



Atlantic Academy

Part of the Athena Learning Trust

**Student Exam Handbook
2025/26**

Centre 54142

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Introduction

Atlantic 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. This handbook should be read in conjunction with the information supplied on the Academy website, exams section: <https://www.atlanticacademy.uk/exam-information>

Purpose of this handbook

The purpose of this handbook is

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

Malpractice

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

You **must** read the following JCQ documents - please see the school website or appendix 1 at the back of this handbook:

- JCQ Information for candidates - social media
- JCQ Information for candidates - artificial intelligence and assessment
- JCQ Information for candidates - written examinations
- JCQ Information for candidates - non-examination assessments
- JCQ Information for candidates - coursework assessments

Personal data

- The awarding bodies collect information about exam candidates, including name, date of birth and gender, for the purpose of examining and awarding qualifications.
- To understand what information is collected and how it is used, you must read each awarding body privacy policy. Links are provided on Academy website under exams or use the following web addresses:
 - AQA - <https://www.aqa.org.uk/privacy-notice/student-privacy-notice>
 - Pearson - <https://qualifications.pearson.com/en/privacy-policy.html>
 - Eduqas/WJEC - <https://www.eduqas.co.uk/home/privacy-policy/>

Non-examination assessments / Coursework assessment

- You will be advised by subject teachers when these assessments will take place.
- Please be aware of and ensure you meet any deadlines set by your subject teacher.
- Depending on the type of assessment, it will be marked by your teacher and then moderated by the awarding body, or it will be sent to the awarding body for marking.
- Your subject teacher will advise you of your mark before the work is sent to the awarding body and you will need to sign a declaration saying that it was all your own work.
- If you wish to appeal against your mark, please speak to your subject teacher in the first instance.
- Please read the procedure regarding appeals in the exams section of the school website.

You must refer to the relevant JCQ Information for Candidates documents on coursework assessments and non-examination assessments and AI usage - see appendix 1 at the back of this handbook or the school website.

Written timetabled exams

- In advance of your exams, you will be issued with a statement of entry.
- Please check the information on the statement of entry carefully, and if there is anything wrong, advise the Exams Officer immediately.
- Please learn your candidate number. This will stay the same for all your exams and you must write this on the front of every exam paper.
- JCQ exam room posters - warning to candidates, unauthorised materials - for the exam will be displayed outside each room. Please look at these as you enter the room to remind yourself of the regulations.
- The seating plans will be on the exam noticeboard before the exam. Please check your seat number when ready to line up in Einstein.
- Whole-school exam timetables are put on the exams noticeboard.

Contingency days - Summer 2026

JCQ has designated one day as a 'contingency day' for examinations, in the event of national or local disruption to exams: **24th June 2026**. Candidates will be expected to make themselves available on this date. Please be aware of this date when planning holidays.

What if you have two or more exams timetabled at the same time (a timetable clash)

- There may be a time when your exam timetable shows two exams at exactly the same time. Don't panic, this happens quite a lot.
- The Exams Officer will arrange for you to take one exam first, followed by the second, with a short break in between. You must not leave the room unsupervised during the short break, and exam conditions will remain in place.
- Depending on the length of your clash, sometimes you might need to sit one of the exams earlier or later than the published time. You will need to be supervised at all times if this happens. The Exams Officer will make the necessary arrangements and communicate these to you.
- Sometimes you might have a clash that requires overnight supervision. The Exams Officer will make the necessary arrangements and communicate these to you.

Where you will take your exams

The whole-school exam timetable, available on the exams noticeboard and sent to parent/carer's via email, will give details of where your exams will be held. This may be the main hall or another location within the school. On-screen exams may be held in the IT room, and practical exams may be held in specialist classrooms, such as Art and Catering rooms.

What time your exams will start and finish

- Your exams will **normally** start at 09:15 for a morning session and 13:15 for an afternoon session. Please make sure you arrive in Einstein at least 10 minutes before the start of the exam.
- Please make sure you go to the toilet before the exam. You will be allowed to go to the toilet during an exam, but you will be escorted to the toilet by an invigilator. Any time you spend outside of the exam room will be lost unless you are entitled to supervised rest breaks.
- You will not be allowed to leave the exam before the end.
- If the exam finishes before 10:00 in the morning or 14:30 in the afternoon, you will have to stay in the exam room, under supervision, until that time. This is to make sure we maintain the security of the exam and comply with JCQ regulations.

Where you will sit in the exam room

- Your seat number will be displayed on the seating plan outside the exam rooms.
- It is very important that you make sure you sit at the correct desk so that you sit the correct exam paper, so check the place card on the desk before you sit down.
- If you are unsure of where to sit, please raise your hand and an invigilator will assist you.

How your identity is confirmed in the exam room

A member of SLT will be present in the line-up in Einstein, to check all candidates present are correct. Once in the exam room, the Exams Officer will double check all candidates. The year 11 cohort at Atlantic Academy is small enough for the Exams Officer and invigilators to know all the candidates.

Supervision during your exams

- Exams are supervised by a team of invigilators who are employed by school at exam times. They are fully trained to make sure the exams are carried out in accordance with the JCQ regulations.
- It is the job of the invigilator to watch students as they do their exam. They will not approach you unless you raise your hand for assistance, or they suspect malpractice.
- The invigilator cannot give you any help with your exam.
- Each invigilator will have a supply of stationery, so if you need anything please raise your hand and they will come to you.
- The Exams Officer and the invigilators are responsible for making sure your exams go as smoothly as possible and that the process is fair for everyone.

Exam room conditions

- You must wait outside the room to be escorted into the exam by a member of SLT or an invigilator. Use this time to check the seating plan, to remove your watch and put it in your bag. Check that you have nothing in your pockets, for example, make-up, lip salve, bus passes, money and keys, wallets or purses, student reports and exam timetables. Bags and coats cannot be brought into the exam room and will be left outside in a designated area.
- You will be under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator and have left the exam room. This means that you must not talk to, attempt to communicate with or disturb other candidates once you have entered the room.
- Find your seat quickly and quietly. There will be numbers and letters on the walls to help you, and a place card on each desk. Invigilators will help you if you can't find your seat. Do not ask another candidate.
- You must listen to and follow the instructions of the invigilator at all times.
- The exam paper will have been placed on your desk before you enter the room. Do not attempt to look inside it or read anything. This is malpractice.
- Don't write anything on the front of the paper until you are instructed to do so by the invigilator.
- At the front of the room you will see a display with the following information, which you will need when you are asked to fill in the front of your exam paper:
 - o Centre number: 54142
 - o Date
 - o Subject title and paper number
 - o Duration of exam
- When you are asked to fill in the details on the front of your exam paper, please use your legal name and not your preferred name. If a signature is required, please enter this as it is very important.
- When the exam starts, the invigilator will display the actual start and finish times of the exam.
- If you need to leave the room because you are feeling unwell, please raise your hand and an invigilator will assist you. You are not allowed to leave the room on your own.
- Please make sure that you put your name, candidate exam number and question number on any additional sheets of paper you may use.
- You must not write on the desk - this will be regarded as vandalism and you will have to pay for any damage.
- You must not deface your exam paper as the awarding body may refuse to mark it.

What equipment you need to bring to your exams

You will need:

- A black ball-point pen (must be black and NOT a gel pen)
- Pencil (HB)
- Ruler
- Eraser
- Highlighter (you can highlight the question paper but not your answers)
- Clear pencil case
- Calculator (if allowed by the exam)
- Protractor
- Compass

You are not allowed to borrow equipment from another student during the exam. If you need to borrow anything during an exam, just raise your hand and an invigilator will help you.

What you should not bring into the exam room

It is very important that you do not enter the room with any unauthorised items in your possession. These items include, but are not limited to:

- Mobile phones
- MP3/4 players
- Wrist watches of any type
- iPods
- Smart glasses or rings
- Any other similar electronic devices
- Earphones/airpods/earbuds
- Revision notes and study guides
- Your own blank paper
- Dictionaries, unless allowed for the exam
- Miscellaneous items such as make-up, lip salve, bus passes, money and keys, wallets or purses, student reports and exam timetables
- Food items
- Correction fluid or tape

Please make sure you check all your pockets before an exam.

What you should wear for your exams

You must wear full school uniform for all exams.

Food and drink in exam rooms

You are allowed to take a clear bottle of water into the exam. The label must be removed before you enter the room. Other drinks, such as juice or fizzy pop, are not permitted. Food is not permitted, unless arranged by prior consent. If food is allowed, it must be in a clear container with no wrappings.

Where your personal belongings will be stored during your exam

You must leave your coats and bags, and any other possessions, outside of the exam rooms in the cloakroom beside the lab or another designated area. You may take into the exam room any additional items that have been approved, for example, medication, medical devices etc.

What to do if you arrive late for your exam

You must arrive at least 10 minutes before the start of your exam. If you are late for any reason, please report to reception and tell the member of staff that you have an exam. You will be collected from reception and escorted to the exam room. You will be given the full time allowed for your exam. If you arrive very late for an exam (after 10:00 for a morning exam and after 14:30 for an afternoon exam) you can still sit the exam but there is a chance that the awarding body will not mark your paper. If you know you are going to be late, e.g. due to travel problems, phone the school immediately and the Exams Officer will call you to discuss how best to ensure the awarding body will mark your paper. (This usually involves a signed statement from a co-traveller to say that the candidate has not had access to their phone.)

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

It is really important that you attend school for all exams, whether external or mock, unless you are seriously ill.

- If you are extremely unwell and cannot attend your exam, please ask your parent/carer to contact the school immediately on 01237 431969. Tell the person answering the phone that you are missing an exam because you are ill. You will need to provide medical evidence to confirm your illness, please call your doctor to get an appointment and a medical note.
- If you feel unwell during an exam, please put your hand up and an invigilator will assist you.
- If you feel unwell before the exam starts, please tell a member of staff.
- If you are disadvantaged because of illness, it may be possible for the Exams Officer to apply for special consideration. Evidence will be requested to support this.

What happens if you have an unauthorised absence from your exam

Your exams are extremely important and it is vital that you attend all external and mock exams. If you do not turn up for an exam you will not receive a mark/grade, and your parents/carers will be invoiced for the wasted exam entry fee.

Please advise your class coach/tutor of any issues you may have around exam time that could affect your attendance.

Candidates with access arrangements/reasonable adjustments

All access arrangements will be explained to you before the exams. If you are entitled to an access arrangement for a scribe, you will take your exams in an individual room. Trained invigilators will be present in the room to give assistance. They, too, have to comply with the JCQ regulations, so there are certain things they are not allowed to do. If you are unsure of how your access arrangement will work, please contact Mrs Charlotte Vanstone, Access Arrangements Assessor.

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

In the event of an emergency evacuation alarm, the invigilator will stop the exam and give instructions to you.

You must:

- ✓ Stop writing and close your exam papers.
- ✓ Stay seated until the invigilator advises you to leave the room.
- ✓ Follow the invigilator to the designated exams assembly points (Overflow car park at the far end away from the school).

You must not:

- × Communicate with anyone inside or outside the room, other than the Exams Officer and invigilators.
- × Collect any personal belongings, unless advised to do so by the invigilators.
- × Return to your usual tutor group assembly point - remain with the Invigilator at all times.

If you do not follow these rules, you may not be allowed back into the room to complete your exam.

Once it is safe to re-enter the building, the Invigilator will re-start the exam and you will be given the full time to complete it.

Results Days 2026

Results Days take place in August each year. GCSE results will be released on Thursday 20th August 2026. Further details and timings will be shared with you in the summer term.

On Results Days, senior members of centre staff will be available immediately after the publication of results to offer support, and to advise you should you wish to use the post-results services. Please remember that results are provisional until the awarding bodies issue your certificates.

If you are unable to collect your results in person on results day then:

1. You can send someone else to collect your results on your behalf. They will need to bring with them written authorisation and photographic ID. Preferably this will be arranged in advance
2. Your results can be emailed to you on the day. This must be arranged in advance with a written request. Results can only be emailed to your school email address.
3. There is a new Government App - the Education Record app - which will be available for the first time this summer. Once downloaded and you have confirmed who you are, you will be able to see your results on the app and then use the app to share with your new college. More details of how to access will follow, however you will still need to come in to collect your results as they won't be published to the app until much later on Results Day.

Post-results services

There is a JCQ post-results service available after you have received your results. This is administered by the Exams Officer, with input from senior leaders and subject teachers. Your signed consent will be obtained before processing any requests to use the service as your grades may go up, go down or stay the same.

The post-results services available are a clerical check (service 1), a review of marking (service 2), a review of moderation (service 3) and access to scripts.

Full details will be given to you in the summer term, but in the meantime, you can read the Access to Scripts, Reviews of Results and Appeals Procedures on the school website.

Certificates

Your exam certificates are produced by the awarding bodies and are sent to school in the autumn term, following the release of your results in August. Certificates are usually available to collect in person from the school after 1st December. You/your parent/carer, will be sent details of how and when to collect your certificates before Christmas. It is important that you collect your certificates because we can only keep them for 6 years, after which they are destroyed.

Internal appeals procedure

If you have a query about an internal result you have received, then in the first instance please talk to the relevant teacher or a member of the senior leadership team. If this does not resolve your query then please follow the guidance in Atlantic Academy's Internal appeals procedure which can be found on the website. There is a deadline on internal assessments and this will be notified to you on collection of your result.

Complaints and appeals procedures

There are appeals procedures in place should you wish to appeal against:

- any internal assessment decisions
- any decisions not to support your request to use post-results services

You can read these procedures on the school website.

Atlantic Academy has a procedure in place regarding Complaints and Appeal procedures in relation to the delivery or administration of a qualification. This is available to read on the school website.

Appendix 1



Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

Effective from 1 September 2025

Produced on behalf of:



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

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

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

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

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

The regulations state that:

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

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

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

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

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

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

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

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

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

Preparing your coursework – good practice

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

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

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

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

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

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

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

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

Plagiarism

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

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

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

Sanctions for breaking the regulations

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

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

The awarding body will decide which sanction is appropriate.

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



Joint Council for
Qualifications^{CIC}

Information for candidates

Non-examination assessments

Effective from 1 September 2025

Produced on behalf of:



©JCQ^{CIC} 2025

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

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

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

Preparing your work – good practice

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

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

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

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

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

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

Research and using references

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

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

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

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

The regulations state that:

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

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

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

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

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

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

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

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

Plagiarism

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

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

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

Sanctions for breaking the regulations

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

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

The awarding body will decide which sanction is appropriate.

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



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:



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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:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) watches.

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

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

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

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

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

C. Calculators, dictionaries and computer spellcheckers

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

D. Instructions during the exam

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

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

E. Advice and assistance

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

F. At the end of the exam

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

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

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

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



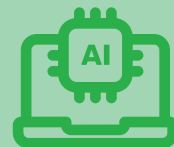
What is AI?

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?

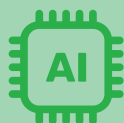
AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*



*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.

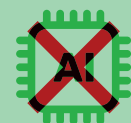
When can I use AI?

- 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

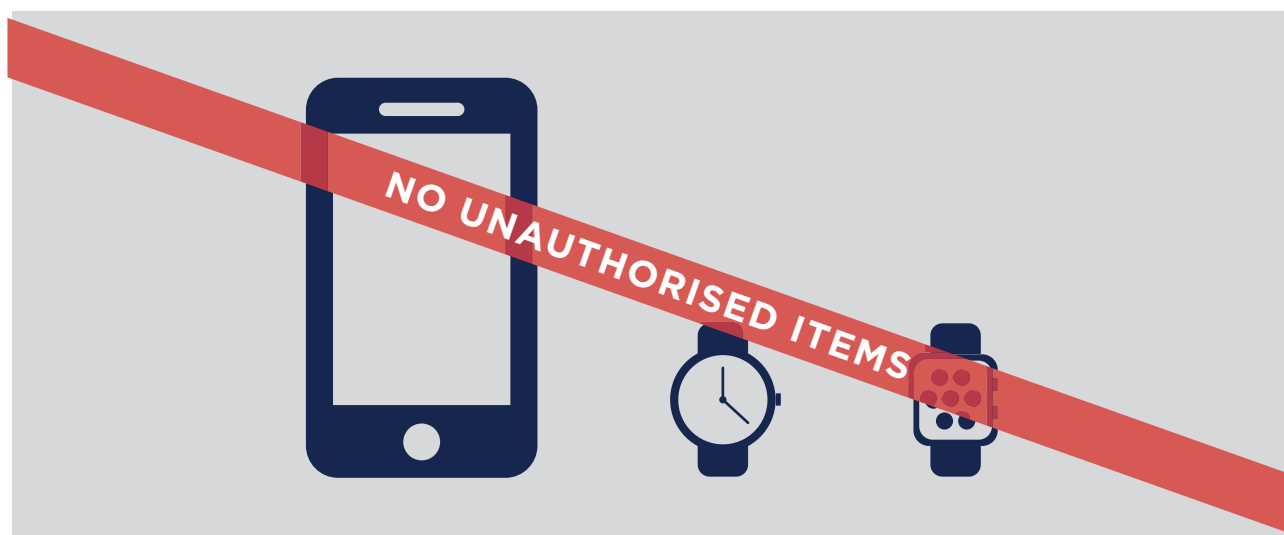


ACKNOWLEDGE and DECLARE



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.

Warning to candidates



 Questions matter AQA	 City & Guilds	 Rewarding Learning CCEA	 NCFE	 Oxford Cambridge and RSA OCR	 Pearson	 WJEC
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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.