

# Candidate Exam Handbook



**WEST BROMWICH**  
COLLEGIATE ACADEMY



Information, regulations and guidance about  
your exams, coursework and NEAs

# On your exam day

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

## Before sitting your exams, ensure you know:

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

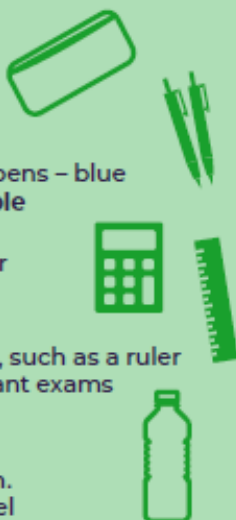
## What you cannot take into your exams:

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



## What you will need:

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



## Other Important Information:

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

## Contingency sessions:

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

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



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

EFFECTIVE FROM 1 SEPTEMBER 2025

## Contents

|   |    |
|---|----|
| Introduction.....   | 5  |
| Purpose of this handbook .....  | 5  |
| Malpractice .....   | 5  |
| Personal data.....  | 5  |
| Copyright .....   | 5  |
| Coursework assessments/non-examination assessments .....  | 5  |
| Written timetabled exams .....  | 6  |
| Contingency session - Summer 2026 .....   | 6  |
| Mock exams .....  | 6  |
| What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash) ..... | 6  |
| Where you will take your exams .....  | 7  |
| What time your exams will start and finish .....  | 7  |
| Supervision during your exams .....   | 7  |
| Exam room conditions.....   | 7  |
| Where you will sit in the exam room .....   | 7  |
| How your identity is confirmed in the exam room .....   | 7  |
| What equipment you need to bring to your exams.....   | 7  |
| Using calculators .....   | 8  |
| What you must not bring into the exam room .....  | 8  |
| Food and drink in exam rooms.....   | 8  |
| What you should wear for your exams .....   | 8  |
| Where your personal belongings will be stored during your exam .....  | 8  |
| What to do if you arrive late for your exam .....   | 8  |
| What to do if you are unwell on the day of your exam.....   | 9  |
| What happens if you have an unauthorised absence from your exam .....   | 9  |
| What happens in the event of an emergency in the exam room .....  | 9  |
| Candidates with access arrangements/reasonable adjustments .....  | 9  |
| Results .....   | 9  |
| Post-results services.....  | 10 |
| Certificates .....  | 12 |
| Internal appeals procedure.....   | 12 |
| Complaints policy .....   | 12 |
| APPENDIX 1 .....  | 13 |
| <b>JCQ Information for candidates - coursework</b>  |    |
| APPENDIX 2 .....  | 15 |
| <b>JCQ Information for candidates – non-examination assessments</b>   |    |
| APPENDIX 3 .....  | 17 |
| <b>JCQ Information for candidates – written exams</b>   |    |

|   |    |
|---|----|
| APPENDIX 4.....   | 19 |
| JCQ Information for candidates – social media                                 |    |
| APPENDIX 5.....   | 20 |
| JCQ Information for candidates - AI (Artificial Intelligence and assessments) |    |
| APPENDIX 6.....   | 21 |
| JCQ <i>Unauthorised items</i> poster  |    |
| APPENDIX 7.....   | 22 |
| JCQ <i>Warning to candidates</i> poster                                       |    |
| APPENDIX 8.....   | 23 |
| JCQ AI poster for students  |    |
| APPENDIX 9.....   | 24 |
| Summer 2026 Written Examinations Timetable                                    |    |

## Introduction

West Bromwich Collegiate Academy is committed to ensuring that candidates are fully briefed on the examination and assessment processes 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 support/complement candidate briefings/assemblies
- 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

- To maintain the integrity of qualifications, strict Regulations are in place
- Malpractice means any act or practice which is in breach of the Regulations
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information regarding what constitutes malpractice:
  - Introduction of unauthorised material into the examination room
  - Breaches of examination conditions
  - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
  - Offences relating to the content of candidates' work
  - Undermining the integrity of examinations/assessments

## 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 programs 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. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.

## Copyright

- You may access Student Materials (including examination scripts) through the access to scripts arrangements set out in paragraph 5.13.

## Coursework assessments/non-examination assessments

- You can find relevant JCQ information for candidates documents - coursework, non-examination assessments, social media in this Candidate Handbook
- AI misuse is where a student has used one or more AI tools but has not appropriately acknowledged this use and has submitted work for assessment when it is not their own. Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work submitted for assessment is no longer the student's own
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies.
- AI misuse constitutes malpractice as defined in the *JCQ Suspected Malpractice: Policies and Procedures* (<https://www.jcq.org.uk/exams-office/malpractice/>).
- You may have already completed some of your NEAs (Non-Examination Assessments). Your subject teachers will give you a complete schedule of when assessments are taking place for the qualifications you have chosen. Please ensure that you attend all the sessions and that you meet the deadlines set for each subject/unit.
- Your work will be marked and moderated with subject specialists and a quality assurance process will take place. You will be informed of your NEA/coursework mark before submission to the exam boards.
- An internal appeals procedure is in place if you disagree with the marks given (please see Mrs McQueen for deadlines and more details on this).

### Written timetabled exams

- Written examinations timetables are given out to all Y11 students during the first term of the academic year. If you need an additional copy, please see Mrs McQueen in the Exams office.
- Candidate statement of entry for the Summer 2025 examinations will be available shortly after the Easter holiday (**please check that all your personal details and exam entries are correct**)
- If this information is incorrect, please contact Mrs McQueen immediately
- Candidate exam timetable (to ensure you know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements, exam rooms, etc. will be given to you before the start of your exams
- The JCQ information for candidates documents – written examinations, social media are available in this Candidate Handbook.
- Exam room posters – Warning to candidates, Unauthorised items are available in this Candidate Handbook.

### Contingency session - Summer 2026

The awarding bodies have designated the Wednesday 24<sup>th</sup> June 2025 as 'contingency day' for examinations. If, for any reason, an examination has to be rescheduled, this contingency day can be used for exams. You must make sure that you are available on these days, just in case.

### Mock exams

The following mock exam seasons will take place during this academic year:

#### Year 11

- 3<sup>rd</sup> November – 13<sup>th</sup> November 2025
- 23<sup>rd</sup> February – 6<sup>th</sup> March 2026

**These mock exams will follow the same rules and regulations as the official exams. Your mock timetables will be given to you prior to each exam season.**

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

Please speak to Mrs McQueen in the Exams office. Arrangements will be made for a clash according to JCQ Regulations and you will be informed prior to your exams what these are.



## Where you will take your exams

Most of the students will take their exams in the Sports Hall. If you have Access Arrangements, you may be in a different room with a small group. You will be informed prior to your exams where you will take your exams.

## What time your exams will start and finish

All morning exams start at 9:00am.

All afternoon exams start at 1:30pm.

You must be on time for all your exams, at least 15 minutes before the start time of the exam. You are expected to be in the exam room until the end of the exam.

## Supervision during your exams

Exams are supervised by a team of Invigilators employed by the Academy.

Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies and internal policies and procedures.

## Exam room conditions

- You must line up outside of the exam room and will be invited by the Invigilators and Exams Officer to enter the room.
- You are under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the Invigilator.
- You must listen to and follow the instructions of the Invigilator at all times in the exam room.
- You must not communicate with or disturb other candidates.
- The following information will be displayed in the exam room (centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam)
- You must complete the front of the exam paper only when you are instructed to do so by the Invigilators.
- Additional answer sheets/answer books, etc., will be provided upon request by the Invigilators.
- You must not open the question paper until the examination begins.

## Where you will sit in the exam room

- You can find your seat on your Exams timetable and also on the room plans displayed outside the Sports Hall or any other examination room we use.
- The rows of seats in the Sports Hall are labelled with a grid reference (e.g. Row A seat 14)
- There will be a candidate desk card with your details on your allocated desk.
- You must not change seats unless instructed by the Exams Officer.
- We aim to keep you in the same set for all exam, unless an issue is identified, and we need to move you to a different seat or room.

## How your identity is confirmed in the exam room

Your identity is confirmed by the Invigilators by using the picture desk cards on your desks. If there isn't a picture available for you on the system, a member of SLT will confirm your identity.

## What equipment you need to bring to your exams

- We will provide you with an exam stationery pack to use during your examinations. This includes black pens, pencils, mathematical equipment and calculator (if permitted).
- Highlighters, pencil sharpeners and other stationery are available upon request from the invigilators.
- Any unauthorised items brought into the exam room will be considered malpractice and will be reported to the Awarding bodies.

## Using calculators

In the JCQ guidance, a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.

The following rules are from the JCQ guidance for conducting examinations:

- The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.
- Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- During an examination a calculator must not be able to offer any of these facilities:
  - language translators;
  - symbolic algebra manipulation;
  - symbolic differentiation or integration;
  - communication with other machines or the internet;
- During an examination a calculator must not give access to pre-stored information. This includes:
  - databanks;
  - dictionaries;
  - mathematical formulae;
  - text
- A calculator must not be borrowed from another candidate during an examination
- Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

## What you must not bring into the exam room

- You must not bring into the exam room any unauthorised materials such as mobile phones, smart watches, internet enabled devices, books, personal belongings, notes etc.
- If you are in possession of any unauthorised materials, even if you do not use them, you will be reported to the awarding body and could be disqualified from the exam.

## Food and drink in exam rooms

Food is not allowed in the examination room unless you have a medical condition. Ms Hill will advise which students need access to food during the exams. If you are allowed to bring in food for medical reasons, this must be in a clear container with no packaging.

You can bring in water, however, this must be in a clear bottle with labels removed, no large lids and no inscriptions.

## What you should wear for your exams

You are expected to wear full Academy uniform for all your exams; apart from the practical PE moderation, when you will wear the Academy PE kit.

## Where your personal belongings will be stored during your exam

You will be informed prior to the exam where your belonging will be stored for the duration (e.g. music hub, theatre etc.)

## What to do if you arrive late for your exam

Sign in at Reception and inform the Office that you are late for an exam.

You will be escorted to take your belongings to the designated space and then taken to the exam room.

Before entering the exam room, an invigilator will read you the Invigilator instructions and ensure that you have all the equipment you need for your exam.



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

- Your parent/carer must follow the Academy procedure for Absence Reporting AND
- An email should be sent to [exams@wbca.shirelandcat.net](mailto:exams@wbca.shirelandcat.net) so that the Exams Officer is aware of your absence and the reasons for it.
- If you are unwell but manage to attend the exam, please inform Mrs McQueen before the exam or immediately after so that Special Considerations might be applied for
- If you become unwell during the exam, please inform the Invigilator who will be able to contact First Aid for assistance.
- If possible, obtain medical evidence to support the application for Special Considerations.

**Please note that your exams cannot be deferred to a different date due to absence/illness as these are national exams. You must attend all exams unless you are seriously ill.**

### What happens if you have an unauthorised absence from your exam

A candidate will be considered absent from an examination if:

- The candidate is not present on completion of the attendance register once candidates are seated and have started the examination

Once a candidate is identified as absent from an examination, the following action will be taken:

- The candidate will be contacted as to their whereabouts and as far as possible arrangements made to ensure their immediate arrival

If a candidate fails to sit an examination, the following action is taken:

- A confirmed candidate absence is clearly recorded on the attendance register which is sent to the awarding body/examiner
- The candidate absence is noted on the seating plan by crossing through the candidate details

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

Follow the Invigilator's instructions who will explain to you our emergency evacuation procedure.

**Remain under exam conditions at all times.**

### Candidates with access arrangements/reasonable adjustments

- If you have been approved for Access Arrangements, Mrs Thomas will inform you of what these are.
- Unless otherwise required, you will be seated in the main Sports Hall.
- If you are in a small group or require separate invigilation, you will be informed of where your exams are taking place prior to your exams.

### Results

- Your provisional results will be available on **Thursday 20<sup>th</sup> August 2026**.
- Results will only be available as a hard paper copy.
- You can collect your results from 9:00am.
- We will send you a letter to inform you of the Senior Leader's availability for results.
- If you cannot attend to collect your results, a written request must be submitted to Mrs McQueen before the end of the summer term with details of the name of the person collecting your results. They will need to bring photo ID in order for the results to be released to them. This request must be emailed from your school email account to [exams@wbca.shirelandcat.net](mailto:exams@wbca.shirelandcat.net)
- Uncollected provisional statements of results will be posted to your home address at 2pm on Results Day.

### WBCA Access to Scripts, Reviews of Results and Appeals Procedures

states the following:

Following the issue of results, awarding bodies make post-results services available.

The JCQ post-results services currently available are detailed below.

#### Access to Scripts (ATS)

Centres may request copies of scripts to support:

- reviews of marking; and/or
- teaching and learning

Requests must be submitted online via the awarding bodies' extranet sites.

Information on deadlines for Access to Scripts is found on awarding bodies' websites.

#### Reviews of Results (RoRs)

- Service 1 (Clerical re-check): This is the only service that can be requested for multiple choice tests
- Service 2 (Review of marking): This service is available for externally assessed components of both unitised and linear GCE AS, A-level and GCSE specifications. It is also available for Level 1, 2 and 3 Vocational and Technical qualifications.
- Priority Service 2 (Review of marking): This service is available for externally assessed components of both unitised and linear GCE A-level specifications. It is also available for Level 3 Vocational and Technical qualifications. For NCFE this service only applies to T-levels.
- Service 3 (Review of moderation): A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample

Requests must be submitted online via the awarding bodies' extranet sites.

#### Appeals:

The appeals process is available after receiving the outcome of a review of results

#### Purpose of the procedures

The purpose of these procedures is to confirm how West Bromwich Collegiate Academy deals with candidates' requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies in compliance with JCQ regulations (GR 5.13).

Details of these procedures are made widely available and accessible to all candidates by:

The issue of a Candidate Handbook in the autumn term for all KS4 students  
Information given to students in assemblies prior to exams and results  
Letter sent to students prior to results day  
Information on the Academy website

#### The arrangements for post-results services

Candidates must be made aware of the arrangements for post-results services prior to the issue of results (GR 5.13)

A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample (PRS 4.3)

The appeals process is available after receiving the outcome of a review of results (PRS 5.1)

At West Bromwich Collegiate Academy:

- Candidates are made aware of the arrangements for post-results services prior to the issue of results

- Candidates are also informed of the periods during which senior members of centre staff will be available immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking (GR 5.13, PRS 4.1)

Candidates are made aware/informed by:

- The issue of a Candidate Handbook in the autumn term for all KS4 students
- Information given to students in assemblies prior to exams and results
- Letter sent to students prior to results day
- Information on the Academy website

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by the exams officer.

This information is made available to candidates and centre staff on results day/following the issue of results.

### Dealing with requests

All post-results service requests from internal candidates must be made through the centre (GR 5.13)

At West Bromwich Collegiate Academy the process to request a service is:

- By completing a Post-results services: request, consent and payment form available from the exams officer

### Candidate consent

Candidates must provide their **written consent** for clerical re-checks, reviews of marking, and any subsequent appeal, and access to scripts services offered by the awarding bodies **after** the publication of examination results (GR 5.13)

(As applicable, it will be ensured that any private candidates are made aware that all post-results service requests can be made directly through the relevant awarding body)

West Bromwich Collegiate Academy will:

- Acquire written candidate consent (accepting informed consent via candidate email) in all cases before a request for a clerical re-check, a review of marking, and any subsequent appeal, or an access to scripts service request is submitted to the awarding body
- Acquire informed candidate consent to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded
- Only collect candidate consent **after** the publication of results
- Retain consent forms or e-mails from candidates for at least six months following the outcome of a clerical re-check or review of marking or any subsequent appeal (PRS 4.2)
- Retain consent/permission forms or e-mails from candidates to request and use their scripts for at least six months (PRS Appendix B)

### Submitting requests

West Bromwich Collegiate Academy will:

- Submit requests electronically for clerical re-checks, reviews of marking, reviews of moderation and access to scripts by the published deadline(s) in accordance with the JCQ document **Post-results services** (GR 5.13)
- Submit requests for appeals in accordance with the JCQ document **A guide to the awarding bodies' appeals processes** (GR 5.13)

- Confirm the awarding body's acknowledgement of receipt of a review of results request prior to the deadline for submission of post-results services and regularly check the progress of the request online (PRS 4.5)

### Dealing with outcomes

West Bromwich Collegiate Academy will:

- Ensure outcomes of clerical re-checks, reviews of marking, reviews of moderation and appeals are made known to candidates as soon as possible (GR 5.13)

Candidates will be notified by:

- Being emailed a copy of the outcome to their school email address or personal one after they have been off rolled.

### Managing disputes

At West Bromwich Collegiate Academy any dispute/disagreement will be managed in accordance with the Internal Appeals Procedure when a candidate disagrees with a centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal.

## Certificates

- Your certificates will be distributed on the Awards Evening in November 2025
- If you are unable to attend this, the certificates will be available for collection from the 1<sup>st</sup> December 2025.
- You must collect your certificate from the Academy during term time after 1st December, between 10am and 2pm.
- You must sign for your certificates when you collect them.
- If you are unable to collect, you can make a request in writing for a third party to collect them on your behalf. They will have to bring a photo ID and sign for the certificates.
- Certificates will be kept for 12 months from the start of collection period (until 1st December 2026). Uncollected certificates will be returned to the awarding bodies and you will have to request a replacement directly from them. A fee of around £50/certificate will be charged by each awarding body. We encourage you to collect your certificates as soon as they become available and make a copy or an electronic copy that you can keep safe.

## Internal appeals procedure

Our Academy's Internal Appeals Procedure is available on our website or from the Exams office on request.

This covers the following:

- *Reviews of Results and Appeals*
- *Internal assessment decisions*
- *Access arrangements, special consideration and other administrative issues*

Please check the Examinations area on our website or contact Mrs McQueen if you wish to access these procedures.

## Complaints policy

Our Academy's **Complaints Policy** (Exams) is available on our website or from the Exams office on request.

Please check the Examinations area on our website or contact Mrs McQueen if you wish to access these procedures.

## JCQ Information for candidates - coursework

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

### Information for candidates

#### Coursework assessments

Effective from 1 September 2025

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, 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, 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](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5/02/26

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 this information if you are undertaking qualifications that contain components of non-examination assessment.

### Information for candidates

#### Non-examination assessments

Effective from 1 September 2025

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

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

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

### Preparing your work – good practice

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

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

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

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

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

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

### Research and using references

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

The research you do may involve looking for information in published sources, such as textbooks, 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, 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](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 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 – written exams

You **must** read this information before you take any externally assessed written exams.

### Information for candidates

#### Written examinations

With effect from 1 September 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.

### 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.

### 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.

### 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.

## 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.

## 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.

## 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 this information to help you stay within examination/assessment regulations when using social media.

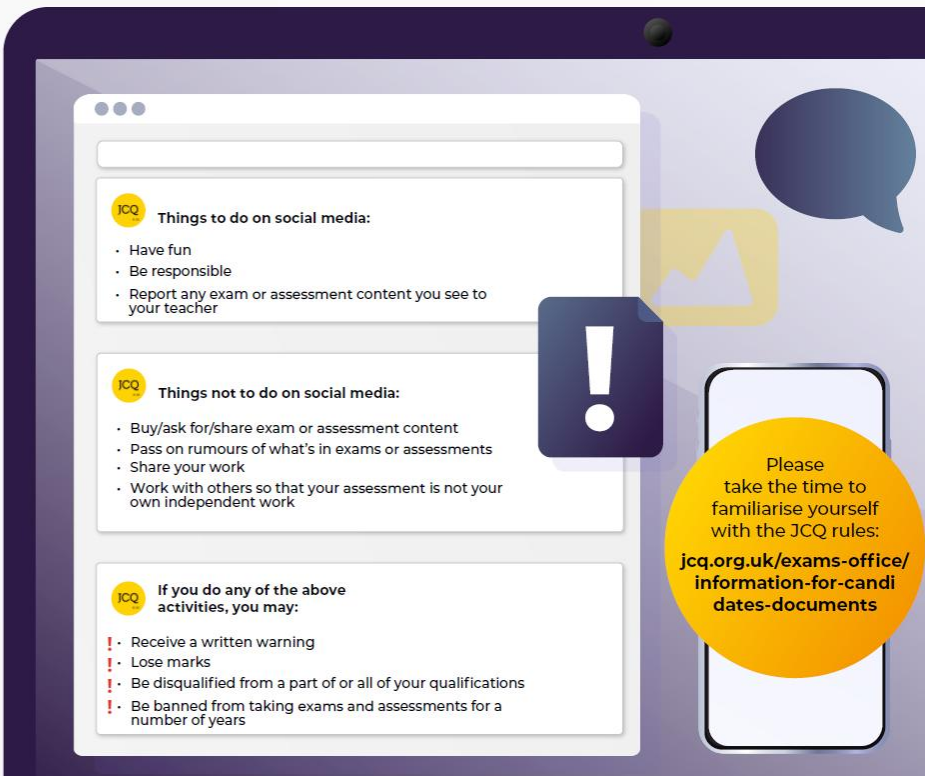


### Information for candidates Using social media and examinations/assessments

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](http://jcq.org.uk/exams-office/information-for-candidates-documents)

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

You **must** read this information 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



## 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.”



AQA

City &amp; Guilds

CCEA

NCFE

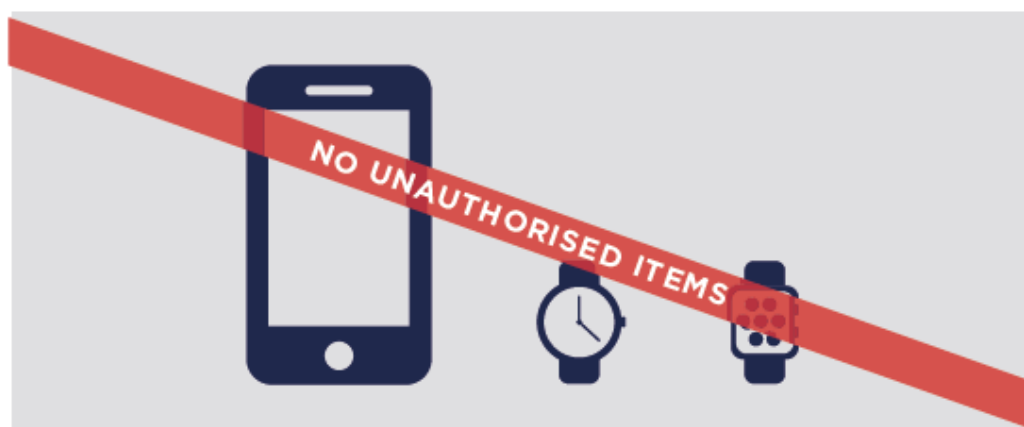
OCR

Pearson

WJEC

# 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



|  |  |   |   |   |  |   |
|--|--|---|---|---|--|---|
| <br>AQA | <br>City & Guilds | <br>CCEA | <br>NCFE | <br>OCR | <br>Pearson | <br>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.**

## 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?**



- 1 Know the rules**
  - o You're **not allowed** to use AI tools when you're in an exam
  - o Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
  - o 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
- 2 Reference reference reference!**

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

  - o Name the AI tool you used
  - o Add the date you generated the content
  - o Explain how you used it
  - o Save a screenshot of the questions you asked and the answers you got
- 3 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

## Summer 2026 Written Examinations Timetable

|   |     | ALL MORNING EXAMS START AT 9:00am   |          | PM - ALL AFTERNOON EXAMS START AT 1:30pm            |                     |
|---|-----|---|----------|---|---------------------|
|   |     | Morning session   |          | Afternoon session                                   |                     |
| Date  | Day | Exam  | Duration | Exam  | Duration            |
| 07 May 2026   | Thu | Psychology Paper 1  | 1h 45m   | German Reading (F & H)                              | 45m (F)/1h (H)      |
|   |     |   |          | German Listening (F & H)                            | 35m (F)/45m (H)     |
| 11 May 2026   | Mon | English Literature Paper 1  | 1h 45m   | Business Paper 1                                    | 1h 30m              |
| 12 May 2026   | Tue | Religious Studies A Paper 1   | 1h 45m   | Combined Science: Trilogy - Biology Paper 1 (F & H) | 1h 15m              |
|   |     |   |          | Biology Paper 1 (F & H)                             | 1h 45m              |
| 13 May 2026   | Wed | Geography Paper 1   | 1h 30m   | Computer Science Paper 1                            | 1h 30m              |
| 14 May 2026   | Thu | Mathematics Paper 1 (Non-Calculator) ( F & H)   | 1h 30m   | German Writing (F & H)                              | 1h 10m(F)/1h 15m(H) |
|   |     |   |          | Psychology Paper 2                                  | 1h 20m              |
| 15 May 2026   | Fri | History Paper 1   | 1h 20m   |   |                     |
| 18 May 2026   | Mon | Combined Science: Trilogy - Chemistry Paper 1 (F & H)   | 1h 15m   |   |                     |
|   |     | Chemistry Paper 1 (F & H)   | 1h 45m   |   |                     |
| 19 May 2026   | Tue | English Literature Paper 2  | 2h 15m   | Computer Science Paper 2                            | 1h 30m              |
| 20 May 2026   | Wed |   |          | Religious Studies A Paper 2                         | 1h 45m              |
| 21 May 2026   | Thu | English Language Paper 1  | 1h 45m   | Business Paper 2                                    | 1h 30m              |
| 22 May 2026   | Fri | Physical Education Paper 1  | 1h       |   |                     |
|   |     | Italian Reading (H)   | 1h       |   |                     |
|   |     | Italian Listening (H)   | 45m      |   |                     |
|   |     | May Half Term Break   |          |   |                     |
| 01 June 2026  | Mon | Physical Education Paper 1  | 1h       |   |                     |
|   |     | Italian Writing (H)   | 1h 15m   |   |                     |
| 02 June 2026  | Tue | Combined Science: Trilogy - Physics Paper 1 (F & H)   | 1h 15m   | Punjabi Reading (H)                                 | 1h                  |
|   |     | Physics Paper 1 (F & H)   | 1h 45m   | Punjabi Listening (H)                               | 45m                 |
|   |     |   |          | Polish Reading (H)                                  | 1h                  |
|   |     |   |          | Polish Listening (H)                                | 45m                 |
| 03 June 2026  | Wed | Mathematics Paper 2 (Calculator) ( F & H)   | 1h 30m   | Geography Paper 2                                   | 1h 30m              |
|   |     |   |          | Health & Social Care Written Paper                  | 1h 15m              |
| 04 June 2026  | Thu | History Paper 2   | 1h 50m   |   |                     |
| 05 June 2026  | Fri | English Language Paper 2  | 1h 45m   | Music Listening Written Paper                       | 1h 30m              |
| 08 June 2026  | Mon | Combined Science: Trilogy - Biology Paper 2 (F & H)   | 1h 15m   | Creative iMedia Written Paper                       | 1h 30m              |
|   |     | Biology Paper 2 (F & H)   | 1h 45m   |   |                     |
| 09 June 2026  | Tue | Spanish Reading (H)   | 1h       | History Paper 3                                     | 1h 30m              |
|   |     | Spanish Listening (H)   | 45m      |   |                     |
| 10 June 2026  | Wed | Mathematics Paper 3 (Calculator) ( F & H)   | 1h 30m   | Design and Technology Component 1                   | 2h                  |
|   |     |   |          | Punjabi Writing (H)                                 | 1h 15m              |
| 11 June 2026  | Thu | Geography Paper 3   | 1h 30m   |   |                     |
| 12 June 2026  | Fri | Combined Science: Trilogy - Chemistry Paper 2 (F & H)   | 1h 15m   | Polish Writing (H)                                  | 1h 15m              |
|   |     | Chemistry Paper 2 (F & H)   | 1h 45m   |   |                     |
| 15 June 2026  | Mon | Combined Science: Trilogy - Physics Paper 2 (F & H)   | 1h 15m   |   |                     |
|   |     | Physics Paper 2 (F & H)   | 1h 45m   |   |                     |
| 16 June 2026  | Tue | Spanish Writing (H)   | 1h 15m   |   |                     |
| 24 June 2026  | Wed | Contingency Day - all students taking exams must be available on this day.<br>Your family must not book holidays until after this date. |          |   |                     |
| In addition to the written exams listed above, you will have to complete all the Non-Examinations assessments, Speaking & Listening exams, Art exams, Languages Speaking Assessments, coursework and other practical assessments for the subjects you are studying. Your teachers will inform you of the dates and deadlines for these. |     |   |          |   |                     |

If you have any questions about your exams, please email Mrs McQueen:  
[exams@wbca.shirelandcat.net](mailto:exams@wbca.shirelandcat.net)