Wildern School

Centre Number 58243

Exam Guidance for Students and Parents

Summer Exam Season 2027

School Telephone: 01489 783473

School email: wildern@wildern.org

Exam email: exams@wildern.org (Term time only)

Updated 11th November 2026

Introduction

Wildern School aims to make the examination experience as stress-free and successful as possible for all candidates.

We hope this booklet will be informative and helpful for you and your parents. Please read it carefully and show it to your parents so they are also aware of the examination regulations and the procedures to follow if any problems occur.

The awarding bodies (or examination boards) set strict criteria that must be followed for the conduct of examinations, and The Wildern School must follow them precisely. You should therefore pay particular attention to the JCQ Information for Candidates and Warning Notices included at the end of this booklet. If there is anything you do not understand, please ask.

If you or your parents have any queries or need help or advice before, during or after the examinations, please contact:

Examinations Officer
Mrs C Clilverd
01489 779455
exams@wildern.org
(Term Time Only)

Director of Progress and Achievement Year 11
Mrs K Heath

Director of Progress and Achievement Year 10
Mrs E Fearon

Contents

4 Wildern School Summer GCSE Timetable

5 Contingency day 2026

5 Written exams

5 Coursework/controlled assessment/non-examination assessment

6 What to do if you have two or more exams timetabled at the same time

7 Where you will take your examinations

7 What time your examinations will start and finish

7 Supervision during your exams

7 Toilets

8 Exam conditions

8 Where you will sit in the exam room

8 What equipment you need to bring to your exams

9 What you should not bring into the exam room

10 Food and drink in exam rooms

10 What you should wear for your exams

10 Where your personal belongings will be stored during your exam

10 What to do if you arrive late for an examination

10 What to do if you are ill on the day of an examination

11 Special considerations

11 What happens if you are absent from an exam

12 What will happen in the event of an emergency in the exam room

12 Suspected malpractice

12 Candidates with access arrangements

13 Students with medical needs or severe anxiety

13 Results

13 Post-results services

14 Fees for Exam Reviews

14 Certificates

15-28 JCQ Information for Candidates

29-30 JCQ Warning Notices

GCSE Exam Timetable – May/June 2027
Final

Morning session – 9.00am start	Date	Afternoon session – 2.00pm start
BANK HOLIDAY	**Monday 3rd May**	BANK HOLIDAY
BTEC Animal Care (2hrs) BTEC Enterprise (2hrs)	**Tuesday 4th May**	11.30- Yr 9 Maths-TBC
Yr 9 English Lit-TBC	**Wednesday 5th May**	
Yr 9 Maths-TBC	**Thursday 6th May**	
Yr 9 English Lang-TBC	**Friday 7th May**	
Computer Science P1 (1hr 30)	**Monday 10th May**	German Listening (45m, 1hr) Psychology P1 (1hr 45)
Biology/ Combined Science P1 (1hr 45, 1hr 15)	**Tuesday 11th May**	Sports Studies (1hr 15)
English Literature P1 (1hr 45)	**Wednesday 12th May**	Business P1 (1hr 45)
Religious Studies P1 (1hr 45)	**Thursday 13th May**	Physical Education P1 (1hr 15)
Maths NC P1 (1hr 30)	**Friday 14th May**	Drama (1hr 30)
Chemistry/ Combined Science P1 (1hr 45, 1hr 15)	**Monday 17th May**	Media Studies P1 (1hr 30) Psychology P2 (1hr45)
Geography P1 (1hr 30)	**Tuesday 18th May**	German Reading (45m, 1hr) IT (1hr 30)
English Literature P2 (2hr 15)	**Wednesday 19th May**	Computer Science P2 (2hrs)
History P1 (2hr)	**Thursday 20th May**	German Writing (1hr 15, 1hr 20) Physical Education P2 (1hr 15)
Religious Studies P2 (1hr 45)	**Friday 21st May**	Business P2 (1hr 45)
English Language P1 (1hr 45)	**Monday 24th May**	Food prep and Nutrition (1hr 45)
Physics/ Combined Science P1 (1hr 45, 1hr 15)	**Tuesday 25th May**	Media Studies P2 (1hr 30)
French Listening (45m, 1hr)	**Wednesday 26th May**	Geography P2 (1hr 30)
Maths P2 (1hr 30)	**Thursday 27th May**	Music (1hr 30)
History P2 (2hr)	**Friday 28th May**	
	Half Term	
CN Health & Social Care (1hr 15)	**Monday 7th June**	Statistics P1 (1hr 30)
English Language P2 (1hr 45)	**Tuesday 8th June**	French Reading (45m, 1hr)
Spanish Listening (45m, 1hr)	**Wednesday 9th June**	
Biology/ Combined Science P2 (1hr 45, 1hr 15)	**Thursday 10th June**	Geography P3 (1hr 30)
	Friday 11th June	
Maths P3 (1hr 30)	**Monday 14th June**	Hospitality & Catering (1hr 20) French Writing (1hr 15, 1hr 20) Dance (1hr 30)
Chemistry/ Combined Science P2 (1hr 45, 1hr 15)	**Tuesday 15th June**	D&T Textiles/Timbers (1hr 45) Extended Maths Certificate P1 (1hr 15)
Statistics P2 (1hr 30)	**Wednesday 16th June**	Spanish Reading (45m, 1hr)
Extended Maths Certificate P2 (1hr 15)	**Thursday 17th June**	Spanish Writing (1hr 15, 1hr 20)
Physics/ Combined Science P2 (1hr 45, 1hr 15)	**Friday 18th June**	
	Monday 21st June	
	Tuesday 22nd June	
Contingency Day	**Wednesday 23rd June**	**Contingency Day**
	Thursday 24th June	
	Friday 25th June	

The designation of 'contingency days' within the common examination timetable is in the event of national or significant local disruption to examinations in the United Kingdom. It is part of the awarding bodies' standard contingency planning for examinations. **Candidates must therefore remain available until Wednesday 23 June 2027 should an awarding body need to invoke its contingency plan.**

Results Day 19th August 2027

Please be aware that this is a national timetable and therefore students can only take their exams at these times. (This is different to the practice exams when we use catch up sessions to ensure all students are able to complete their papers and receive feedback to help them progress.

Contingency day 2027

As you can see from the 2027 Exam timetable, the Exam Awarding bodies and JCQ (The Joint Council for Qualifications) have arranged two contingency days. This is for "GCSE and/or GCE examinations, should sustained national or local disruption arise during the June 2027 examination series".

This decision has been made following the tragic events of summer 2017, namely the Manchester attacks and the Grenfell Tower Fire. JCQ has decided that there needs to be an option whereby an exam can be postponed in the event of an incident and rearranged for a later date to allow all students a fair and equal chance. The date set aside as the 2027 Contingency Day is Wednesday 23rd June, all day.

This means that all exam candidates must be available to sit exams up to, and including, Wednesday 23rd June 2027. This decision is not a school decision and applies to all candidates in all schools nationwide. Please note this important date, as it is common practice, and completely understandable, for many families to book holidays at the end of June and into July to take advantage of lower prices. However, it would be devastating for a student to miss out on a good grade, after working hard during the GCSE course, because they may be absent from a rearranged final exam.

Written exams

When you receive your individual exam timetable, it will show your specific examinations with your name, Unique Candidate Identifier (UCI), exam number, and the date, time, and duration of each exam. Check it carefully. If you think that something is wrong, please see Mrs Clilverd immediately. You may have already completed some practical components.

Coursework/controlled assessment/non-examination assessment

The JCQ notice about coursework, controlled assessments and non-examination assessments, including plagiarism and the consequences, is at the end of this booklet.

Candidates have a right to have their assessment marks reviewed. Subject Leaders will inform students of the window available for this if it needs to differ from the whole-school deadlines shown below due to external moderator involvement.

External NEA Deadlines 2026/27 - All Subjects excluding GCSE PE

- All NEA assignments have to be marked and moderated by 3pm Tuesday 23rd March 2027.
- Results of these need to be shared with students by 3pm Monday 12th April

2027.

- Students have the right to have their assessment marks reviewed, and if a student wishes to appeal their marks, they must put this in writing to the subject leader by 3pm on Monday 26th April 2027.

External NEA Deadlines 2027 - GCSE PE

Practical NEA

- All video evidence used for GCSE PE assessment must be submitted by 3pm Friday 8th January 2027, except skiing/snowboarding footage, which must be submitted by 3pm Friday 26th February 2027. Submit this via Google Drive directly to the class teacher.
- All practical assessments must have taken place before 3pm on Friday 12th February. The PE moderation day will take place in March 2027, and if you are selected, you must perform.
- Students will be informed of their practical NEA grades by 3pm on Friday 12th February 2027.

Written NEA

- The final deadline for written coursework submission is 3pm Friday 16th October 2026. Students will be informed of their written coursework grade by 3pm Friday 18th December 2026.

Students have a right to have their assessment marks reviewed, and if a student wishes to appeal their marks, they need to put this in writing to the subject leader by 3pm Friday 5th March 2027.

<u>Candidate Authentication, Storage, and AI Usage</u>

- All work submitted for non-examination assessment must be your own. Candidates must sign an authentication statement confirming compliance with JCQ regulations prior to final submission.
- Assessment work must be kept secure and confidential at all times. Candidates must not share work with peers or post it on social media platforms.
- Any use of published sources, internet content, or AI tools must be fully referenced and acknowledged. Where AI tools are used, candidates must state the tool name, generation date, retain screenshots of prompts and outputs, and explain how the generated material was used.

What to do if you identify you have two or more exam papers timetabled at the same time (an exam clash)

Occasionally, some candidates will have a clash where two or more subjects are timetabled at the same time. This year, Media Studies and Sports Studies are scheduled for the same time. The school will make special timetable arrangements for candidates who take both subjects, but most students must take the exams on the same day and in the same afternoon. The times for these exams will be shown on your individual timetable. An invigilator will supervise you until you have finished all exams scheduled for that day, so you may need to bring a packed lunch and a drink, as you will not be able to communicate with other students. A break of up to 20 minutes will be allowed between papers, and you will not be allowed to revise in this time.

Where you will take your examinations

The exams will mainly take place in the Sports Hall, Main Hall and Wave, but other venues have also been used. Please check your timetable so you know where you will be for each exam.

What time your examinations will start and finish

Most morning exams start at 9:00 am, and afternoon exams start at 2:10 pm. You must assemble outside your examination room 15 minutes before the start time.

The school's policy is not to allow candidates to leave the exam room early, as this is disruptive to others, so please do not ask to leave; instead, use the time to check your answers thoroughly and make sure you have completed your personal details correctly.

Supervision during your exams

Senior members of staff will be present at the start of their relevant exams. The school employs external invigilators to conduct the examinations. They are members of staff. You are expected to behave respectfully towards them and follow their instructions at all times. Invigilators are in the examination rooms to supervise the examination. They will distribute and collect the examination papers, tell you when to start and finish the examination, hand out extra paper if required and deal with any problems that occur during the examination. They cannot discuss the examination paper with you or read or explain the questions.

You may not leave the examination room without the invigilators' permission. If you need to go to the toilet, an invigilator will escort you, and you will not be allowed any extra time.

Toilets: Please go to the toilet before the exam. You will not be able to go to the toilet in the first hour or last 20 minutes of the exam time. These are JCQ exam regulations to avoid student contact with other potential candidates.

Any student who behaves in a disruptive or unacceptable manner will be removed from the examination room by invigilators. The lead invigilator will explicitly record the disruption or removal in the official exam room incident log. Invigilators will escort them to the Examination Officer, and the Senior Leadership Team will be informed of their conduct. A report will then be sent to the relevant examining body.

Exam conditions

This booklet includes copies of the 'Information for Candidates', issued jointly by all the examination boards. You must read these carefully and note that breaking any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the awarding body.

Listen carefully to instructions and notices read out by the invigilators — there may be amendments or corrections to the exam paper that you need to know about. Check you have the correct question paper — check the subject, paper and tier of entry.

Do not draw pictures or write offensive comments on examination papers — if you do, the examination board may refuse to accept your paper.

At the end of the examination, all work must be handed in — remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, make sure all loose sheets are in the correct order and inserted inside the last page of the exam booklet.

Invigilators will collect your exam papers before you leave the room. Maintain absolute silence during this time. Remember you are still under examination conditions until you have left the room.

Question papers, answer booklets and additional paper must not be taken from the exam room. Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

Where you will sit in the exam room

You will sit in candidate number order for each exam. A sticker with your name and number will be on the desk so you can find your seat.

What equipment you need to bring to your exams

Examination regulations are very strict about items you may take into the examination room. If you break these rules, you will be disqualified from the examination.

All equipment (pens, pencils, mathematical instruments) must be visible to the invigilators at all times.

- You must use either a transparent pencil case or a clear plastic bag.
- You must use a black pen. No ink erasers or correction pens are allowed.
- Calculators - You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams, which state:
  "Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- pencil, rubber, ruler
- Maths equipment

Calculators must be:

- of a size suitable for use on the desk;
- either battery- or solar-powered;
- free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

- be designed or adapted to offer any of these facilities:
  - language 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:
  - databanks;
  - dictionaries;
  - mathematical formulae;
  - text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator

What you should not bring into the exam room

Only material listed on the question papers is permitted in the examination room, and students found with any material that is not allowed will be reported to the appropriate examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Mobile phones, smartwatches, wristwatches and wireless headphones must not be brought into the exam room. Possessing any electronic communication device in the exam room is regarded as cheating and is subject to severe penalties from the awarding bodies. The school must report any such incident whether or not the device was used, and the awarding body will decide the penalty.

Any of the above devices brought into the examination room must be switched off and handed to an invigilator before the start of the exam. Remove all watches and hand them in with mobile phones.

Study Room Sign-in Procedures

All candidates using designated study or catch-up rooms before or after an examination must sign in on the attendance log upon entry and sign out when leaving. Invigilators will cross-reference room registers with the master examination timetable to ensure candidate presence is tracked continuously.

Error Checking & Discrepancy Reporting

Invigilators and staff must perform routine error checks on candidate desk stickers, paper codes, and seating plans before starting each session. Any discrepancies identified between candidate details, entry tiers, or examination papers must be immediately logged in the official incident log and reported directly to the Examinations Officer before papers are distributed.

Additional Exam Procedures

Candidate Identification: All students must be correctly identified by invigilators and senior staff prior to entering the examination venue. A desk sticker displaying your name and candidate number will be placed on your assigned desk to confirm your seat.

Exam Disruption Logging: Any incident or disruption occurring during an examination will be recorded in an official exam log by the lead invigilator. Where necessary, formal reports will be submitted to the awarding body in accordance with JCQ regulations.

Water Bottle Compliance: Only small, completely clear plastic water bottles with all labels removed are permitted inside the examination room. Non-compliant

containers, opaque bottles, or bottles with labels still attached will be confiscated, or their labels removed, before the start of the exam.

Malpractice Policy Reference: Wildern School enforces a zero-tolerance policy towards malpractice in assessments and examinations, adhering strictly to JCQ Policies and Procedures. Any attempt to breach examination regulations will be reported directly to the exam board and may result in disqualification.

Food and drink in exam rooms

No food or drink (except a small, clear plastic bottle of water with the label removed) is allowed in the examination rooms, as guided by the JCQ guidelines.

What you should wear for your exams

Full School Uniform must be worn by all students attending school for examinations.

Where your personal belongings will be stored during your exam

Leave bags and coats in the designated area in your examination room. Do not bring any valuables to school during the exam period.

Bag and Coat Security Checks

To ensure strict compliance with JCQ regulations, invigilators sweep designated bag and coat storage areas using handheld metal detector wands. If a sensor is triggered, two staff members will conduct a visual check of the bag or coat to ensure no prohibited electronic communication devices remain inside.

What to do if you arrive late for an examination

If you arrive less than one hour after the published starting time of the examination, it may still be possible for you to sit the paper. Report to the exam office as soon as you can; A member of exams staff will then escort you to the exam room. After an examination has begun, you must not enter the examination room without permission from an invigilator or the Exams Officer.

You should also be aware that if you start the exam more than one hour after the published starting time, the school must inform the exam board, which may decide not to accept your work. Please allow enough time to get to school so that, if you are delayed, you will still arrive on time.

What to do if you are ill on the day of an examination

If you are ill on the day of an examination, please contact the school as soon as possible 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 a scribe to write your answers, but we will need as much prior notice as you can give.

You will need to obtain written medical evidence from your GP or hospital if you want the school to apply for Special Consideration on your behalf.

Special Consideration

Special Consideration is an adjustment to the marks or grades of a candidate who has sat the exam but has been disadvantaged in some way because of 'exceptional circumstances'.

Candidates are only eligible for Special Consideration if they have been fully prepared and have covered the whole course, but their performance in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or a domestic crisis at the time. The Examinations Officer must be informed immediately so that the necessary paperwork can be sent to the board, and the candidate will be required to provide written evidence to support the application. **This must be received no later than 5 days after the examination date.**

Parents should be aware that the examining body decides whether to grant an adjustment. It is likely to be small (maximum of 5% for an immediate family bereavement), and no feedback is ever provided.

What happens if you are absent from an exam

If you miss an exam without informing the school of the reason, your parents/guardians will be charged the entry fee for the exam. Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

JCQ says that “when a candidate has missed a timetabled component/unit for acceptable reasons, and the centre is prepared to support an application for special consideration, an adjustment may be made to the terminal grade. However, the component/unit must have been missed in the terminal series, candidates must have covered the whole course and a minimum of 25% of the total assessment must have been completed”.

If this happens, the exam board will approximate a grade for the missed component using the students' results for the other components/papers they were able to sit. (NOT PRACTISE EXAMS OR ANY INTERNAL ASSESSMENTS) They will compare these to how other candidates nationally have achieved on the missing component in relation to the completed papers/components.

What will happen in the event of an emergency in the exam room

If the fire alarm sounds during an examination, the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room, you will be asked to leave in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation, and you must remain absolutely silent at all times.

When you return to the exam room, do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Suspected malpractice

Wildern School adheres strictly to the JCQ Suspected Malpractice Policies and Procedures in Examinations and Assessments. Candidates can view the full guidance and regulations on the official JCQ website or access copies on the Wildern School website.

Candidates with access arrangements

If you have approved exam access arrangements, check your timetables carefully so you know where you are going for each exam. Please wait outside the venue 10 minutes before the exam start time. If you are unsure about any of the arrangements, ask the Learning Support staff.

Access arrangements are designed to support students who may otherwise be disadvantaged by a recognised learning need and may require support in an examination. This may include extra time awarded on a subject-by-subject basis, a prompt, rest breaks, a reader, a scribe, or modified papers (the list is not exhaustive). Access arrangements are usually applied for at the start of Year 10; we will consider exceptional cases where a new learning need has been identified after

this date. Urgent cases will always be considered (e.g. broken writing hand/arm where a scribe or word processor can be provided).

Students are monitored throughout their learning at Wildern School, and any concerns affecting assessments and examinations are reported to Learning Support. Evidence is then gathered, and if needed, students are assessed for access arrangements. If there is sufficient evidence, an access arrangement is applied for.

Students with medical needs or severe anxiety

As with access arrangements, support can be offered to students undergoing treatment at the time of examinations. This may include rest breaks, prompts, different seats, or, on occasion, smaller rooms. These can only be arranged for students who are receiving treatment from a level 3 practitioner (i.e., hospital consultant, CAMHS) and with medical evidence to support an application. JCQ states that a GP letter is insufficient.

Some exam nerves are normal, and most students feel anxious around examinations. Students who are suffering severe exam anxiety but are not under CAMHS can be seated at the back/side of the hall/sports hall. This decision is made by the Director of Progress and Achievement, the Exams Officer and the SENCo.

Results

Results will be available for Year 11 students to collect on Thursday 19th August between 10:00 am and 11:00 am. If you would like someone else to collect your results, please write a letter and sign it for the person collecting your results. Your nominated person must bring this letter and a form of photographic ID on results day.

Alternatively, you can leave a stamped, self-addressed envelope (A5 or larger) with the exams office for results to be posted. Adequate postage is required and we would suggest postage for a 'large letter'. Results will not be given out by telephone or emailed under any circumstances. Results not collected by candidates or a representative will be held securely in the exams office until collected at a later date.

If you need post-results advice, staff will be available during the morning on Results Day. The examinations office will be open for enquiries on Thursday, 19th August (9am - Noon). From Wednesday 1st September 2027, subject specialist staff will be available for advice. We will respond to all emails received after results day once all staff have returned to school in September.

Post-results services

If you feel it is necessary to make an enquiry about your result, contact the exams officer at exams@wildern.org. All emails received after results day will be responded to once all staff have returned to school in September.

Examiner marking is a specific skill with extensive training. Subject staff do not necessarily have this training and therefore cannot 'mark' papers themselves to give advice on reviews. You should also be aware that your mark could go down, up, or stay the same, with the latter being the most likely outcome. There is a review fee, and it is refunded only if the overall grade changes following the review.

If you decide to go ahead with a review, please follow the information on the Enquiries about Results Form, which will be included in the student's results pack by Friday 10th September 2027.

Fees for Exam Reviews

Correct fees for any Enquiries about Results are released by exam boards in Spring of that year. The correct fees for reviews in 2027 will be included in the information pack that accompanies your results in August. For guidance, fees in 2026 cost up to £65.25 per paper; this is likely to increase. Further information about this will be included in the pack with the results.

Service	Type	GCSE
1	**Clerical check**	**AQA: £9.70** **Edexcel: £14.00** **OCR: £12.00** **WJEC:£11.00**
2	**Review of marking**	**AQA: £44.85** **Edexcel: £50.00** **OCR: £67.75** **WJEC:£45.00**
3	**Access to scripts**	**AQA: £5** **Edexcel: £5** **OCR: £5** **WJEC:£5**

Certificates

Certificates will be available for collection in November. We will send a letter inviting you to collect them, with full details closer to the time. Any certificates not collected

will be held securely until December 31st 2028. After this date, we will destroy them. Replacing certificates from exam boards costs from £43 per qualification (depending on the examination board), so we highly recommend students collect these on the day specified and keep them safe.

Coursework/non-examination assessments can be collected at this time as well.

Guidance for parents, carers and students about access arrangements

WHAT ARE ACCESS ARRANGEMENTS?

- Access arrangements allow students with specific needs, such as special educational needs or disabilities, to access an exam.
- They allow students to show what they know and can do without changing the demands of the exam.

HOW WILL THE PROCESS START?

- Parents and carers should let the SENCo know as soon as possible if their child has additional needs. Good and open communication is important.
- Students in further education should record their additional needs on the college's enrolment form.
- The SENCo will work with teachers and the student to identify possible arrangements.
- Various access arrangements are available. For example, support for students who have difficulties with reading, writing, speed of working or concentration.
- Not all students with additional needs will require access arrangements. This depends on whether their difficulty affects their access to exams. Additional needs or a diagnosis alone do not entitle a student to access arrangements.

WHO WILL MAKE THE ASSESSMENT?

- If a student has learning difficulties, the school or college's appointed assessor must conduct the assessment to determine the need for access arrangements, such as 25% extra time.
- If an external assessor diagnoses a learning difficulty (for example, dyslexia or dyscalculia), the assessment can only be used as evidence for access arrangements if the assessor has liaised with the school or college and received the necessary access arrangements paperwork in advance of the assessment taking place.
- Specialists (for example, a medical consultant or a psychiatrist) are responsible for providing a formal diagnosis. They are **not** responsible for decisions about access arrangements.
- The school or college must decide which access arrangements a student has for their exams.
- Teachers must give evidence to show that an access arrangement is needed. The school or college will record how effective the arrangement is in the classroom, in internal tests or in mock exams.

WHAT ELSE NEEDS TO BE DONE?

- The school or college will have to apply for some arrangements.
- If a student has complex needs, a school or college can discuss their needs with the exam board.

FINALLY

Schools and colleges **must** follow the rules. They are inspected and if they are found to be breaking the rules, this will be malpractice.

If you have any questions about access arrangements, please speak to the school, college or SENCo.

Information for candidates Coursework assessments ©JCQ

With effect from 1 September 2026

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 2027.

Where AI has been used, 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/), 25/01/2027.

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you must tell your teacher who 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 data you have is the same, the description of how that data 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 or share it with anyone, including posting it on social media. You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. 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 pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and not crediting the source. This includes outputs from AI tools. **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 for detecting plagiarism 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

Information for candidates Non-examination assessments ©JCQ

With effect from 1 September 2026

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 anything 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, encyclopaedias, 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, 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 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 2025.

Where AI has been used,, 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/), 25/01/2027. You should also acknowledge the sources used by the AI tool in generating the content.

You must retain a copy of the question(s)/prompts used to generate the AI content and the AI-generated content itself 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 from other sources 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 or ideas and trying to pass them off as your own. It 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 for detecting plagiarism and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Sanctions for breaking the regulations

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

• you will be awarded zero marks for your work;

• you will be disqualified from that component for the examination series in question;

• you will be disqualified from the whole subject for that examination series;

• you will be disqualified from all subjects and barred from entering again for a period of time. The awarding body will decide which sanction is appropriate

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

Joint Council for Qualifications CIC

Information for candidates On-screen exams With effect from 1 September 2026

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 devices, smart glasses, tablets (e.g. iPads or iPods);

(C) a mobile phone

(d) a watch (e.g. analogue, digital and smartwatch);

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

(e) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. memory sticks, social media sites, spreadsheets or the internet;

(f) 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 exam and bring what you need

1 Know the date and time of your on-screen exam(s). Arrive at least ten minutes before the start of your on-screen exam.

2 If you arrive late for an on-screen exam, report to the invigilator running the exam.

3 If you arrive more than one hour after the published starting time for the on-screen exam, 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 exam

C. Calculators, dictionaries and computer spell-checkers

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 and make sure it is in exam mode

(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 spell checker unless you are told otherwise.

D. Instructions during the on-screen exam

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 exam;

(b) the on-screen exam is in another candidate's name;

(c) you experience system delays or any other IT issues;

(d) your access to the on-screen exam has not been set up correctly;

(e) adjustments to the on-screen exam 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 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 on-screen exam 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 exam

1 Ensure that the software closes at the end of the on-screen exam.

2 If you are required to print off work outside the time allowed for the on-screen exam, 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 exam.

Information for candidates Written examinations

With effect from 1 September 2026

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. You should also check with your teacher which calculator you may use in your exams.

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 any unauthorised material into the exam room, including: (a) notes; (b) earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods); (c) a mobile phone; (d) a watch (e.g. analogue, digital, smartwatch); 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 your 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 spell-checkers

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 and make sure it is in exam mode;

(c) remove any parts such as cases, lids or covers which have printed instructions or formulae;

(d) do not bring any operating instructions or prepared programs into the exam room.

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 place any additional answer sheets inside your answer booklet. (For CCEA examinations place any additional sheets behind your answer booklet.) Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

1 If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.

2 Put up your hand during the exam if:

(a) you have a problem and are not sure what you should do;

(b) you do not feel well;

(c) you need more paper.

3 You must not ask for, and will not be given, any explanation of the questions

F. At the end of the exam

1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed behind your script.

2 Do not leave the exam room until told to do so by the invigilator.

3 Do not take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.

Information for Candidates
Information About You and How We Use It

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

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

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

Information about you and from where it is obtained
Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.
Each awarding body will create certain information about you such as a candidate number, examination results and certificates. You will find further information about this in the awarding bodies' full Privacy Notice (see links
above) or by contacting the awarding body (see above).

What happens to the information about you
The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis. The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share

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

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are: Access – you are entitled to ask each awarding body about the information it holds about you. Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you. Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds. Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways. Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you. You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

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

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

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

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

Please note

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

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:

jcq.org.uk/exams-office/information-for-candidates-documents

JCQ CIC

JCQ CIC

AQA Questions matter | CAMBRIDGE OCR | City & Guilds | cea Rewarding Learning | NCFE | Pearson | wjec cbac

NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES

NO STORAGE OR WEB-ENABLED DEVICES



Possession of unauthorised items 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.

©JCQ CIC 2026 – Effective from 1 September 2026

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 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 during your examination, raise your hand to speak to an invigilator.
Do not speak to or disturb anyone else.

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.

JCQ CIC© 2026 – Effective from 1 September 2026