

CANDIDATE EXAM HANDBOOK 2025/26



This handbook is reviewed and updated annually

Produced/reviewed by	
Varndean Sixth Form College Exams Department	
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Introduction

Varndean Sixth Form College is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Purpose of this handbook

- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates' documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures they need to be made aware of

Malpractice

Malpractice can lead to a deduction in marks, disqualification and can even result in a ban from all examinations. Malpractice can take many forms, for example:

- the alteration or falsification of any results document, including certificates.
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations.
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments.
- collusion: working collaboratively with other candidates, beyond what is permitted.
- copying from another candidate (including the use of technology to aid the copying).
- allowing work to be copied e.g., posting work on social networking sites prior to an examination/assessment.
- the deliberate destruction of another candidate's work.
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language).
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written, or non-verbal communication.
- making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio.
- allowing others to assist in the production of controlled assessment, coursework, nonexamination assessment or assisting others in the production of controlled assessment, coursework, or non-examination assessment.
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g., exemplar materials).
- being in possession of confidential material in advance of the examination.
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations).
- the inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios.
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment.
- plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing.
- theft of another candidate's work.
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image,

electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, Smartwatches or other similar electronic devices;

- the unauthorised use of a memory stick or similar device where a candidate uses a word processor.
- behaving in a manner to undermine the integrity of the examination

Personal data

- Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies...
- The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.
- Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms.

Coursework assessments/non-examination assessments

- You must read the JCQ information for candidate's documents in the appendices.
- Your subject teachers will brief you on the subjects and deadlines of your coursework/ controlled assessments/ non-examination assessments How candidates are informed about their assessments
- Your work is marked/assessed by subject teachers and then moderated by internal verifiers before being submitted to awarding bodies and going through a sampling process

Written timetabled exams (A-level, GCSE, BTEC NQF)

Written exams take place at three key stages in the academic year: November, January and May/June.

- Exam entries for written exams are made based on your enrolments – if you are enrolled on a subject, you will be entered for the corresponding exam automatically.
- Exam timetables are published online via MyVarndean. Timetables are also emailed.
- You must check your timetable carefully to ensure you know the date and time of all your exams/assessments. On the day of your exam, you must check the display boards for rooming details and which seat you will be in.
- Before all your exams you should make yourself familiar with the JCQ information for candidates' document: written exams (appendix 4)

Contingency sessions - Summer 2026

JCQ has set aside **24/06/2026** as their contingency day in the event of national or significant local disruption to examinations in the United Kingdom

On-screen tests

- Exam entries for On-Screen tests & On Demand tests are made at the request of subject teachers and Heads of school.
- On-screen / On Demand tests are held throughout the academic year
- The times and locations of On-Screen / On Demand tests will be communicated via your subject teacher and will be displayed in My Varndean under Exams - Exam Timetables.

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

You must check with the Exam Office what the arrangements will be for the clash exams

Where the total exam time does **not exceed 3 hours** you will sit these exams back-to-back.

Where the total exam time **does exceed 3 hours** you will sit the exams in two sessions (**AM** and **PM**). In this scenario you will be held in **supervised quarantine** between the sessions. You must bring a **packed lunch** as you will have no access to the canteen or off-site facilities. You will be allowed to revise between your exams but all notes need to be typed / hand written as you will not be allowed access to any electronic devices such as laptops/ smart watches or mobile phones.

On rare occasions where you have **3 exams** that total **more than 6 hours** you might need to have **overnight supervision**. When this happens the last exam of the day will be taken the following morning. You will need to fill in forms that your parents / guardian will also sign as they will pick you up from college and bring you back to college the next morning. They will also make sure you do not have access to any electronic device and do not talk to anyone besides your family.

Where you will take your exams

Exams take place either the Hall, Dance Studio (DNC) or in classrooms – You will be informed where your exam will be taking place via My Varndean under Exam Timetables. It is your responsibility to check this information regularly as it can **change!** This information will also be displayed on the display boards by reception.

What time your exams will start and finish

- Written exams fall into two sessions: **AM** and **PM**. All **AM** exams start at **09:00am** and all **PM** exams start at **1:30pm**. These times are set by JCQ and the Awarding Bodies.
- **Mock** exams also fall into two sessions **AM** and **PM**. All **AM Mock** exams start at **9:00am** and all **PM Mock** exams start at **1:00pm**.
- Online / On Demand exams have varied start times

Supervision during your exams

- Exams are supervised by a team of invigilators. Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc. You must always follow the instructions given to you by the invigilator otherwise you are at risk of being removed from the exam.

Exam room conditions

- Candidates are invited into the exam room by the invigilator and should not enter the room until then
- Candidates are under exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator
- Candidates must listen to and always follow the instructions given by the invigilator
- Candidates must not communicate with other candidates (this can include but is not limited to making hand or facial gestures, talking, or writing notes) **this now has to get reported as Malpractice and can lead to a penalty which could include receiving 0 marks!**
- Candidates are responsible for producing legible handwriting in their exams
- If you need anything during the exam you should raise your hand to attract the attention of the invigilator
- Be wary of distracting other candidates when you are in the exam hall – keep fidgeting to a minimum
- If you use additional answer books you must clearly indicate the question number in the margin and **write your candidate details** in the spaces provided

Where you will sit in the exam room

Written exams will have a seating plan displayed on the board by reception. You will need to check your place on the plan before entering the exam room to ensure you know where to go.

How your identity is confirmed in the exam room

Candidates must have their college ID card visible at all times to verify their identity when in the exam room. **No ID card = no admittance.**

What equipment you need to bring to your exams

Candidates are responsible for **bringing their own equipment** to examinations. You should bring a **ballpoint black pen** with you to every exam. Clear plastic pencil cases are permitted. Do not rely on spare equipment being available in the exam hall – always come **prepared!**

Using calculators

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. **Calculator lids** must be stored under your seat during the exam.

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 formulas.

The candidate is responsible for the following:

- The calculator's power supply;
- The calculator's working condition;
- Clearing anything stored in the calculator.

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 formulas;
 - Text.

What you must not bring into the exam room

- Mobile phones, Air-pods, earbuds, headphones, Smart Glasses or any Smart Device.
- Watches / Smart watches.
- MP3 / MP4 players or mass storage devices.
- **A Negative Attitude**

Food and drink in exam rooms

Candidates can bring a bottle of water into the exam room, this must be a clear bottle with no writing, pictures or labels on them. No other food or drinks are permitted unless for medical reasons.

What you should wear for your exams

We suggest you wear light layers to ensure your comfort in the exam room.

Where your personal belongings will be stored during your exam

Bags, coats, and any unauthorised materials including mobile phones (**switched off**) will be stored at the back / front or side of the exam hall / room. The College accepts no responsibility for loss or damage to personal belongings. **Valuables should be left at home.**

What to do if you arrive late for your exam

You should always leave additional travel time on exam days to counteract any unforeseen disruptions. If, however, you are running late to an exam you **MUST** call **01273 508011**.

When you arrive at the exam room, you should wait outside the room and signal to the invigilator. They will then brief you before you enter the room. **If you are over 60 minutes late you may not be admitted.** *

*If you arrive after 10:00am or 2:30pm you may not be allowed into the exam. If you are admitted, we will have to notify the awarding body and they will decide whether to accept your paper or disqualify it. Please make sure that you are supervised by a responsible adult for your journey to college and do not have access to your phone / Internet and that the person supervising you supplies a written statement upon arrival at the exam room indicating that you were supervised the whole time until they handed you over to the supervision of the Invigilator in the exam room and that you did not have access to your phone

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

If you are unwell and unable to attend your examination, you **must** call **01273 508011**. If possible, you should contact your GP or attend the local hospital to get a letter evidencing your illness.

If you are unwell but you manage to attend the exam, please speak to the invigilators before you enter the exam room. They can place you at the back of the room and be ready to accompany you to the bathroom.

If you suddenly start feeling unwell during an exam, please raise your hand and alert the invigilator who can assess the situation and assist you as needed.

What happens if you have an unauthorised absence from your exam

If you do not attend your exam, you will not be able to take the exam at a later date or time as these dates and times are set by the awarding bodies themselves.

If you suffer a bereavement and are unable to sit your exam, please call the Exams Team and we will assist you in applying for special consideration.

What happens in the event of an emergency in the exam room?

In the event of a fire alarm, candidates should remain seated in silence and follow instructions given by the invigilators. Please note that if you are evacuated from the exam room you must always remain in exam conditions. When you re-enter the exam room you will re-start the exam and receive the full-time allowance for your paper as set by the awarding body. The Exams Team will notify the awarding body of the disruption.

Candidates with access arrangements/reasonable adjustments

Access Arrangements are pre-examination adjustments for candidates based on **evidence of need** and **normal way of working**. They allow candidates with special educational needs, disabilities, or temporary injuries to access the assessment without changing the demands of the assessment.

Candidates who require access arrangements are assessed at the beginning of the year by the SENCO and the ALS team.

Examples of exam access arrangements include: 25% extra time, a reader, a word processor, a sign language interpreter, or a modified exam paper.

Results

- Provisional A-Level & L3 BTEC results are released on **Thursday 13th August 2026**
- Provisional GCSE & L2 BTEC results are released on **Thursday 20th August 2026**
- Your results will be available to **collect** in person on **Results day** from **9:00am** and will be available on **My Varndean** (my.varndean.ac.uk) from **9:30am**. Results will also be **emailed** to your college email account from **10:00 am**.

Post-results services

After you receive your results, you may wish to use a post-results service. These are:

- **'Access to Scripts'** – you can request access to your exam paper to aid your further learning. Fees may apply to each paper you request.
- **'Review of Marking'** – you can request the marking of your question paper to be reviewed by a senior examiner, who will check your answers against the mark scheme for a fee per paper. This should be discussed with your subject teacher first and you need to be aware that you could lose marks as well as gain them in this process.
- All requests for post-results services from internal candidates must be made through the Centre via the exam's office.
- Deadlines for these services will be given to you when you receive your statement of results.

Certificates

- Certificates can be **collected** from the college from **1 December 2025** until **30 January 2026**. These must be signed for in person. Someone authorised by you with a letter stating that you give *[the persons full name]* permission to collect your certificates may do so as long as they bring their photographic ID with them.
- Certificates are available to be collected from **10:00 am to 3:00 pm Monday to Friday**
- Any uncollected certificates will be kept for **12 months** after which they may be **securely destroyed**.
- **If you lose or fail to collect your certificate and it gets destroyed you will have to apply directly to the awarding body who will charge you a replacement fee of £51+.**

Internal appeals procedure

Internal appeals policy and procedures are available on request and can be found on the college website under Exam Information & Policies.

Complaints policy

Complaints Policy (Exams) is available on request and can be found on the college website under Exam Information & Policies.

JCQ Information for candidates - coursework

You **must** read the following pages of information if you are undertaking qualifications that contain elements of coursework assessment.

Please go to the next page





Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

Effective from 1 September 2025

Produced on behalf of:



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

When you submit your work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

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

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources, such as textbooks, encyclopedias, journals, TV, radio and on the internet.

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

The regulations state that:

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

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

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

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

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

You should also reference the sources used by the AI tool in generating the content.

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

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to. For example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

Preparing your coursework – good practice

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

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must each** write up your **own account** of the assignment. Even if the information you have is the same, the description of how that information was obtained and the conclusions you draw from it should be in your own words.

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

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

Don't be tempted to use any prepared or generated online solutions and try to pass them off as your own work – this is cheating.

Electronic tools used by awarding bodies can detect this sort of copying.

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

Plagiarism

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

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

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

Sanctions for breaking the regulations

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

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

The awarding body will decide which sanction is appropriate.

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

JCQ Information for candidates – non-examination assessments

You **must** read the information on the following pages if you are undertaking qualifications that contain components of non-examination assessment.

Please go to the next page





Joint Council for
Qualifications^{CIC}

Information for candidates

Non-examination assessments

Effective from 1 September 2025

Produced on behalf of:



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

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

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

Preparing your work — good practice

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

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

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

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

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

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

Research and using references

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

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

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

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

The regulations state that:

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

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

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

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

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

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

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

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

Plagiarism

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

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

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

Sanctions for breaking the regulations

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

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

The awarding body will decide which sanction is appropriate.

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

JCQ Information for candidates – on-screen tests

You **must** read the information on the following pages if you will be taking any externally assessed on-screen tests as part of your qualification(s).

Please go to the next page





Joint Council for
Qualifications^{CIC}

Information for candidates

On-screen tests

With effect from 1 September 2025

Produced on behalf of:



©JCQ^{CIC} 2025

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

If there is anything you do not understand 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.

JCQ Information for candidates – written exams

You **must** read the information on the following pages before you take any externally assessed written exams.

Please go to the next page





Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:



©JCQ^{CIC} 2025

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

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

A. Regulations – Make sure you understand the rules

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

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

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

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

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

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

C. Calculators, dictionaries and computer spellcheckers

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

D. Instructions during the exam

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

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

E. Advice and assistance

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

F. At the end of the exam

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

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

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

JCQ Information for candidates – social media

You **must** read the information below to help you stay within examination/assessment regulations when using social media.



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

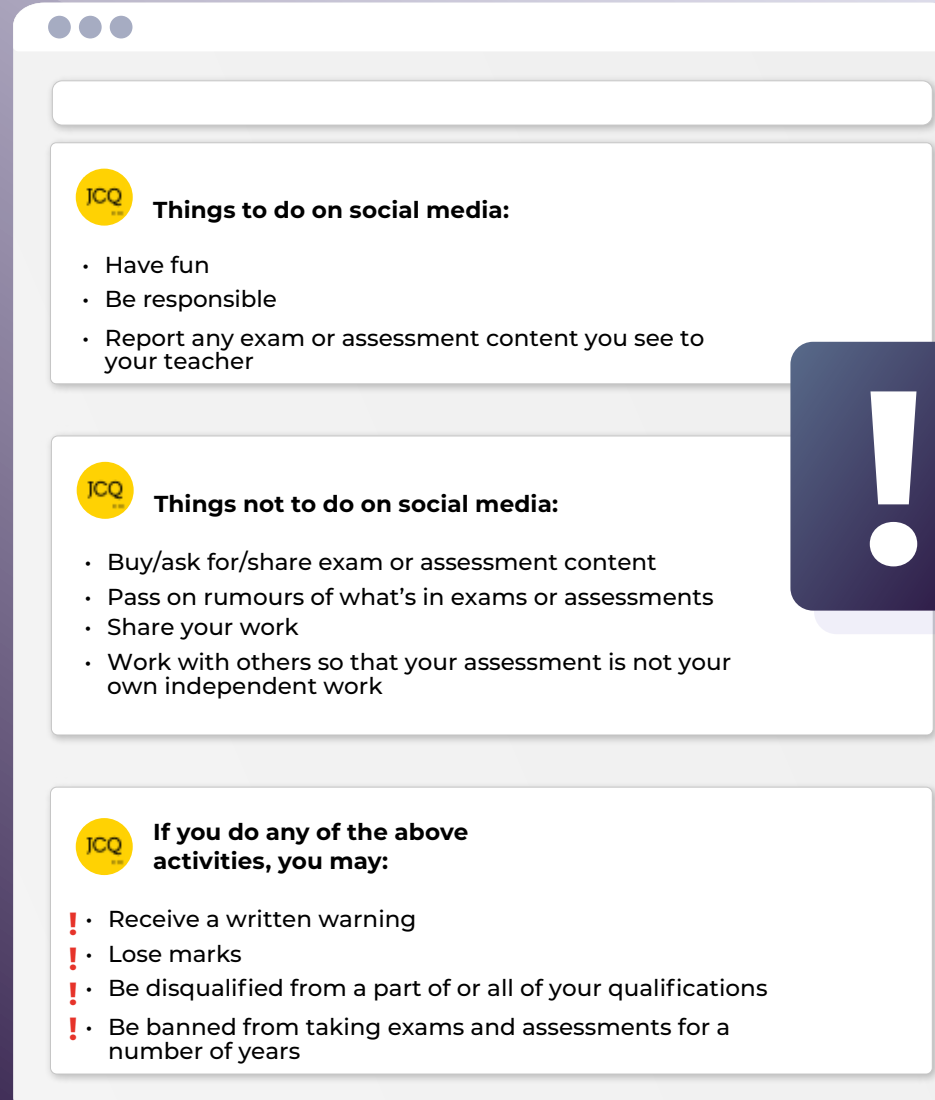
If you do any of the above activities, you may:

- 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

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JCQ Information for candidates - AI (Artificial Intelligence and assessments)

You **must** read the information below to help you stay within examination/assessment regulations when using artificial intelligence. This information explains: What is AI? What is an AI tool? When can I use AI? When can I not use an AI tool? If I'm allowed to use AI, how is this breaking the rules? How to make sure you don't misuse AI.




Information for candidates AI (Artificial Intelligence and assessments)

What is AI?



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


What is an AI tool?



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


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

When can I use AI?



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

When can I not use an AI tool?




- AI tools cannot be used in an exam or any other assessment where exam rules apply.
- This is what exam boards call **AI misuse and is a form of cheating.**

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

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

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



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

How to make sure you don't misuse AI

DECLARE


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


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


ACKNOWLEDGE


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

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

LAST CHECKS


Know the rules


Check with your teachers


ACKNOWLEDGE and DECLARE


EFFECTIVE FROM 1 SEPTEMBER 2025

Information for candidates

AI (Artificial Intelligence and assessments)

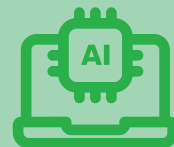
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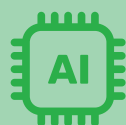
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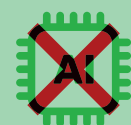
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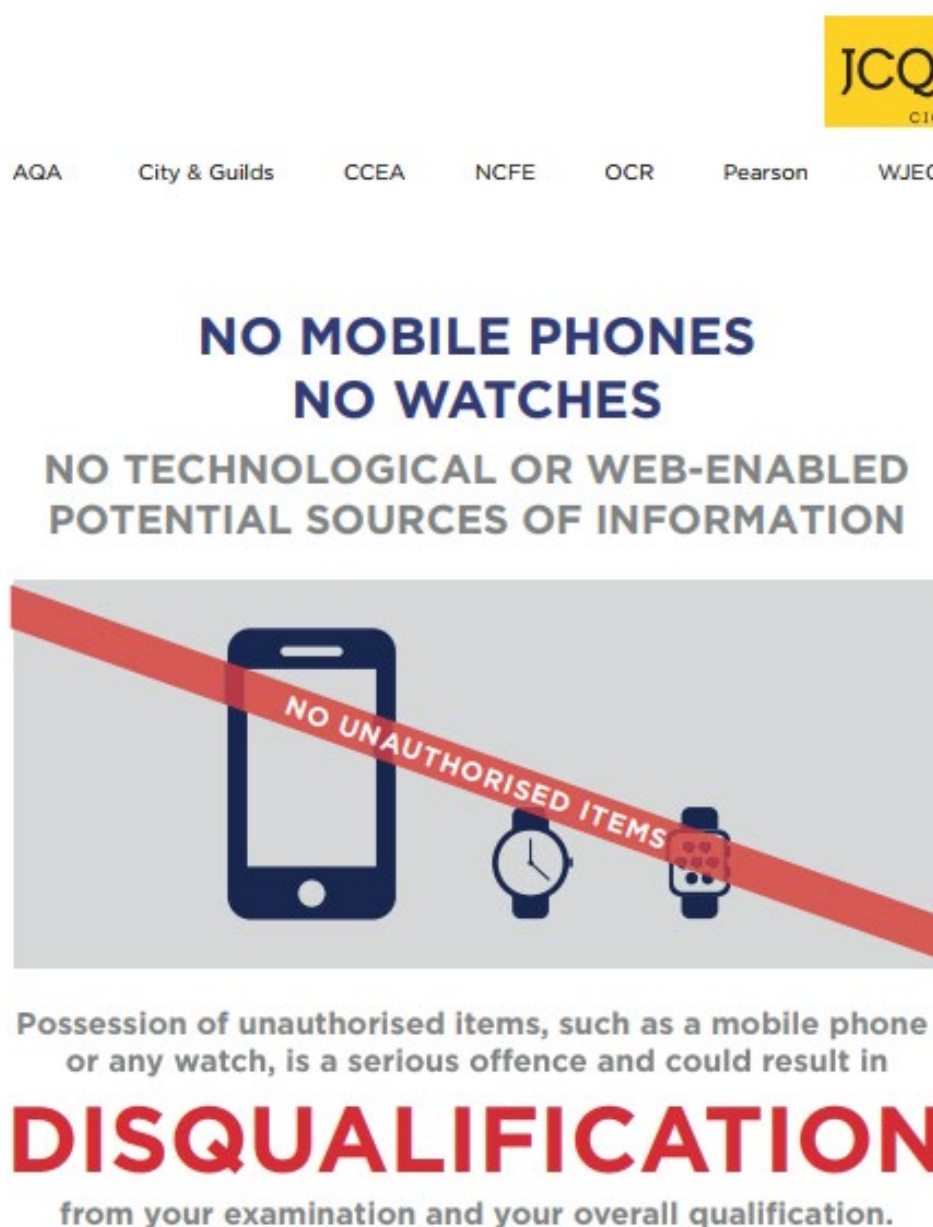
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JCQ Unauthorised items poster

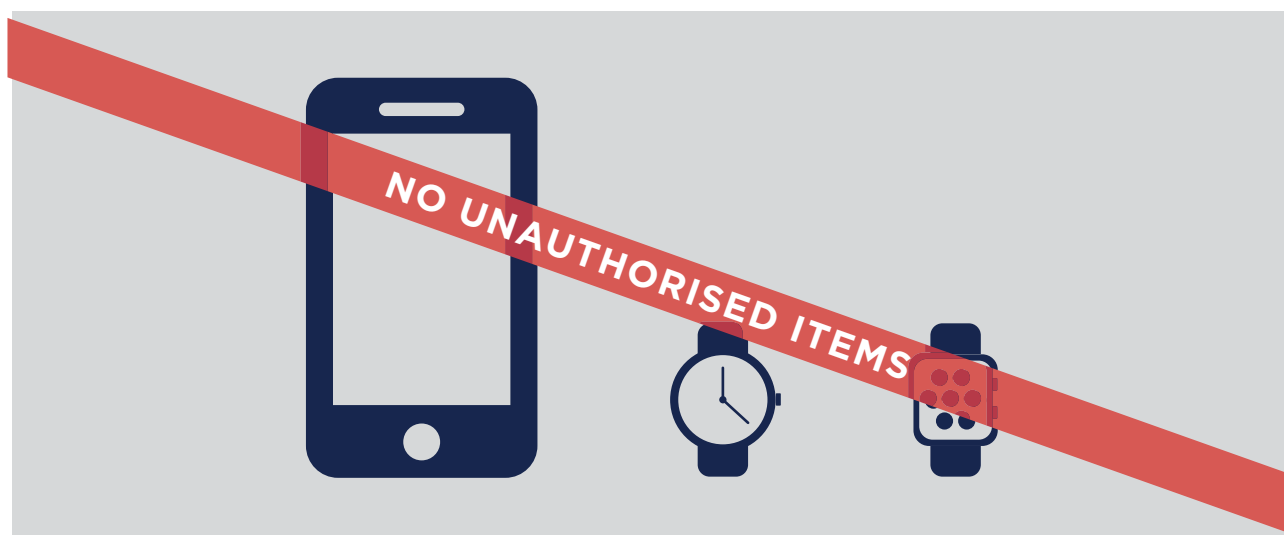
This poster will be displayed outside each exam room. You **must** note that "*Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.*"



This poster must be displayed in a prominent place outside each examination room.

NO MOBILE PHONES NO WATCHES

NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

JCQ Warning to candidates poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

Warning to candidates

 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
--	--	---	---	--	---	---

**1**

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an invigilator.

The Warning to candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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JCQ AI poster for students

This poster is a quick guide to help you to better understand the rules for use of AI in assessments.



AI and Assessments

A quick guide for students


What is AI?

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




How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!

How do I make sure I don't misuse AI?



D

Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work



D

Reference reference reference!

If you're allowed to use AI tools, you must reference them clearly

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got



D

Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly

AI and Assessments

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