



Saint Joseph's
CATHOLIC SCHOOL

THE ROUTE TO SUCCESS

**Information for
Pupils & Parents**

- Summer 2026 -

sjcs.org.uk

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Introduction

The purpose of this guide is to give you and your parents all the information you need to prepare for your exams. Taking your exams is an important milestone in your education, and we want to help you achieve your full potential.

It is recommended that you read this guide as a family and discuss how you can plan and prepare for your exams.

This guide will highlight the examination rules and regulations which you must be aware of. Also enclosed is the 'Information to Candidates' this has come from JCQ (the organisation which oversees examinations). We strongly recommend you read and understand this information.

If you have any questions regarding your exams, or any information contained within this guide, please ask your teacher, or see Mrs Oakley in the Exams Office.

Mrs Elaine Oakley
Examinations & Data Officer
eoas@sjcs.org.uk





Pre-Exams Information

Written timetabled exams

- Entries for your summer examinations are submitted to the examination boards in February.
- Your individual timetable for your examinations are enclosed in this pack, one is for you to take home, and one is for your information. It is your responsibility to carefully check your personal details and exam entries are correct. Please see the examinations officer if anything on your timetable is incorrect.
- The examination regulations can be found as appendices to this document and on the school website. Ensure you read and fully understand what is expected of you during your examinations. There could be severe consequences should you not adhere to the regulations.

Contingency day - Summer 2026

ALL STUDENTS MUST REMAIN AVAILABLE UNTIL WEDNESDAY, 24 JUNE 2026, SHOULD IT BE NECESSARY FOR AN EXAMINATION BOARD TO CHANGE THE DATE OF ONE OF THEIR 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.
- " The awarding bodies have designated Wednesday 24 June 2026 as a 'contingency day' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland –
- <https://www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland>





On-screen tests

- You will be advised of any on-screen tests for which you have been entered by your subject teacher.
- Examination regulations applicable to these tests can be found as an appendix to this document and on the school website.
- Ensure you read and fully understand what is required of you during these examinations.

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

- Your Individual timetables will outline the timings of any clashes.
- If you are taking two or more examinations in a session and the total time is three hours or less, you will take one examination followed by the other in the same session.
- If you are taking two or more papers timetabled in a session and the total time is more than three hours, including extra time and/or supervised rest breaks, one of your exams will be moved to either the morning or afternoon session on the same day.
- Should this arise, you will be supervised in a designated room from the end of the first exam until the commencement of the second exam, this is a maximum of 20 minutes.
- You may revise using your own notes whilst under centre supervision between examinations. However, you must not be in possession of an electronic communication/storage device or have access to the internet.
- If you would like a snack in this time, please ensure that you bring a snack with you, in a clear, named bag and hand this to the Invigilators prior to the first exam. Please note, Invigilators will not be able to leave the exam room to purchase items on your behalf, or to find your snack if it is not handed to them at the start of the exam.

Where you will take your exams





- Examinations take place in the Sports Hall or Room 26, and some students, with special requirements, are allocated separate rooms. You will be allocated a room and seat for your examinations on your individual timetable.

Supervision during your exams

- Exams are supervised by a team of external invigilators.
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.

Exam room conditions

- Ensure you arrive promptly for your examinations in school uniform.
- 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 other candidates.
- The Centre no. (66731), subject title, paper no. date, duration, start and finish times will be displayed in the exam room.
- Do not complete the front of the answer booklet until instructed to do so by the invigilator.
- The invigilator will announce when you may begin to write your answers.

What equipment you need to bring to your exams

Prepare and Plan – get your exam equipment ready before the exam series starts. Make sure you bring all the equipment you will need with you on the day of your exam. Your subject teachers will be able to give you information on what is needed for specific subjects. You will not be able to share equipment with another student in the room so you must have your own equipment. **You must put your equipment in a transparent pencil case or wallet – it must be clear with no writing on.**

Equipment you will need:

- 3 BLACK ballpoint pens (Gel pens cannot be used)
- 2 Pencils and a sharpener
- Rubber
- Ruler
- Calculator (See Calculator section for more information)
- Compass and protractor





Please do not rely on Invigilators/school to supply equipment, school supplies should only be used in the case of emergencies. If there is not enough to go around, we would not want you to be left without equipment, for an important examination, please remember it is your responsibility to ensure that you have all the equipment that is needed for each examination.

Extra equipment you may need:

- Colour pencils for illustrations and maps
- In some examinations, you are allowed access to a textbook or a set text (you will be advised in advance if this is the case).
- Highlighter pens – only use to highlight key words or phrases in the question book. You should not use highlighters in your answer books.

Equipment not to be brought into the exam room:

- Any pens which are NOT BLACK – you must use BLACK ink to write your answers.
- Gel pens or Ink eraser pens
- Correcting pens, fluid, or tape
- Any electronic device e.g., Phones, smart watches, smart pens or anything with texting facility.
- Any material which might be deemed to be of help to you (even if you had no intention of using it)

You may bring a drink into the examination room. Only WATER is allowed. It must be in a CLEAR plastic bottle, and the label MUST be removed.

Calculators

The exam regulations are extremely specific on the types of calculators which are allowed to be used in exams. For specific information see your Maths / Science teachers (well in advance) and confirm that the calculator you have is permitted.

Calculators must not be designed or adapted to offer:

- Language translation
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other machines or the internet





Calculators must not have anything stored on them this includes:

- Databanks
- Dictionaries
- Mathematical formulas
- Text

You will be asked to remove the lid / case of the calculator before your exam commences. Calculator lids should be removed and placed upside down under your desk, if they are taken into the examination room.

- “Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies’ regulations...

<p>Calculators must be:</p> <ul style="list-style-type: none"> ○ of a size suitable for use on the desk; ○ either battery or solar powered; ○ free of lids, cases and covers which have printed instructions or formulas. 	<p>Calculators must not:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> ○ language translators; ○ symbolic algebra manipulation; ○ symbolic differentiation or integration; ○ communication with other machines or the internet; • be borrowed from another candidate during an examination for any reason; • have retrievable information stored in them - this includes: <ul style="list-style-type: none"> ○ databanks; ○ dictionaries; ○ mathematical formulas; ○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> ○ the calculator’s power supply; ○ the calculator’s working condition; ○ clearing anything stored in the calculator. 	





During the Exams

What you should not bring into the exam room

- Unless listed on the question paper, notes or books are not allowed to be brought into the exam room.
- mobile phones, iPods, smartwatches, watches or potential technological/ web enabled devices are not allowed.
- Remove the lid to your calculator before entering the room and ensure that you have cleared anything from the memory, if you have not removed the lid when in the in the exam room you must put the lid under the desk, upside down.
- Full details are given in the 'Information for Candidates' in the appendices. Please read and ensure you understand the instructions.
- Any pencil cases taken into the exam room MUST be see-through (clear) and not coloured.
- Full school uniform should be worn AT ALL TIMES; consideration will be given to temperatures at any given time. However, hoodies, coats, etc should be left in the provided lock up. Invigilators will ask for them to be removed.

Food and drink in exam rooms

- Food is not allowed in the examination room.
- You may bring water into the room. Bottles must be clear plastic, and all labels must be removed from drink bottles.
- Please be aware that bottles will be removed if they do not meet the regulations.

Starting Times

- Morning exams **WILL START AT 9AM**, you should arrive at least 30 minutes before the start time.
- Afternoon exams **WILL START at 1PM**, you should arrive at least 30 minutes before the start time.





- Registration for both sessions will take place on the bottom playground, outside the hall for the students in the hall and students in smaller rooms should go directly to their exam room for registration.
- You are responsible for checking your own timetable and arriving at school on the correct date and time. Seating plans and other information will be displayed on the wall outside the examination Hall. For smaller rooms, please line up quietly outside the room, a register will be taken once in the room. Seating numbers can be found on your individual timetable.
- Bags, coats, electronic equipment, notes, and paper of any kind are not permitted in the examination room and must be left in the allocated area.
- You must line up, as per the seating plan and enter the examination room quietly and only when instructed to do so.
- You are expected to always be outside your exam room at least 15 minutes before the scheduled start time as we will want to get exams started promptly. This *means you should aim to be in school at least 30 minutes beforehand* so you can get yourself organised, go to the toilet, leave your bag, and coat outside the exam room and compose your thoughts! We will not be able to wait for you, if you are late, but we may be able to accept you into the exam room depending on your circumstances and how late you are.

What to do if you arrive late for an exam

- If you are delayed on the way to school and you are likely to be late for an examination, you should contact the school as soon as possible on 01722 335380.
- Within 1 hour of the start time or before the finish of an exam which lasts less than 1 hour: report to reception and you will be taken to your exam room. You will be allowed the full time for the examination. The exam board will be made aware.
- If you arrive very late, after the exam board stipulated times, consideration will be given as to whether you are able to take the exam. Should the exam go ahead, it will be necessary to report your late arrival to the exam board, with the reason for your late arrival and the exam board will take the decision as to whether to accept your script.

In all scenarios, try to get to school as soon as possible, make us aware of your situation and hand any electronics (phone, iwatch etc.) to the person who is bringing you to school, this is important and could make the difference between your script being marked and not.





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

- If you are unwell on the day of the exam and unable to attend, your parent/carer must inform the school/examinations officer as soon as possible and by 8am at the latest on 01722 335380.
- Obtain a letter/note from your doctor detailing your illness and forward to the examinations officer within 7 days.
- An application for special consideration may be submitted to the exam board, along with the evidence provided for the absence.
- If you are unwell but manage to attend the exam, inform the examinations officer on your arrival.
- If you become unwell during an exam, raise your hand, and inform the invigilator.

What happens if you have an unauthorised absence from an exam.

- If you do not have an acceptable reason for not attending an examination, you may be expected to cover the cost of the entry fee for the examination.

During the exam

- All rough work must be done on official exam stationery. It should be neatly crossed through but not obliterated as it will be forwarded to the examiner.
- If you have a query or problem, raise your hand, and wait for an invigilator to come to you. Invigilators cannot discuss the examination paper with you or explain the questions.
- Sit looking forwards at all times – not sideways.
- Use your time carefully. There will be a clock in the examination room and a notice showing the starting and finishing time of your exam.
- Read all instructions carefully and number your answers clearly.
- You must stay in the examination room for the whole duration of the examination. If you complete your paper within the allocated time and have checked your work, you must sit in silence and on no account disturb other candidates.
- Toilet breaks may be permitted for examinations exceeding 1 hour, but you will not be allowed extra time to compensate for your temporary absence.
- Do not draw graffiti or write comments on examination papers – if you do the Awarding Body may refuse to accept your paper.





- When asked to do so by the invigilator you should write your name (as it appears on your label on your desk, this will be your legal name), candidate number and the centre number on your answer booklet.
- Read the instructions on the front of the paper very carefully.
- Read the questions fully and work out how best to use your time; stop & think before you start writing!
- If you need additional materials, put your hand up, and an invigilator will come to you as quickly as possible - do not wait till the very last moment to request extra paper.
- If you are working on a Word Processor or Laptop, remember to save regularly throughout the exam and to read the instructions given by the Invigilator carefully.

To facilitate on-line marking, some examinations require you to write some answers within boxes. These boxes serve as a guide as to how much you are expected to write. Avoid writing outside the box.

At the end of the examination

- Stop writing when you are told to do so.
- Listen carefully to the instructions you are given.
- Ensure your name and other details are completed on the front of your answer booklet and any additional answer sheets you have used. **Please make sure you have signed your exam booklet.**
- If necessary, put your paper in the correct order and attach loose sheets with a treasury tag.
- At the end of the examination all work must be handed in – remember to cross through any rough work. If you have used more than one answer book or loose sheets of paper, place them in the correct order. Ensure your name and candidate number are written on each additional piece of paper or booklet.
- An invigilator will collect your exam papers before you leave the room. Absolute silence must be maintained during this time.
- Remain seated in silence, until told to leave the examination room you are still under exam conditions. Leave the room in silence and show consideration for other candidates who may still be working. Do not talk until you are well away from the examination room.
- If you are using a Word Processor or Laptop, please follow the printed instructions and those given by your invigilator.





Candidates with access arrangements

- Some students are entitled to special arrangements. The entitlement is given following an assessment and because it is their normal way of working within the school.
- You will be advised by the SEN department if you have been allocated any special arrangements and your individual timetable will show which room your exams will be held.
- Any questions regarding Access Arrangements should be directed to SENCO@sjcs.org.uk

Special Consideration

- Special consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for special consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases i.e., death of a close family member).
- Any adjustment is likely to be small and no feedback is ever provided.
- Candidates will only be eligible for consideration if they have been fully prepared and covered the whole course but performance in the examination, or in the production of coursework, is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, or domestic crisis.
- The Examinations Officer must be informed immediately, so that the necessary paperwork can be completed, and the candidate will be required to provide evidence to support such an application.
- Proof of illness, absence will be required in full before applications can be made.

Alleged, suspected or actual incidents of malpractice.

- 'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.
- All cases of suspected malpractice will be investigated by the Head of Centre and the Examinations Officer and will be reported to the awarding body.





- The awarding body will oversee all investigations into suspected or alleged malpractice and will withhold the issuing of results until the conclusion of the investigation, or permanently, where the outcome of the investigation warrants it.
- The awarding body will apply sanctions and penalties, see Appendix 8, in cases of proven malpractice and will report the matter to the regulators and other awarding bodies in accordance with the regulators' General Conditions of Recognition
- The awarding body will consider reporting the matter to the police if suspected or proven malpractice involves the committing of a criminal act.
- Examples of malpractice: These examples are not an exhaustive list and other instances of malpractice may be considered by the awarding bodies at their discretion.
 - the alteration or falsification of any results document, including certificates.
 - a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations.
 - failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments
 - collusion: working collaboratively with other candidates, beyond what is permitted.
 - copying from another candidate (including the use of technology to aid the copying);
 - allowing work to be copied e.g., posting work on social networking sites prior to an examination/assessment
 - the deliberate destruction of another candidate's work
 - disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
 - exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication
 - making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio.
 - allowing others to assist in the production of controlled assessment, coursework, non- examination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment
 - bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations)
 - the inclusion of inappropriate, offensive, obscene, homophobic, transphobic, racist or sexist material in scripts, controlled assessments, coursework, non-examination assessments





- plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing.
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, Smartwatches, watches or other similar electronic devices
- the unauthorised use of a memory stick or similar device where a candidate uses a word processor
- writing on desks during an exam, a full investigation will take place, based on seating plans. The cost of sanding back the desk or replacing the desk, may be passed onto parents/guardians
- the use of AI Artificial Intelligence; If sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student and the student must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore they will not be rewarded.





Information for after your Exams

Your results

GCSE results are issued on the morning of **Thursday 20th August**. It is **STRONGLY** recommended that you are available to collect these. They are available to you from 10am – 11am. Members of the Senior Leadership Team, Careers and Subject leads will be available to support anyone that may need guidance.

If you cannot attend this date, with prior arrangement your results can be emailed to you (this will be late afternoon). If you would like your results emailed to you, please see the exams officer to complete a request form, stating the email address you would like them sent to. Any results not collected or emailed will be sent home by post.

If you would like someone else to collect your results on your behalf, you must give that person a letter authorising them to collect on your behalf and they must be able to show a form of ID on the day.

Post Results Service

- Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged will be provided by the Exams Officer, following the exam season.
- If the centre or candidate (or their parent/carer) has a concern and believes a result may not be accurate, post-results services may be considered:

Review of results

- Service 1 - clerical re-check (this service can only be requested for objective tests e.g., multiple choice)
- Service 2 - review of marking
- Service 3 – review of moderation (this service is not available to an individual candidate)





Access to Scripts

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning
- Advice will be given on the viability of submitting an enquiry about your result.
- Copies of papers may be requested to check the likelihood of a grade change.
- Should a request for an enquiry be submitted, it must be accompanied with a signed candidate consent form, along with the fee to the Examinations Officer, as soon as possible, and by the latest Wednesday, 17 September 2026
- In general, we recommend that a review would be unwise unless school, advise to the contrary.

Certificates

Certificates are distributed at the Awards Evening; you will be informed of a date closer to the time. You will also be given the opportunity to collect coursework and portfolio work. If you are unable to attend, you should contact the school to arrange to collect your certificates. This will need to be after the Awards Evening.

If you want someone else to collect the certificates on your behalf, you must give that person a letter authorising them to collect on your behalf (this includes a parent or other family member).

Exam Boards state that if certificates are not collected after 12 months, they are confidentially destroyed so every effort should be made to collect your certificates. It is important you keep your certificates in a safe place as they can be expensive to replace.





Appendix 1

Appendix 5 Information for candidates for written examinations – effective from 1 September 2025



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
4	You must not take into the exam room any unauthorised material, including: <ol style="list-style-type: none"> notes; earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods); a watch. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with or disturb other candidates once you have entered the exam room.
7	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other permitted equipment needed for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may be used for only 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: <ol style="list-style-type: none"> make sure it works properly; check that the batteries are working properly; clear anything stored in its memory; remove any parts such as cases, lids or covers which have printed instructions or formulae; 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.





APPENDIX 1 cont

D Instructions during the exam	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed; c) you think you have not been given the expected access arrangement(s).
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. Do not open the question paper until you are told that the exam has begun.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.
E Advice and assistance	
1	If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> a) you have a problem and are not sure what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional 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.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	





APPENDIX 2

Appendix 6 Information for candidates for on-screen tests – effective from 1 September 2025



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
4	Only take into the exam room the materials and equipment which are allowed for that exam.
5	<p>You must not take into the exam room any unauthorised material including:</p> <ul style="list-style-type: none"> a) notes; b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods); c) a watch. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> d) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. floppy disks, CDs, memory sticks, social media sites, spreadsheets or the internet; e) prepared templates. <p>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.</p>
6	Do not talk to, try to communicate with or disturb other candidates once you have entered the exam room.
7	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.





APPENDIX 2 Cont.

C Calculators, dictionaries and computer spellcheckers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in its memory; c) remove any parts such as cases, lids or covers which have printed instructions or formulae; d) do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spellchecker unless you are told otherwise.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT issues; d) your access to the on-screen test has not been set up correctly; e) adjustments to the on-screen test have not been made for you, e.g. additional time has not been added, computer reading software or speech recognition software has not been uploaded.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions. Do not open the question paper until you are told that the exam has begun.
E Advice and assistance	
1	If, on the day of the on-screen test, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if: a) you have a problem with your computer and are not sure what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.
This information must be made available to all candidates in advance of their on-screen test(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	





APPENDIX 3

Appendix 5



JCQ Information for candidates

You **must** read this information as it informs you how the "JCQ awarding bodies will process your personal data."

Produced on behalf of: AQA, City & Guilds, CEA, NCFE, OCR, Pearson and WJEC

Information About You and How We Use It

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

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf

Who we are and how to contact us

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

www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).





APPENDIX 3 Cont.

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

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

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

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

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

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

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

Please note

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





APPENDIX 4



Information for candidates Using social media and examinations/assessments

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

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



Things to do on social media:

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

Things not to do on social media:

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

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

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

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





APPENDIX 5



AQA

City & Guilds

CCEA

NCFE

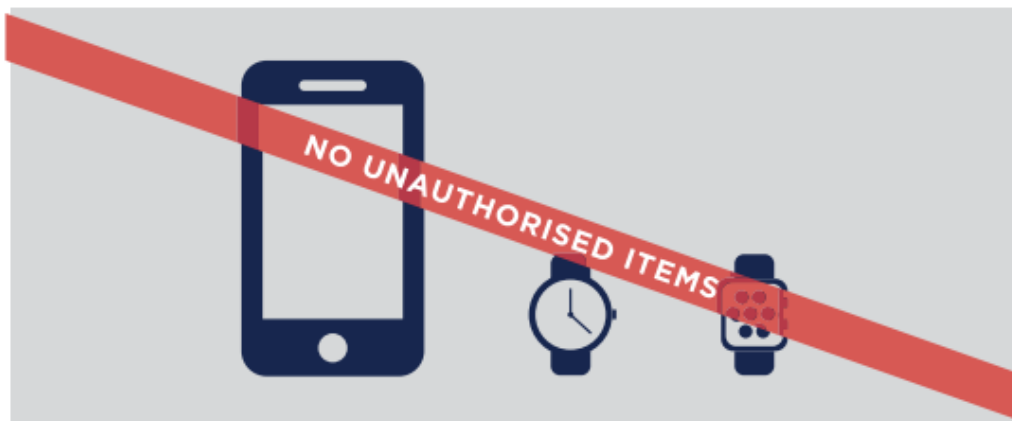
OCR

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.





APPENDIX 6

Warning to candidates



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



1

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

2

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

3

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

4

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

5

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

6

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

7

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

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





APPENDIX 7

Appendix 6 Indicative sanctions against candidates

This table is for guidance only and sanctions can be flexibly applied according to the details of each individual case.

In instances where the box is blank, the sanction may still be used.

The structure of awarding bodies' qualifications can differ. Therefore, all the available sanctions may not be relevant for every qualification.

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Introduction of unauthorised material into the examination room, such as:			
Own blank paper	used for rough work	used for final answers	
Calculators, dictionaries (when prohibited)	not used	used or attempted to use	
Bringing into the examination room notes in the wrong format or prohibited annotations	notes/annotations go beyond what is permitted but do not give an advantage; content irrelevant to subject	notes/annotations are relevant and give an unfair advantage	notes/annotations introduced in a deliberate attempt to gain an advantage
Unauthorised notes, study guides and personal organisers	content irrelevant to subject	content relevant to subject	relevant to subject and evidence of use
Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, smart glasses, smart devices, AirPods, earphones and headphones)	not in the candidate's possession but makes a noise during the examination	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of being used by the candidate

Standard sanctions:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. warning; 2. loss of all marks gained for a section; 3. loss of all marks gained for a component; 4. loss of all marks gained for a unit; 5. disqualification from the unit; | <ol style="list-style-type: none"> 6. disqualification from all units in one or more qualifications taken in that series or academic year; 7. disqualification from the whole qualification; 8. disqualification from all qualifications taken in that series or academic year; 9. barred from entering for examinations for a set period of time. |
|--|--|





APPENDIX 7 Cont.

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Breaches of examination conditions			
A breach of the instructions or advice of an invigilator, supervisor or the awarding body in relation to the examination rules and regulations	minor non-compliance: e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance: e.g. refusing to move to a designated seat; significant amount of writing after being told to stop	repeated non-compliance
Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations	leaving examination early (no loss of integrity); removing script from the examination room but evidence of the integrity was maintained	removing script from examination room but with no proof that the script is safe; taking home materials	deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired
Disruptive behaviour in the examination room or assessment session (including use of offensive language)	minor disruption lasting a short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably rude remarks; being removed from the examination room; taking another's possessions	warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property
Standard sanctions:			
<ol style="list-style-type: none"> 1. warning; 2. loss of all marks gained for a section; 3. loss of all marks gained for a component; 4. loss of all marks gained for a unit; 5. disqualification from the unit; 		<ol style="list-style-type: none"> 6. disqualification from all units in one or more qualifications taken in that series or academic year; 7. disqualification from the whole qualification; 8. disqualification from all qualifications taken in that series or academic year; 9. barred from entering for examinations for a set period of time. 	





APPENDIX 7 Cont.

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Exchanging, obtaining, receiving or passing on information (or the attempt to) which could be examination related:			
Verbal communication	isolated incidents of talking before the start of the examination or after papers have been collected	talking during the examination about matters not related to the exam; accepting examination related information	talking about examination related matters during the exam; whispering answers to questions
Communication	passing/receiving written communications which clearly have no bearing on the assessment	accepting assessment related information	passing assessment related information to other candidates; helping one another; swapping scripts
Offences relating to the content of candidates' work			
The inclusion of offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios	Isolated offensive words or drawings	Frequent offensive words or drawings; isolated obscenity or offensive comments directed at an individual or group	Frequent obscenities; discriminatory language, remarks or drawings directed at an individual or group.
Standard sanctions:			
<ol style="list-style-type: none"> 1. warning; 2. loss of all marks gained for a section; 3. loss of all marks gained for a component; 4. loss of all marks gained for a unit; 5. disqualification from the unit; 		<ol style="list-style-type: none"> 6. disqualification from all units in one or more qualifications taken in that series or academic year; 7. disqualification from the whole qualification; 8. disqualification from all qualifications taken in that series or academic year; 9. barred from entering for examinations for a set period of time. 	





APPENDIX 7 Cont.

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Exchanging, obtaining, receiving or passing on information (or the attempt to) which could be examination related:			
Verbal communication	isolated incidents of talking before the start of the examination or after papers have been collected	talking during the examination about matters not related to the exam; accepting examination related information	talking about examination related matters during the exam; whispering answers to questions
Communication	passing/receiving written communications which clearly have no bearing on the assessment	accepting assessment related information	passing assessment related information to other candidates; helping one another; swapping scripts
Offences relating to the content of candidates' work			
The inclusion of offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios	Isolated offensive words or drawings	Frequent offensive words or drawings; isolated obscenity or offensive comments directed at an individual or group	Frequent obscenities; discriminatory language, remarks or drawings directed at an individual or group.
Standard sanctions:			
<ol style="list-style-type: none"> 1. warning; 2. loss of all marks gained for a section; 3. loss of all marks gained for a component; 4. loss of all marks gained for a unit; 5. disqualification from the unit; 		<ol style="list-style-type: none"> 6. disqualification from all units in one or more qualifications taken in that series or academic year; 7. disqualification from the whole qualification; 8. disqualification from all qualifications taken in that series or academic year; 9. barred from entering for examinations for a set period of time. 	



APPENDIX 7 Cont.

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Collusion: working collaboratively with others beyond what is permitted	collaborative work is apparent in a few areas, but possibly due to teacher advice; candidate unaware of the regulations	collaborative work begins to affect the examiner's ability to award a fair mark to an individual candidate	candidates' work reflects extensive similarities and identical passages due to a deliberate attempt to share work
Plagiarism: unacknowledged copying from or reproduction of third party sources (including the internet and AI tools); incomplete referencing	minor amount of plagiarism/poor referencing in places	plagiarism from work listed in the bibliography or referenced/acknowledged; or minor amount of plagiarism from a source not listed in the bibliography or referenced/acknowledged	plagiarism from work not listed in the bibliography or referenced/acknowledged; or plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography or referenced/acknowledged
Making a false declaration of authenticity		sections of work done by others but most are still the work of the candidate	most or all of the work is not that of the candidate
Copying from another candidate or allowing work to be copied (including the misuse of technology)	lending work not knowing it would be copied	permitting examination script/work to be copied; showing other candidates' answers	copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy
Undermining the integrity of the examinations/assessments			
The deliberate destruction of work	minor damage to work which does not impair visibility	defacing scripts; destruction of candidate's own work	significant destruction of another candidate's work
The alteration or falsification of any results document, including certificates			falsification/forgery
Standard sanctions:			
<ol style="list-style-type: none"> 1. warning; 2. loss of all marks gained for a section; 3. loss of all marks gained for a component; 4. loss of all marks gained for a unit; 5. disqualification from the unit; 		<ol style="list-style-type: none"> 6. disqualification from all units in one or more qualifications taken in the series; 7. disqualification from the whole qualification; 8. disqualification from all qualifications taken in that series; 9. barred from entering for examinations for a set period of time. 	



APPENDIX 7 Cont.

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Misuse of, or attempted misuse of, assessment material and resources	attempting to source assessment related information online	accepting assessment related information without reporting it to the awarding body	misuse of assessment material or exam related information, including: attempting to gain or gaining prior knowledge of assessment information; improper access to assessment related information (including electronic means); improper disclosure (including electronic means); receipt of assessment information from the examination room; facilitating malpractice on the part of others; passing or distributing assessment related information to others
Removing or stealing any candidate's work			Unauthorised removal of any candidate's work (e.g. project/coursework)
Personation			deliberate use of wrong name or number; personating another individual; arranging to be personated
Behaving in a way as to undermine the integrity of the examination/ assessment			for example, attempting to obtain certificates improperly; attempted bribery; attempting to unfairly influence a centre staff member, awarding body staff member or other assessment representative; attempting to obtain or supply exam materials improperly
Standard sanctions:			
<ol style="list-style-type: none"> 1. warning; 2. loss of all marks gained for a section; 3. loss of all marks gained for a component; 4. loss of all marks gained for a unit; 5. disqualification from the unit; 			<ol style="list-style-type: none"> 6. disqualification from all units in one or more qualifications taken in that series or academic year; 7. disqualification from the whole qualification; 8. disqualification from all qualifications taken in that series or academic year; 9. barred from entering for examinations for a set period of time.





APPENDIX 7 Cont.

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Use of social media for the exchange and circulation of real or fake assessment material	attempting to source secure assessment related information online/via social media	accepting/receiving real or fake assessment related information via social media without reporting it to the awarding body	misuse of assessment material (real or fake), including: attempting to gain or gaining prior knowledge of assessment information via social media; improper disclosure of real or fake assessment information; passing or distributing real or fake assessment related information to others
Obstructing or hindering a malpractice investigation	failing to report suspected malpractice by other candidates	providing incomplete information to those gathering information for a malpractice investigation	providing misleading and/or significantly incomplete information to those gathering information for a malpractice investigation
Standard sanctions:			
<ol style="list-style-type: none"> 1. warning; 2. loss of all marks gained for a section; 3. loss of all marks gained for a component; 4. loss of all marks gained for a unit; 5. disqualification from the unit; 		<ol style="list-style-type: none"> 6. disqualification from all units in one or more qualifications taken in that series or academic year; 7. disqualification from the whole qualification; 8. disqualification from all qualifications taken in that series or academic year; 9. barred from entering for examinations for a set period of time. 	



APPENDIX 8

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





APPENDIX 9



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.

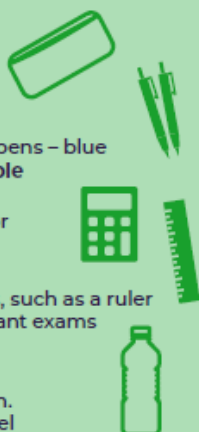
What you cannot take into your exams:

- 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

EFFECTIVE FROM 1 SEPTEMBER 2025





APPENDIX 10

Emergency Evacuation Procedure for Exams

In the unlikely event of a fire alarm sounding during an exam these instructions **MUST** be followed in **COMPLETE SILENCE** and **UNDER EXAM CONDITIONS**.

- Should the fire alarm go off, do not panic. Calmly put your pen on the desk and close your exam answer book.
- If using a Word Processor save your work.
- The invigilator will ask you to remain in silence until a member of the Senior Leadership Team informs them if you need to leave the exam room.
- If you do need to evacuate, please leave the room in complete silence in the order you are seated. Leave all equipment in the exam room.
- You will be escorted directly onto the playground, walk to the top of the steps and on to the playing field where the invigilator will take the register. You **must** remain here under exam conditions until instructed otherwise.
- A suitable distance between you and the pupil in front or behind must be always maintained.
- **NO COMMUNICATION BETWEEN STUDENTS IS ALLOWED.**
(Communication with another student will result in disqualification from the paper).
- The Exams Officer or invigilator will tell you when to return to the exam room – all the above rules still apply. **You must remain silent.**
- Do not start writing until the invigilator tells you to do so.
- The exam will be restarted ensuring you have full allocation of time.

You are still under exam conditions until the exam has formally finished.





APPENDIX 11

Useful links for resources, past papers and mark schemes

GCSE Candidate Information – SJCS	https://www.sjcs.org.uk/gcse-candidate-information/
Revision Resources – SJCS	https://www.sjcs.org.uk/resources/
AQA Past Papers & Mark Schemes	https://www.aqa.org.uk/find-past-papers-and-mark-schemes
Pearson Past Papers & Mark Schemes	https://qualifications.pearson.com/en/support/support-topics/exams/past-papers.html
WJEC Past Papers	https://www.wjec.co.uk/home/past-papers/
OCR Past Papers	https://www.ocr.org.uk/qualifications/past-paper-finder/

Your Notes

Use the space below to make any further notes you might find helpful.



