in generating the content.</p> <p>You <b>must</b> 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 <b>must</b> 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.</p> <p>You may be required to produce a bibliography at the end of your work. This <b>must</b> list the full details of publications you have used in your research, even where these are not directly referred to. For example: Curran, J. <i>Mass Media and Society</i> (Hodder Arnold, 2005).</p> <p><b>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.</b></p>	<p><b>Preparing your coursework – good practice</b></p> <p>If you receive help and guidance from someone other than your teacher, you <b>must</b> tell your teacher. They will then record the nature of the assistance given to you.</p> <p>Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they <b>must not</b> give you direct advice on what should or should not be included.</p> <p>If you worked as part of a group on an assignment, you <b>must each</b> write up your <b>own account</b> 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.</p> <p>You <b>must</b> 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.</p> <p>Take care of your work and keep it safe. <b>Don't</b> leave it lying around where your classmates can find it. <b>Don't</b> share it with anyone, including posting it on social media. You <b>must always</b> 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.</p> <p><b>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.</b> Electronic tools used by awarding bodies can detect this sort of copying.</p> <p>You <b>must not</b> write inappropriate, offensive or obscene material.</p>

## Plagiarism

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

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

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

## Sanctions for breaking the regulations



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

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

The awarding body will decide which sanction is appropriate.

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

## JCQ Info for candidates – Non-examination assessments

<p> <b>Joint Council for Qualifications</b> CIC</p> <p><b>Information for candidates</b> Non-examination assessments Effective from 1 September 2025</p> <p>Produced on behalf of</p> <p></p>	<p>This document tells you about some things that you <b>must</b> and <b>must not</b> do when you are completing your work.</p> <p>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.</p> <p>If there is something that you do not understand, you <b>must</b> ask your teacher.</p> <p><b>Preparing your work – good practice</b></p> <p>If you receive help and guidance from someone other than your teacher, you <b>must</b> tell your teacher. They will then record the assistance given to you.</p> <p>If you worked as part of a group on an assignment, for example undertaking field research, you <b>must</b> write up your <b>own account</b> of the assignment. Even if the information you have is the same, you <b>must</b> describe in your own words how that information was obtained. You <b>must draw your own conclusions from the data</b>.</p> <p>You <b>must</b> 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.</p> <p>Take care of your work and keep it safe. <b>Do not</b> leave it lying around where your classmates can find it. <b>Do not</b> 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.</p> <p><b>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.</b> Electronic tools used by awarding bodies can detect this sort of copying.</p> <p>You <b>must not</b> write inappropriate, offensive or obscene material.</p>
<p><b>Research and using references</b></p> <p>In some subjects you will have an opportunity to do some independent research into a topic.</p> <p>The research you do may involve looking for information in published sources, such as textbooks, encyclopaedias, journals, TV, radio and on the internet.</p> <p>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 <b>must</b> take care how you use this material - you cannot copy it and claim it as your own work.</p> <p>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 <b>must</b> take care how you use this material though - you <b>cannot</b> copy it and claim it as your own work.</p> <p>The regulations state that: ‘the work which you submit for assessment <b>must</b> be your own’; ‘you <b>must not</b> copy from someone else or allow another candidate to copy from you’.</p> <p>When producing a piece of work, if you use the same wording as a published source, you <b>must</b> place quotation marks around the passage and state where it came from. This is known as <b>referencing</b>. You <b>must</b> 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.</p> <p>For material taken from the internet, your reference should show the date when the material was downloaded and <b>must</b> show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <a href="http://news.bbc.co.uk/1/hi/health/1902000.stm">http://news.bbc.co.uk/1/hi/health/1902000.stm</a>, downloaded 5 February 2006.</p> <p>Where computer-generated content has been used (such as an AI chatbot), your reference <b>must</b> show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<a href="https://openai.com/blog/chatgpt/">https://openai.com/blog/chatgpt/</a>), 25/01/2026. You should also reference the sources used by the AI tool in generating the content.</p>	<p>You <b>must</b> 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 <b>must</b> 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.</p> <p>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 <b>must</b> 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).</p> <p><b>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.</b></p>

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## 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.**

## JCQ Info for Candidates – On Screen Tests

### Information for candidates

#### On-screen tests

With effect from 1 September 2025

Produced on behalf of:



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

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

#### A. Regulations – Make sure you understand the rules

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
- 4 Only take into the exam room the materials and equipment which are allowed for that exam.
- 5 You **must not** take into the exam room any unauthorised material including:
  - (a) notes;
  - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
  - (c) a watch.Unless you are told otherwise, you **must not** have access to:
  - (d) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. floppy disks, CDs, memory sticks, social media sites, spreadsheets or the internet;
  - (e) prepared templates.

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

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

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

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

#### C. Calculators, dictionaries and computer spellcheckers

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

#### D. Instructions during the on-screen test

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

#### E. Advice and assistance

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

#### F. At the end of the on-screen test

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



## Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



**Things to do on social media:**

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

**Things not to do on social media:**

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

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

- ! • Receive a written warning
- ! • Lose marks
- ! • Be disqualified from a part of or all of your qualifications
- ! • Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:  
[jqc.org.uk/exams-office/information-for-candidates-documents](http://jqc.org.uk/exams-office/information-for-candidates-documents)




## 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.



You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

EFFECTIVE FROM 1 SEPTEMBER 2025

## Warning to candidates



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 exam/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.



AQA

City & Guilds

CCEA

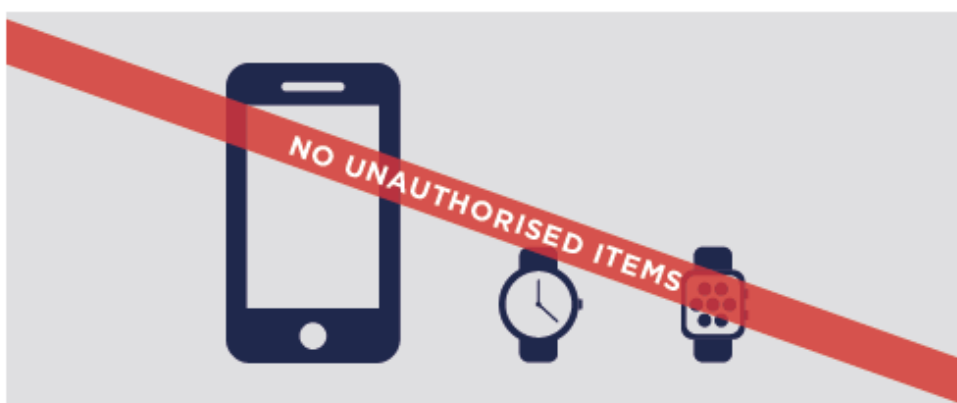
OCR

Pearson

WJEC

## NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED 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.