Student Exam Handbook 2026-2027



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Introduction

Goldington Academy is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body instructions and information for candidates.

It is the aim of Goldington Academy to make the exam experience as stress free and successful as possible for all candidates.

This booklet aims to provide information that is helpful and informative. Please read it carefully so that you are aware of the exam regulations and procedures and share it with your parents or guardians so that they are also aware.

The Examination Boards (sometimes called Awarding Bodies) set down strict criteria which must be followed for the conduct of examinations and Goldington Academy is required to follow them precisely. You should therefore pay particular attention to the JCQ notices at the end of this booklet. Failure to do so can result in disqualification from some or all of your subjects.

If there is anything that you do not understand, please ask. If you or your parents or guardians have any queries or need help or advice at any time before, during or after the examinations, please contact Mrs Henderson, Exams Manager at examoffice@goldington.beds.sch.uk

Purpose of the candidate exam 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 the 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 any questions candidates may have
- To signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be aware of on the centre's website

Malpractice

Attempted or actual malpractice activity will not be tolerated. The school will follow the JCQ procedures as described in JCQ's "Suspected Malpractice in Examinations and Assessment: Policies and Procedures" document.

All candidates should be aware of what malpractice is and the possible consequences;

- 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

The following are examples of malpractice by candidates with regard to non-examined assessments. This list is not exhaustive:

- Plagiarism: the copying and passing off as the candidate's own work the whole or part of another person's work. This includes outputs from AI tools. It is a form of cheating which is taken very seriously
- Collusion: working collaboratively with other learners to produce work which is submitted as the candidate's only
- Failure to reference the use of AI
- Failing to abide by the instructions of an assessor: this may refer to the use of resources which the candidates have specifically been told not to use
- The alteration of any results document
- Sharing your work

If a member of staff suspects a candidate of malpractice the candidate will be informed and the allegation will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate accepts that malpractice has occurred, she/he will be given the opportunity to repeat the assignment as long as the candidate has not already signed the candidate declaration form. If found guilty of malpractice following an investigation, the member of staff may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

Should the candidate be found guilty of malpractice after having signed the candidate declaration form then the matter is no longer subject to internal school discipline and must be reported to the relevant awarding body.

The following are examples of malpractice by candidates in externally assessed examinations (this list is not exhaustive):

- Talking during an examination
- Taking a mobile phone into an examination – turned on or off – on purpose or accidentally
- Taking any item other than those accepted by the Awarding Body into an examination such as an AirPods, earbuds, iPod, watch, smart glasses, any other electronic equipment, books or notes
- Leaving the examination room without permission
- Passing notes or papers or accepting notes or papers from another candidate
- Communicating in any way with another candidate
- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams

If a member of staff or invigilator suspects a candidate of malpractice during an examination, the candidate will be informed and the allegation will be explained. The candidate will have the opportunity to give his/her side of the story and all relevant information will be passed on to the awarding body. All evidence will be considered by the awarding body and an appropriate sanction applied to the candidate.

Please see Appendix 6 in the JCQ Suspected Malpractice in Examinations and Assessments guidance for levels of seriousness and appropriate ranges of penalties applied to candidates

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.
- Candidates reported for suspected or actual malpractice where a joint investigation by more than one awarding organisation is to be conducted, will be informed that awarding organisations will be responsible for ensuring that any sharing of data between awarding organisations is carried out in line with their statutory obligations under data protection legislation (primarily the Data Protection Act 2018 and UK GDPR).
- The centre will provide relevant personal data including name, date of birth, gender and other information required for the administration, assessment and awarding of qualifications may be provided to the awarding body.
- that awarding bodies may be required to provide a candidate's personal data to educational agencies, such as DfE, Welsh Government, Department of Education (Northern Ireland), ESFA, regulators, HESA, UCAS, Local Authorities and the Learning Records Service (LRS)
- that their personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes
- of the processing that the centre undertakes, for example, that the centre will provide relevant personal data, including name, date of birth and gender, to the awarding bodies for the purpose of examining and awarding qualifications

Candidates may obtain access to their personal data, such as examination results by applying to the appropriate awarding body's data protection officer.

Candidates are also referred to the centre's privacy notice which explains:

- why Goldington Academy needs to collect personal data
- what it plans to do with it
- how long it will keep it
- whether it will be sharing it with any other organisation

Copyright

- 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. For further information links to each awarding body's privacy notice are listed in (Appendix 6).
- By submitting Student Materials for assessment, the awarding body is entitled to use those Student Materials to the extent necessary to give effect to the assessment, qualification and regulatory framework, as set out in sections 6.17-6.19 of JCQ's *General Regulations for Approved Centres* document
- Candidates are not entitled to opt-out of allowing awarding bodies to use these materials for the purposes set out in sections 6.17-6.19
- The awarding body will anonymise materials used for teacher and examiner training, inclusion in examiner reports and similar assessment-related publications and research directly related to the awarding body's assessment, qualification and regulatory activities
- Candidates may notify the awarding body, by giving notice to the Exams Manager or a member of senior leadership at Goldington Academy, that they wish to opt out of the awarding body's use of their materials for teacher and examiner training, inclusion in examiner reports and similar assessment-related publications and research directly related to the awarding body's assessment, qualification and regulatory activities. Relevant staff will submit promptly to the relevant awarding body any notice received from a candidate

Written timetabled exams

Candidates will receive a provisional statement of entry once they have been entered for written exams. The majority of written exams will take place in the summer of Year 11, but some will take place during earlier exam seasons.

It is important that you;

- Check that your personal details and exam entries are correct on the statement of entry.
- If this information is incorrect, tell your teacher or the Exams Manager (the name displayed on your statement of entry will be the name on your certificate).
- Candidate exam timetables will be issued closer to the start of the exam season.
- Check your 'Candidate exam timetable' to make sure you know the date and time of all your exams and any relevant information regarding seating arrangements, exam rooms. Your tutor will give this to you.

- Information will also be on the exams notice board so you can double check where and when your exam is.
- Make sure you know the JCQ regulations for Written Exams (Appendix 5) and JCQ On your exam day checklist (Appendix 11). Ask your teacher to go through it with you.
- Make sure you have read the JCQ exam room posters – Unauthorised Items Poster (Appendix 8) and Warning to candidates (Appendix 9)

On-screen tests

On-screen tests are conducted under exam conditions and invigilated in the same way as written exams.

- Make sure you know the JCQ regulations for on-screen tests (Appendix 4). Ask your teacher to go through it with you.

Non-examination assessments and coursework

Some qualifications are not assessed by formal examinations or have elements of coursework which are internally assessed. Your teacher will advise which subjects this applies to.

- All students must read and understand the *Candidate declaration form* (Appendix 1) and the *JCQ Information for candidates AI (Artificial Intelligence and assessments)* (Appendix 10) documents prior to beginning their work and understanding the declaration must not be signed until they have completed their work and handed it in for final assessment
- For GCSE, Cambridge Nationals, BTEC Tech Awards and Level 1/2 Vocational Awards, make sure you have read the relevant JCQ information for candidates documents - non-examined assessments (NEAs) (Appendix 2) and social media (Appendix 7). A copy is also available on the Examinations section of the school website. Ask your teacher to go through it with you
- For Entry Level Certificate qualifications, make sure you have read the relevant JCQ information for candidates documents – coursework assessments (Appendix 3) and social media (Appendix 7)
- Ask your teacher when and where the assessments will take place
- Make sure you know your deadlines. Ask your teacher if you don't know
- Candidates' work will be marked in accordance with the marking criteria provided by the awarding body
- Ask your teacher when you will know your assessment marks (subject to external moderation), and which NEA work is externally marked.
- Ensure you are familiar with Goldington Academy's *Internal Appeals policy* (see the school website).

Contingency days - Summer 2027

The awarding bodies have designated **Wednesday 23 June** as the contingency day for examinations.

The designation of a contingency day within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

In the event that there is national disruption to a day of examinations in summer 2026, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most

appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled.

Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the **Wednesday 23 June 2027.**

Centres will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements.

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

- A clash is when two or more exams are timetabled at the same time.
- If a candidate is taking two or more examinations in a session and the total time is three hours or less, the candidate's examinations will be completed in succession. The candidate can have a short break of no more than 20 minutes which will be supervised. This must be conducted within the examination room, under formal examination conditions at all times. Therefore, candidates cannot revise or access their personal belongings
- If a candidate is taking two or more papers timetabled in a session and the total time is more than three hours including approved extra time allowances and/or supervised rest breaks, it is permitted to conduct an examination in a later or earlier session within the same day. However, the security of the examination **must** still be maintained. Candidates must be supervised in line with JCQ requirements. The candidate must not; a) be in possession of an electronic communication/storage device or have access to the internet; b) have contact with any candidate who has sat the examination; c) be coached by a member of centre staff
- Candidates will be able to identify if they have an examination clash when they receive their exam timetable. The examinations will be scheduled in accordance with the above guidance and arrangements will be communicated in writing
- Candidates who require supervision between morning and afternoon examinations are required to bring a drink and packed lunch for their break. Candidates should also bring any notes they intend to refer to during the period of supervision

Where you will take your exams

The majority of Year 11 exams will be in the Sports Barn. Exceptions will be those with certain access arrangements but this is at the discretion of the SENDCo.

Candidates will be issued with a seating timetable advising them of their seat number for each examination. It is expected that candidates know their seat number when entering the examination room.

What time your exams will start and finish

- Morning exams start at 9:00 am
- Afternoon exams start at 1:45 pm

- Candidates are expected to arrive at least 15 minutes before the start of the exam – allowing candidates to take their seat and all relevant notices and instructions to be given prior to the start time
- Candidates are expected to stay for the duration of their examination without exception

Supervision during your exams

- Exams are supervised by a team of invigilators from outside the school
- Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times
- These invigilators have to follow strict rules and regulations when conducting exams as directed by the JCQ
- Invigilators cannot discuss the examination paper with you or explain the questions
- The Exams Manager and / or member of the Senior Leadership Team (SLT) will remove any student who is disruptive or behaves in an unacceptable manner from the examination room
- All acts of inappropriate behaviour will be dealt with in accordance with the school's behaviour policy and reported to the JCQ as malpractice

Exam room conditions

- Candidates in the Sports Barn will line up at the appropriate signage (surname) on the playground and will be instructed to enter the exam room by a member of staff
- Candidates are under formal 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 follow the instructions of the invigilator at all times in the exam room
- Candidates must not communicate with other candidates
- The following information will be displayed in the exam room: centre number (15171), subject, paper number, start and finish times and the date of the exam. There will also be a clock, exam regulations and any other pertinent notices.
- Any relevant information relating to the completion of the front of their answer books (first name and surname that matches their entry information, candidate number etc.) must not be completed until instructed to do so by the invigilator candidates
- Candidates are responsible for producing legible handwriting in their exams, unless you have been granted the use of a word processor
- You should raise your hand if you need additional answer sheets/answer books. If you use additional sheets or booklet, all relevant details must be completed (legal forename/surname, exam number and centre number) to ensure that it can be identified should it separate from your main paper

Where you will sit in the exam room

- You will sit in exam number order in the exam room.
- Your legal name and candidate number will be on a candidate card on the desk. Exam seating plans will be displayed outside the venue.
- If you cannot find your desk, please ask the invigilator.

How your identity is confirmed in the exam room

- There will be a desk card on your desk identifying who you are

- A member of the SLT / Exams Manager will take a register at the beginning of every exam

Centre and candidate numbers

- You will need to write your centre number and candidate number on all exam answer booklets and additional sheets
- Our centre number is 15171, which will be clearly displayed in each room
- Your candidate number is a four-digit number and will be found on your individual timetable and on the candidate card on your exam desk
- You must write your name and number exactly as shown on your candidate card. **Legal** names are used for exams, not '**preferred**' names

What equipment you need to bring to your exams

Ask your teacher what equipment you are allowed to bring to the exam. Only authorised material can be brought into the exam room. You must bring all your own equipment to every exam, if you are not allowed to use any particular item you will be told in the briefing before your exam starts.

- Remember that you need to write in black ink (Please bring spare pens)
- Do not use any of the following in your answers:
    - Correcting pens, fluid or tape
    - Erasable pens / friction pens
    - Highlighters (can be used in printed questions)
    - Gel Pens
- Your pencil case must be see through / clear
- Your water bottle must be see through and have **no label, writing or measurements on it – only water is permitted.**

You may use coloured pens or inks for diagrams, maps, charts etc. only if your exam allows them. The instructions at the front of your paper will tell you if these are/not allowed. As a minimum, your clear pencil case must include:

- Black pens
- Pencil
- Pencil sharpener
- Eraser
- Highlighter
- Ruler
- Protractor
- Compass
- Calculator (if permitted for your exam)

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams. 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. Ask your teacher if you are unsure.

What you should <u>not</u> bring into the exam room

- You are not allowed any electronic materials, earphones (including headphones or air pods) watches (internet enabled or otherwise) smart glasses or any other smart device in exams

- Candidates should not be in possession of any notes. Candidates should thoroughly check their pockets prior to entering the exam room
- If you do bring a forbidden item into the exam, you may be disqualified from that exam, or from all exams in the series, depending on the offence

Medication

- Inhalers are permitted in the exam; however, we must have knowledge of your condition and have it registered with the school office. Inhalers are to be kept on the desk and may be inspected by an invigilator at any time
- If you are prescribed with any other medication, or use any medical monitoring equipment (e.g. blood sugar monitoring) that may be required in the exam, please discuss this with the Exams Manager as soon as possible, as an application to the examining boards may be required

What if you think you have the wrong paper?

The invigilator will ask you to check your paper before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

Food and drink in exam rooms

- Clear plastic bottles of water (no other type of drink) are allowed in the exam room, all labels must be removed before entering the room. There should be no writing or measurements on your bottle.
- NO other drinks or food will be allowed in the exam room unless you have a medical need that has been discussed with the Exams Manager.

What you should wear for your exams

It is a requirement that you wear your full Goldington Academy school uniform for all your exams. There will be no exceptions made. If you arrive in unsuitable clothing, you will be asked to leave.

Where your personal belongings will be stored during your exam

- Candidates should only bring with them the equipment needed for the exam
- Mobile phones and watches will be stored at reception
- All other belongings will be locked in the Sports Barn changing rooms, this will include candidates sitting an exam in an alternative venue
- If you have forgotten to leave any unauthorised equipment in safe keeping, you can hand it to an invigilator. It will then be moved to the School Office, where it will be stored safely. You should remember to ask for it back at the end of the exam. Goldington Academy accepts no responsibility for possessions left with the invigilator

What to do if you arrive late for an exam

It sounds obvious, but…..ensure that you know which date your exams are taking place and whether they are morning or afternoon exams.

- Morning exams start at 9:00 am
- Afternoon exams start at 1:45 pm
- Candidates are expected to arrive at least 15 minutes before the start of the exam – allowing candidates to take their seat and all relevant notices and instructions to be given prior to the start time

- A register is taken at the start of each exam to check that all candidates are here.

If you are running late for your exam, you or your parents must call the School Office on 01234 261516 as a matter of urgency. Please inform reception that you are late for your exam and leave a contact number

- Please continue your journey to school and don't panic. When you arrive at school you should report to the main reception and a member of the staff will escort you to the exam venue
- If you arrive for your exam within an hour of the PUBLISHED START TIMES (i.e. by 10am or 2.30pm) you will be allowed to take your seat and begin your exam, you will be given the full amount of time for that exam

If you are going to be "VERY LATE" for an exam – i.e. more than an hour after the published start times – you must call us as early as possible. Even though we will allow you to sit the exam, and give you the full time for that exam, you should be aware that the exam board may not accept your paper. You will need to prove that you have not had access to the internet whilst making your way into school. The best way to do this is to:

- Avoid public transport
- Ask your parent/carer to drive you to school and ensure you give them all internet enabled devices you may be carrying e.g. mobile phone, smartwatch, smart glasses
- You and your parent/carer will be asked to sign a letter confirming that you have not had internet access and from what time
- You and your parent/carer will be asked to make a written statement giving the details of your movements until you arrived for the exam
- The decision about whether to accept your script is at the discretion of the exam board

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

- If you are unwell and unable to attend an exam, ask your parent/carer to contact the school office as a matter of urgency
- If you are unwell but manage to attend the exam, ask your parent/carer to call the Exams Manager and tell the invigilator when you arrive so they are aware of how you are feeling
- If you feel unwell during the exam, put up your hand. If you just need a short break, you will be escorted out and you will be able to return. If you leave the exam venue alone, you will not be allowed to return
- If you miss any of your exam papers, or part of an exam through illness, see your doctor and get a medical certificate stating the problem. The certificate must include the doctor's name and address and should be given to Mrs Henderson as soon as possible. If you have missed a written paper then this evidence must be provided within three days of the exam date. It may be possible to be given Special Consideration by an exam board if you are ill. **It is your responsibility to ask for this and provide evidence to support your application**

What happens if you have an unauthorised absence from an exam

- If you do not attend any part of an external exam for which you have been entered, you will receive a mark of zero for that paper

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

In the event of the emergency bell sounding the following will happen:

- The invigilator will ask you to stop writing, close your answer booklet and put your pen down

- The Invigilator / Exams Manager / SLT will evacuate the room if there is clear danger
- If there is no clear danger to candidates the invigilator will await instructions from SLT, who will be with you very quickly

In the event of a false alarm:

- The exam will be re-started once the alarm bell has stopped ringing
- You will be given a few minutes to compose yourself and get ready to start
- The amount of time lost will be added on to your exam time so that you do not lose out. The new finish time will be clearly written on the whiteboard at the front of the room

If an evacuation is necessary:

- The invigilator will ask you to line up in complete silence and leave the exam venue without talking to one another, or to any other pupil you may see during the evacuation
- During the whole evacuation time you cannot speak to any other pupil as this may compromise exam security and will mean that the exam may have to be abandoned
- Once you have returned to the exam room your new finish time will be calculated and you will be given time to compose yourself before the exam is re-started.
- Special consideration will be requested for all candidates that were affected by the fire alarm.

Candidates with access arrangements/reasonable adjustments

Access Arrangements are determined by the Special Educational Needs and Disabilities Coordinator (SENDCo), in conjunction with relevant teaching staff and exam office personnel. They are agreed before an assessment/exam. They allow candidates with special education needs, disabilities or temporary injuries to:

- Access the assessment/exam;
- Show what they know and can do without changing the demands of the assessment/exam

Goldington Academy will apply directly to the awarding bodies for access arrangements on your behalf. You will be notified of your approved access arrangements in writing by the SENDCo. Access arrangements are applied for based on your usual way of working. In some cases, an assessment may be carried out with you by an external assessor who specialises in access arrangements. If your teacher thinks you would benefit from this, they will discuss it in detail with you and make recommendations to the SENDCo.

Where possible all candidates with access arrangements will be accommodated in the main exams venue with all other candidates. If a separate venue is necessary, you will be informed and it will be clearly indicated on your exams timetable.

Results

- Summer 2027 provisional* statement of results release date is on Thursday 19 August 2027. Further details will be supplied later in the academic year
- Selected teachers and members of the senior leadership team will be available during the exam results collection window
- Results will **not** be given via telephone under any circumstance
- If you are unable to attend results day in person, the following options are available to you;
    - If you wish any other person (including family members) to collect your results on your behalf, you must complete the ‘Candidate Permission form’, available

from Mrs Henderson, Exams Manager by 16 July 2027. They must bring some form of ID with them on the day

- If you would like your results to be posted or emailed on results day, you must complete the 'Candidate Permission form', available from Mrs Henderson, Exams Manager by 16 July 2027

* *results are 'provisional' until a certificate has been produced by the awarding body.*

Post-results services

Awarding bodies offer two post results services to candidates;

- Review of results (either a clerical check and/or a review of marking for a fee payable by the candidate)
- Access to scripts (free service)

Service 1 – Clerical check

This service includes the following checks:

- That all parts of the script have been marked
- The totalling of marks
- The recording of marks

The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit/component included in the enquiry. The deadline for completion is within 10 calendar days of exam board receiving the request.

Service 2 – Review of marking

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. **It is NOT a re-marking of the candidate's script**. A marking error can occur because of:

- an administrative error
- a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer
- an unreasonable exercise of academic judgement

The deadline for completion is within 20 calendar days of the awarding body receiving the request.

This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above;
- if requested, a copy of the reviewed script(s) for those units/components included as part of the Access to Scripts service.

ATS – Access to scripts

A photocopy / scanned copy or the original of the student's script

- Requests can only be made by the centre at which the candidate's entries were made and with the candidates written consent (informed consent via candidate e-mail is acceptable)
- The deadlines for applications are final and it should be noted that scripts are destroyed after a certain time so these services must be applied for immediately after receiving your results

Certificates

- Certificates are made available for collection from Goldington Academy in November, the date will be confirmed in Autumn 2027

- If you are unable to attend school on that date, you can collect your certificates at another time, please contact examoffice@goldington.beds.sch.uk to arrange this
- You can nominate a responsible person to collect your certificates on your behalf, by providing written consent to Mrs Henderson. This nominated person must present photographic ID
- Uncollected Certificates will be retained by the school for a maximum of two years and then be confidentially destroyed
- Certificates are important documents. Most educational institutions and potential employers will ask to see your original certificates. If you lose or fail to collect your certificates, you will need to obtain duplicates from the relevant Awarding Body. This currently costs in the region of £60.00 per certificate

Internal appeals procedures

Some subjects that are taught at Goldington Academy require candidates to undertake non-examined assessments (NEA). There are strict regulations and guidelines issued by the awarding bodies regarding the production of this type of work. Copies of these guidelines are included at the end of this booklet. Please take time to read these instructions. (Appendix 2)

- An 'Internal Appeals Policy' is in place for any candidate who feels that the assessment of their NEA has not been carried out fairly, consistently and in accordance with the specification for the qualification. This can be found on the 'Examinations' section of the school website
- Your teacher will inform you of your centre assessed mark before these are submitted to the exam board
- To initiate an appeal, you may request copies of materials to assist you in considering whether to request a review of the centre's marking of the assessment. This request must be made **within 3 calendar days** of receiving your marks
- Requests for a review of Goldington Academy's marking must be in a written statement and clearly indicate the grounds for the appeal using the Internal Appeals Form available from the Exams Office
- The deadlines will be communicated to you upon receipt of the initial request for copies of materials
- Appeals can only be made on the basis of application of the mark scheme or failure to adhere to JCQ or awarding body regulations
- Mark schemes are accessible on the relevant subject area of the awarding body website

Complaints policy

Goldington Academy has a written complaints policy which will cover general complaints regarding the centre's delivery or administration of a qualification. This can be found on the 'Examinations' section of the school website.

Vocational Qualifications at Goldington Academy

At Goldington Academy we offer three different types of vocational qualifications which are;

- OCR Cambridge Nationals
- WJEC Vocational Level 1/2
- BTEC Tech Award

These qualifications are different to GCSE's because:

- Students develop skills, knowledge and understanding in the vocational area they are studying.
- Each vocational course is made up of a number of units, allowing students to build up their qualification in stages.
- Students are assessed through non-examined assessments and an external examination.
- Students produce evidence for their key skills qualification throughout their vocational course.
- Students take responsibility for their own learning by planning their work, doing research and regularly reviewing their progress.

All vocational courses run by Goldington Academy are governed by the JCQ, you must read the Information for candidates – coursework assessments (Appendix 2) and Information for candidates – using social media (Appendix 6) documents. Speak to your teacher if you are unsure about any of the rules.

For OCR Cambridge Nationals courses, you will be provided with a 'Student guide to NEA assignments' booklet, which is specific to your course – for use in conjunction with the handbook.

Course Arrangements

Registration & Entry Information

- BTEC learners are registered with Pearson before 1 November in Year 10
- OCR Cambridge Nationals and WJEC Vocational courses are entered for units in either the January or June assessment series in Years 10 & 11, depending on the unit completion date set by your teacher. The specific assessment plan will be provided by each subject teacher

Internal Assessment

The content of the assessment will be outlined on an Assignment Brief. For every assessment there will be a clear deadline by which the work must be submitted to your teacher. Ask your teacher if you are unsure.

Authentication of work

Before submitting your work, a declaration form (specific to the examining board) must be completed to declare that the work is your own. **A mark of zero will be recorded if a student cannot confirm the authenticity of their work.**

Marking of Internal Assessments

Your work will be marked by your teacher in accordance with the marking criteria provided by the awarding body. Following that, a sample of the assessments will be checked by another member of the teaching team to ensure the grading is fair and accurate.

Internal Appeals

Your teacher will inform you of your centre assessed mark before these are submitted to the exam board. There is an 'Internal Appeals Policy' in place for any candidate who feels that the assessment of their NEA has not been carried out fairly, consistently and in accordance

with the specification for the qualification. This can be found on the 'Examinations' section of the school website.

To initiate an appeal, you may request copies of materials (generally, as a minimum, a copy of the marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist you in considering whether to request a review of the centre's marking of the assessment. This request must be made **within 3 calendar days of receiving your marks**.

There are strict deadlines to submit a written internal appeal and once the marks have been submitted to the examining board, this option will no longer be available to you. Non-examined assessments are not subject to the usual examination post-results services.

Ensure you discuss any concerns with your teacher or the exams office immediately for further guidance or support.

Moderation

Following the submission of marks to the examining board, a sample of students' work will be sent to a moderator. The purpose of moderation is to bring the marking of an internally assessed component/unit to an agreed standard in all participating centres**.** Please note that, after moderation, the centre assessed mark could go up, stay the same or go down. Your subject teacher and/or a member of SLT will be available on results days to support you should this happen.

Opportunities for resubmission of work

Every internal assessment unit contributes to the final qualification grade; therefore, it may be appropriate for your teacher to authorise resubmission of evidence to meet assessment criteria targeted by an assignment. This will only be authorised in cases where:

- it is permitted within the specification of the qualification and
- it is in the student's best interest to do so

Appendix 1 – JCQ Candidate declaration form

Candidate declaration form

Notice to candidates

1. **The work you submit for assessment must be your own.**

   You must not plagiarise. This means you must not take someone else's words, thoughts, ideas or outputs and try to pass them off as your own.

2. **You must clearly reference all your sources.**

   If you have used any material to create ideas for your work (like a book, journal or internet search) you must reference this, even if you haven't used the same words or phrases in your own work. You must make clear which part, element or phrase you have used and say where it came from. 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.

3. **You must clearly acknowledge and reference any use of AI.**

   Sometimes you are allowed to use an AI tool to create your work. You must keep a copy of the original question(s) and any AI-generated content you used, for example, a screenshot with a short explanation of how you used it. You must acknowledge the name of the AI tool used; the date the content was generated and the sources used by the AI tool in generating the content.

   You need to hand this in with your final work so your teacher can check the AI content and how you used it.

4. **You must keep your work confidential.**

   You can only share the work you submit for assessment with your teacher(s). You must not share it with anyone else, and you must not post it online.

5. **The work you submit for assessment must be produced under the conditions set out in the awarding body's specification/scheme of assessment/NEA handbook.**

   Each qualification has a specific set of conditions. Your teacher will have explained the level of supervision and control necessary for this assessment.

If you break the rules, you could get zero marks, be disqualified from the unit or subject, or even from all exams. The awarding body will investigate and decide what happens.

If there is anything you don't understand, please speak to your teacher before you sign the form below.

Candidate declaration

I have read and understood the Notice to Candidates above. I declare that the work submitted for this assessment:

1. is my own work;
2. has clearly referenced all sources;
3. has clearly acknowledged any use of AI;
4. has been kept confidential;
5. has been produced under the conditions set out in the specification/scheme of assessment/NEA handbook.

I understand that if I make a false declaration this is a form of malpractice.

If there is anything you don't understand, please speak to your teacher before you sign the form.

Candidate Signature.....**Date**.....

Appendix 2 - JCQ Information for candidates – Non-examination assessments

You **must** read this information if you are taking any qualifications that contain elements of non-examination assessment.

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 2027.

Where AI has been used, your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2027. You should also acknowledge the sources used by the AI tool in generating the content.

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

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

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

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and not crediting the source. This includes outputs from AI tools. 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 for detecting plagiarism and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Sanctions for breaking the regulations

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

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

The awarding body will decide which sanction is appropriate.

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

Appendix 3 - JCQ Information for candidates – Coursework

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

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

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

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

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

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

> The regulations state that:
>
> 'the work which you submit for assessment **must** be your own';
>
> 'you **must not** copy from someone else or allow another candidate to copy from you'.

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2027.

Where AI has been used, your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2027.

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

You **must** retain a copy of the question(s)/prompts used to generate the AI content as well as the AI generated content itself 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 from other sources 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 not crediting the source. This includes outputs from AI tools. **Plagiarism is a form of cheating which is taken very seriously.**

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

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

Sanctions for breaking the regulations

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

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

The awarding body will decide which sanction is appropriate.

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

Appendix 4 - JCQ Information for candidates – On-screen tests

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

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 exam(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 exam.

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 any unauthorised material into the exam room, including:

(a) notes;

(b) earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods);

(c) a mobile phone;

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

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

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

(f) prepared templates.

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

6 **Do not** talk to, try to communicate with or disturb other candidates once you have entered the exam room.

7 If you leave the exam room unaccompanied by an invigilator before the on-screen exam has finished, you **will not** be allowed to return.

8 **Do not** borrow anything from another candidate during the on-screen exam.

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

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

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

3 If you arrive more than one hour after the published starting time for the on-screen exam, you may not be allowed to take it.

4 Your centre will inform you of any equipment which you may need for the on-screen exam.

C. Calculators, dictionaries and computer 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 and make sure it is in exam mode;

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

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

3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the on-screen exam

1 Always listen to the invigilator. Always follow their instructions.

2 Tell the invigilator at once if:

(a) you have been entered for the wrong on-screen exam;

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

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

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

(e) adjustments to the on-screen exam have not been made for you, e.g. additional time has not been added, computer reading software or speech recognition software has not been uploaded.

3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are told that the exam has begun.

E. Advice and assistance

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

2 Put up your hand during the on-screen exam if:

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

(b) you do not feel well.

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

F. At the end of the on-screen exam

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

2 If you are required to print off work outside the time allowed for the on-screen exam, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).

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

4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen exam.

Appendix 5 - JCQ Information for candidates – Written exams

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

A. Regulations – Make sure you understand the rules

1 Be on time for all your exams. If you are late, your work might not be accepted.

2 **Do not** become involved in any unfair or dishonest practice during the exam.

3 If you try to cheat or break the rules in any way, you could be disqualified from **all** your exams.

4 You **must not** take any unauthorised material into the exam room, including:

(a) notes;

(b) earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods);

(c) a mobile phone;

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

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

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

5 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.

6 **Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.

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

8 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.

9 **Do not** borrow anything from another candidate during the exam.

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

1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of 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 equipment which you need for the exam.

5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used 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 and make sure it is in exam mode;

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

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

3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the exam

1 Always listen to the invigilator. Always follow their instructions.

2 Tell the invigilator at once if:

(a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;

(b) the question paper is incomplete or badly printed;

(c) you think you have not been given the expected access arrangement(s).

3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.

4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.

5 Remember to write your answers within the designated sections of the answer booklet.

6 Do your rough work on the proper exam stationery. Cross it through and place any additional answer sheets inside your answer booklet. (For CCEA examinations place any additional sheets behind your answer booklet.)

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

E. Advice and assistance

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

2 Put up your hand during the exam if:

(a) you have a problem and are in doubt about 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.

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.

Appendix 6 - Examining body privacy notices

You **must** read this this notice as it contains "Information About You and How We Use It"

AQA

Privacy notice (aqa.org.uk)

OCR

Candidate privacy policy (ocr.org.uk)

Pearson/Edexcel

Pearson's Privacy Notices

WJEC

Privacy Policy (wjec.co.uk)

Appendix 7 - JCQ Information for candidates – Social media

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



Appendix 8 – JCQ Unauthorised Items Poster

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

JCQ CIC

AQA · CAMBRIDGE OCR · City & Guilds · cea · NCFE · Pearson · wjec cbac

NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES

NO STORAGE OR WEB-ENABLED DEVICES



Possession of unauthorised items
is a serious offence and could result in

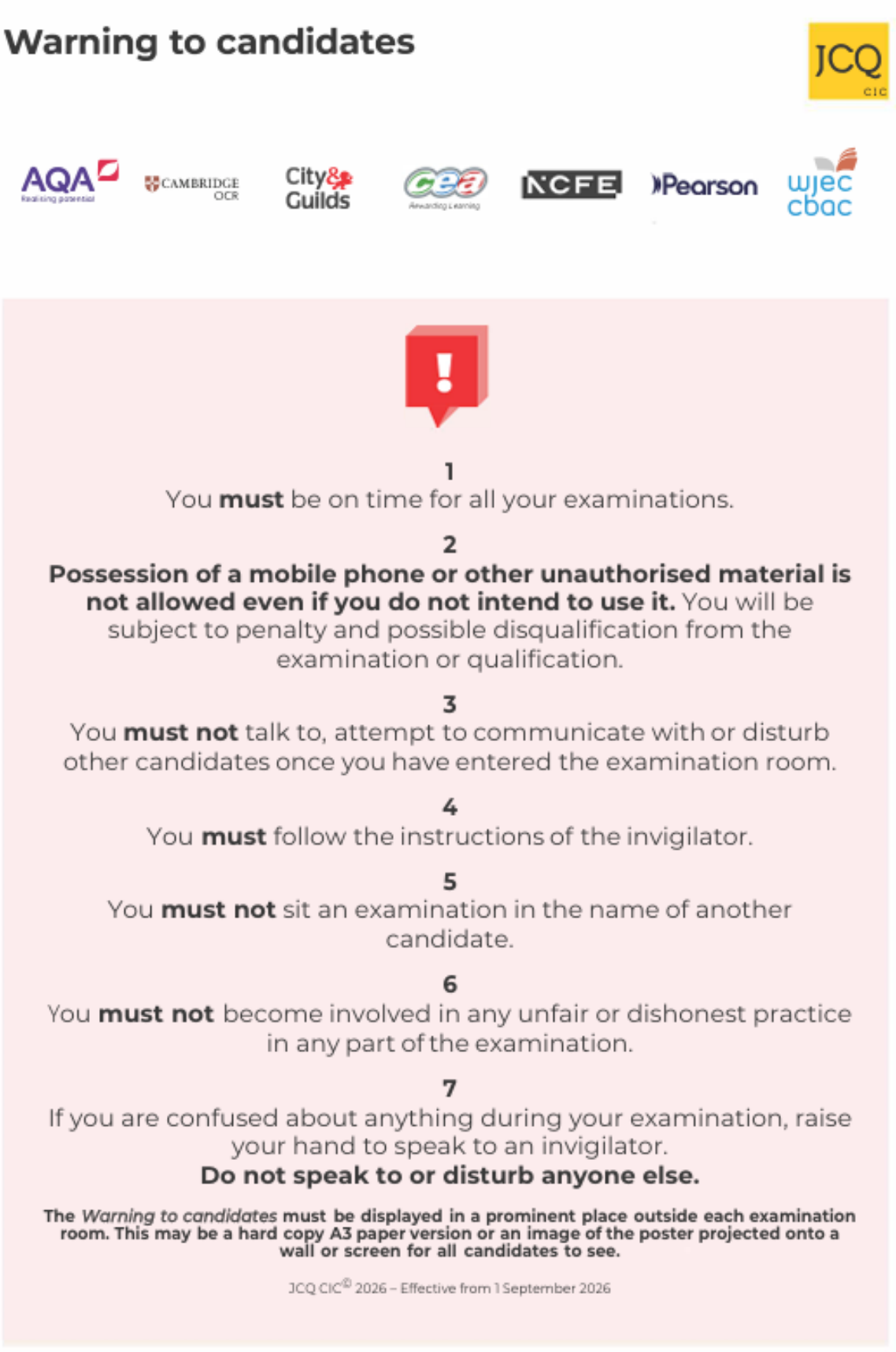
DISQUALIFICATION

from your examination and your overall qualification.

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

Appendix 9 - JCQ Warning to Candidates poster

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



Warning to candidates

JCQ CIC

AQA · CAMBRIDGE OCR · City & Guilds · ccea · NCFE · Pearson · wjec cbac

1
You **must** be on time for all your examinations.

2
Possession of a mobile phone or other unauthorised material is not allowed even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3
You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4
You **must** follow the instructions of the invigilator.

5
You **must not** sit an examination in the name of another candidate.

6
You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7
If you are confused about anything during your examination, raise your hand to speak to an invigilator.
Do not speak to or disturb anyone else.

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

JCQ CIC© 2026 – Effective from 1 September 2026

Appendix 10 - JCQ Information for candidates 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 includes use or possession of hidden AI-enabled technology like smart glasses.
- This is what exam boards call **AI misuse and it 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.

AI misuse can have serious consequences including possible disqualification.

How to make sure you don't misuse AI

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.

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.

LAST CHECKS — Know the rules — Check with your teachers — ACKNOWLEDGE and DECLARE

Appendix 11 - JCQ On your exam day

JCQ CIC

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 will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are **not acceptable**
- ☐ an approved calculator for relevant exams
- ☐ appropriate equipment, 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

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2027 exam timetable on the morning and afternoon of 23 June 2027. Make sure you are available on 23 June 2027.

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. earbuds, smart glasses or tablets)

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.

If you have any questions about your exams, 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