



Candidate Handbook

(Exams)

2025/26

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This handbook is reviewed and updated annually

Date of next review Sept 2026

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Introduction

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

Purpose of this handbook

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

Malpractice

To maintain the integrity of qualifications, strict regulations are in place. Candidates must be aware of what malpractice is and the possible consequences.

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 immediately.

- JCQ provides information regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room (such as bringing in notes)
 - Breaches of examination conditions, e.g talking in the exam room, disturbing others, mobile phones and other electronic/smart devices in the exam room, making noises, turning around your seat and your phone going off in your bag.
 - 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
 - Collusion and copying others work or failing to acknowledge your sources
 - Use of AI tools when not permitted in that subject
 - Sharing exam information, like photos of work or exam questions, on social media, such as Facebook, X, Threads, Instagram and Email. (see separate notice)

The list above is not exhaustive.

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 and/or non-examination assessments and coursework, as example...

Research and using references

...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...

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...**

Please read Wellbrook School's Managing Behaviour Policy (Exams) and Malpractice Policy (Exams) which can be found on the school website.

Personal data

Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies...

The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.

Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programs and data ("Student Materials").

Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms.

Wellbrook School are using AQA and NFCE qualifications this year. Please read each Awarding Bodies privacy notice which can be found on their website using the link below.

- AQA Student Privacy Notice - <https://www.aqa.org.uk/privacy-notice/student-privacy-notice>
- NCFE Privacy Notice - <https://www.ncfe.org.uk/customer-and-learner-support/customer-support/legal-information/privacy-notice/>

Copyright

The copyright of all examination and assessment papers, including mark schemes and model answers belong to the awarding body who created them.

Candidates may access Student Materials (including examination scripts) through the access to scripts arrangements set out in paragraph 5.13 in the JCQ General Regulations 2025-26.

Please read Wellbrook Schools Access to Scripts, Reviews of Results and Appeals Procedures policy on our school website – wellbrookschool.co.uk

Coursework assessments/non-examination assessments

- AI created submissions must be declared to your teacher and may be considered malpractice.
- Candidates will be informed by their subject teacher when their assessments will be taking place
- Candidate assessments will either be marked by the subject teacher and then moderated by the awarding body (centre assessed marks) or will be sent directly to the awarding body for marking. Candidates will be informed by the subject teacher.
- Deadlines will be set by the candidate's teacher. **Candidates are to ensure they meet deadlines**
- Candidates will be informed of their centre-assessed marks by the subject teacher before the marks are submitted to the awarding body. If candidates wish to appeal against their mark, they must follow the procedures in the internal Appeals Procedure which can be found in the Appeals policy located on the school website.

Please read the following JCQ Documents which can be located on the JCQ website under 'Information for Candidates' - <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

JCQ Information for Candidates – coursework

JCQ Information for Candidates – Non- Examination Assessments

JCQ Information for Candidates – Social Media

Written timetabled exams

Candidates will receive an exams timetable, exams seating arrangements and candidate statement of entry which is required to be checked by the candidate to ensure they are aware of the date/time of all exams and assessments.

Candidates must inform their key worker if any information is incorrect, who will then inform the exams officer immediately. Candidates must not leave it until the day of an exam to query an entry.

Please read the following JCQ Documents, which can be found on the JCQ website and the school website -

JCQ Information for Candidates – Social Media

JCQ Information for Candidates – Written Exams

Candidates must always comply with the following JCQ Documents which can be found at the back of this handbook or on the JCQ website.

JCQ Unauthorised Items Poster

JCQ Warning to Candidates Poster

Contingency session - Summer 2026

JCQ have designated Wednesday 24th June 2026 for potential exam rescheduling.

Candidates must ensure they are available for the contingency session in the event of a major disruption to exams.

If a candidate chooses not to be available for the rescheduled examination for reasons other than those covered in Special Consideration, they will not be eligible for enhanced grading.

On-screen tests

Candidates will be notified by their subject teacher when their assessments will take place.

Please read the following document which can be found on the JCQ website - <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

JCQ Information for Candidates: On-screen tests

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

If a candidate has two exams at the same time, the candidate will sit one exam after the other unless the total time of the two exams, including approved extra time/allowances and supervised breaks totals more than 3 hours.

If the total time exceeds 3 hours, the exams will be split between two sessions within the same day.

Candidates will be supervised in a separate room from the end of their first exam, to the start of their second exam within the same day.

Candidates may revise using their own resources whilst under centre supervision between examinations but must not be in possession of an electronic communication or storage device or have access to the internet.

Where you will take your exams

Examinations will take place within one of the rooms in the centre. Candidates will be informed of the examination room being used and the seating plan prior to an examination taking place.

What time your exams will start and finish

Morning exams will start at 9:30am. Afternoon exams will start at 1pm.

Candidates must arrive at the centre at least 20 minutes before the scheduled start time of each exam.

At the end of the exam candidates must remain seated in the exam room until dismissed by the invigilator.

Supervision during your exams

Exams are conducted by internal invigilators. Candidates must always follow the instruction of the invigilator.

Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies. Invigilators cannot discuss the exam paper with the candidates. If a candidate wishes to raise a problem within the exam room, they should put their hand up and speak quietly to the invigilator.

Exam room conditions

Candidates are under formal exam conditions and must not attempt to communicate with or disturb anyone else, from the moment they enter the exam room until they are given permission to leave by the invigilator.

Formal exam conditions are defined as:

- Not talking to other candidates
- Not disturbing other candidates
- Not communicating with other candidates

Failing to adhere to formal exam conditions, including any breach may be defined as malpractice and will be reported to the awarding body who will decide whether to apply a penalty which may include disqualification.

Candidates must listen to and follow the instructions of the invigilator at all times in the exam room and candidates must not communicate with or disturb other candidates

Exam papers may have been placed on the candidates' desk before entering the room. If so, candidates must not attempt to look inside or read anything until instructed to by the invigilator.

Candidates must not complete the front of their exam paper or answer booklets until instructed to do so by the invigilator. Candidates must use their legal name and not preferred name. If a signature is required, it must be provided within the box on the exam paper.

The following information will be on display in the examination room, and will be required when completing the front page of the exam paper.

- Centre number, subject title, paper number, seating plan, start and finish times of the exam and the date.

Candidates must put candidate details and question numbers on any additional sheets of paper or answer booklets that are used.

Please read our Leaving the Examination Room policy which can be found on the Wellbrook School website.

Where you will sit in the exam room

Candidates will be provided with a seating plan which shows where they will be sat within the examination room. An invigilator will direct candidates towards their desk where they will find a card with their name and candidate number on it. Candidates must sit down in silence.

In the event that a candidate is unable to find their desk, they would need to inform the nearest invigilator.

How your identity is confirmed in the exam room

Candidates will be given an identification card which will be issued to them on arrival to the centre for their exam. Candidates must show the identification card to invigilator and then leave their card on their desk throughout the duration of the exam.

What equipment you need to bring to your exams

Candidates will be provided with official examination stationary by an invigilator, e.g answer booklets and additional answer sheets.

The invigilator will also provide candidates with stationary, which will include blank pens, ruler, pencil, eraser and highlighters. Equipment will be placed on the exam desk before candidates enter the room. Calculators and basic maths equipment will also be provided.

If candidates wish to bring their own calculator, it must follow the regulations set out in ICE 10 and the calculator must not have a lid. Candidates can also bring their own pencil case into the examination room, but it must be clear and see through.

Gel pens and correction fluids are not allowed to be used on an exam paper; highlighters can be used to highlight points in the question but cannot be used in answers. If a candidate is unsure, they should raise their hand to speak to an invigilator. Blotting paper also cannot be used.

In the examination room, candidates must not have access to items other than those stated in the instructions on the question paper, the stationary list or the specification for that subject (ICE. 18.d)

Please refer to ICE 18 & 19.

Using calculators

A calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations (ICE 10.1)

The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates. (ICE 10.3)

During an examination, a calculator must not be able to offer any of these facilities:

Language translation, symbolic algebra manipulation, symbolic differentiation or integration or communication with other machines or the internet. (ICE 10.6)

During an examination, a calculator must not give access to any information stored prior to that examination. This includes, databanks, such as the periodic table (within the exception of scientific constants), dictionaries, mathematical formulae, text. (ICE 10.7)

Candidates must be aware of JCQ awarding body instructions regarding the use of calculators in your exams, please refer to ICE 10.

What you must not bring into the exam room

Candidates must not be in position of devices which could provide an advantage, including:

- Earphones or earbuds (AirPods)
- Mobile phones
- MP3/4 players or similar devices
- Smart glasses
- Tablets (e.g iPads or iPods)
- Watches

- Any other smart devices

All unauthorised items must be handed in on arrival to the school and will be stored securely by the SLT office.

If a candidate is found to have any unauthorised equipment on them, even if it is in their pocket and turned off, will be reported to the exam board and may be considered as malpractice. The exam board will likely disqualify the exam paper and the candidate will receive zero marks.

Candidates must inform the invigilator immediately if have something on them they need to hand in. An invigilator would prefer items handed in before the start of the exam than a candidate not say anything and risk disqualification.

JCQ posters will be displayed outside each exam room to remind candidates of the regulations.

Please refer to ICE 18. And JCQ Unauthorised Items Poster and JCQ Warning to Candidates.

Food and drink in exam rooms

Food and drink may be allowed in the examination room at the discretion of the head of centre. To enable invigilators to check these items quickly and efficiently, food brought into the examination room by the candidate must be free of packaging and in a transparent container; drink bottles must be transparent with all labels removed, which would include transparent, reusable plastic bottles.

The school have clear water bottles, which candidates may use if they wish.

Only water is allowed within the examination room. Please refer to the school policy on Food and Drink which can be found on the school website.

Please refer to ICE 18.

What you should wear for your exams

Candidates should wear their normal school uniform for exams.

Where your personal belongings will be stored during your exam

Coats and bags must be hung on the pegs located outside the school hall.

Unauthorised items must be handed in upon arrival to the school and will be stored securely in the unauthorised items trolley located by the SLT office.

What to do if you arrive late for your exam

It is the candidate's responsibility to ensure they arrive on time for their examination. In the event of an un-planned emergency, resulting in a candidate running late, the candidate must contact the school office and report it immediately.

A candidate will be considered very late if they arrive more than one hour after the awarding bodies published exam starting time for an examination which lasts one hour or more (10:00am for morning exam and 2:30pm for an afternoon exam). Or after the awarding body's published finishing time for an examination that lasts less than one hour.

Please read the schools Candidate Late Arrival Policy which can be found on the school website and refer to ICE 21.

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

If a candidate is feeling unwell on the day of an examination, if possible, the candidate should still attend for the exam. Exam conditions must still be adhered to.

Once the exam has been completed, the Exams Officer will inform the exam board that the candidate was not well. Special consideration may be taken when issuing the candidates final grade. Where possible, evidence of illness will be required.

If a candidate is too unwell to attend for an exam, a parent/carer must contact the Exams Office as soon as possible on 01283 753499.

The Exams Officer will inform the exam board that the candidate was unable to attend due to illness. Special consideration may be taken.

If the candidate has been seen by a GP or medical professional, we would require evidence, such as an appointment card. If the candidate is seen in A&E, we would need a letter from the hospital confirming the candidate attended.

Exams cannot be rearranged for another date and there will be no other opportunity to sit the exam in the same examination window.

Please refer to JCQ A guide to the special consideration process which can be found on JCQ website.

What happens if you have an unauthorised absence from your exam

If a candidate has an unauthorised absence for an exam, they will not receive any marks for the exam.

Exams cannot be rearranged for another date and there will be no other opportunity to sit the exam in the same examination window.

Please refer to the Candidate Absence Policy which can be found on the school website.

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

If the emergency fire alarm sounds during an exam, candidates must:

- Stop writing and close the exam paper – invigilators will make a note of the time the exam has stopped.
- Remain seated and under exam conditions and do not evacuate the room unless told to do so by the invigilator.
- A member of centre staff will come to the examination room and inform candidates and invigilators if there is a need to evacuate.
 - If there is no need to evacuate the invigilators will tell you to continue with the exam.
 - The full time of the exam will be given, and an updated finishing time will be displayed to include the stoppage time.
 - A request for Special Consideration will be made to the exam board because of the disruption to the exam.
- If candidates are instructed to leave the exam room they must leave all exam papers (closed) in the exam room.

- Leave the room in silence, candidates are still under exam conditions.
- Exam candidates will be sent to a different evacuation area than the rest of the school, candidates will not be allowed to communicate with other candidates to ensure discussion about the exam paper does not happen.
- Candidates will be given the full working time for the exam and an updated finish time will be displayed
- In the unlikely event that a candidate is unable to continue with the exam, a full report would be sent to the exam board and Special Consideration would be requested.

Please refer to the ICE 25. and the schools Emergency Evacuation policy which can be found on the school website.

Candidates with access arrangements/reasonable adjustments

Access arrangements are agreed before an assessment. They allow candidates with specific needs, such as special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment.

At Wellbrook School, assessments are carried out by a qualified assessor appointed by Mrs C. Howells.

Please read our Access Arrangements policy which can be found on the school website.

Results

Results day is Thursday 20th August 2026

Exam results should be collected from the school by the candidate on Results Day. Senior members of staff will be available immediately after the publication of the results. Results that have not been collected will be posted to the candidate's home address at the end of Results Day, and not earlier.

Post-results services

For more information on post-results, please read our Access to Scripts, Review of Results and Appeals Procedure which can be found on the school website.

Certificates

Certificates are not issued to schools until all results enquiries have been dealt with, meaning certificates usually before Christmas. A letter, or text message will be sent round to all parents of candidates to advise them of the upcoming arrangements to collect any certificates.

Candidates may arrange for certificates to be collected on their behalf by providing the exams officer with written permission/authorisation. Authorised persons must provide ID evidence at the time of certificate collection.

All certificates that have not been collected will be securely stored for a minimum of 12 months after the date of issue.

If after one year the certificates have not been collected, the exams officer will make a final

attempt to contact the candidate to collect from college and then will return the certificates to the appropriate examining body.

Please refer to the schools Certificate Issue Procedure and Retention Policy which can be found on the school website.

Complaints and Internal Appeals Policy/Procedures

Complaints

A candidate (or their parent/carer) may make a complaint on the grounds below (this is not an exhaustive list).

- Teaching and Learning
- Access arrangement and special consideration
- Entries
- Conducting Examinations
- Results and post-results services

A concern or complaint should be made in person, by telephone or in writing to the head of centre – Claire Howells. If a complaint fails to be resolved informally, the candidate (or their parent/carer) is then at liberty to make a formal complaint.

Internal Appeals

Where a specific decision has been made by the school that affects a candidate's examination or assessment, and the candidate (or parent/carer) believes this decision is incorrect or unfair after following the above complaints process (or in lieu of a complaint if the issue is straightforward), an internal appeal can be lodged.

The candidate or parent should complete an Internal Appeals Form stating the nature of the issue and will be reviewed by the Head of Centre an appropriate appeals panel.

This appeal should be submitted ideally within 5 working days of the decision or incident in question being communicated to the candidate. For instance, if the candidate was told they would not get a particular arrangement, or if an exam has just taken place where an arrangement was not provided, raise the appeal promptly.

More information please read our Complaints and Internal Appeals Policy on the school website.

JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment. The document can be found in the JCQ website, using the link below.

Information for candidates - Coursework 2025-2026

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment. The document can be found in the JCQ website, using the link below

Information for candidates – non-examination assessments 2025-2026

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s). The document can be found in the JCQ website, using the link below

Information for candidates – on-screen 2025-2026

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed written exams. The document can be found in the JCQ website, using the link below

Information for candidates – written exams 2025-2026

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media. The document can be found in the JCQ website, using the link below

[Information for candidates – social media 2024](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



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

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

You **must** read this information to help you stay within examination/assessment regulations when using artificial intelligence. This information explains: What is AI? What is an AI tool? When can I use AI? When can I not use an AI tool? If I'm allowed to use AI, how is this breaking the rules? How to make sure you don't misuse AI. The document can be found in the JCQ website, using the link below [Information for candidates - AI \(Artificial Intelligence and assessments\)](https://www.jcq.org.uk/exams-office/malpractice/)
<https://www.jcq.org.uk/exams-office/malpractice/>

JCQ
CIC

AI and Assessments

A quick guide for students

What is AI?

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

How can AI be misused in assessments?

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

THIS IS CHEATING!

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

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

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

 - Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got
- 3 Declare it's all your own work**

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

What happens if I misuse AI?

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

DON'T RISK IT!

REMEMBER

Misusing AI is cheating!

- Know the rules
- Talk to your teachers
- Reference clearly

JCQ *Unauthorised items* poster

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

The document can also be found in the JCQ website, using the link below

Unauthorised items poster <http://www.jcq.org.uk/exams-office/exam-room-posters>



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 8

JCQ *Warning to candidates* poster

This poster will be displayed outside each exam room. You **must** note all the warnings. The document can also be found in the JCQ website, using the link below

[Warning to candidates poster](#)

<http://www.jcq.org.uk/exams-office/exam-room-posters>

Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 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.

JCQ AI poster for students

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

AI and Assessments: A quick guide for students poster <https://www.jcq.org.uk/exams-office/malpractice/>



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

CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, you will be given a Candidate Declaration/Confirmation Form to complete and sign. Please return the Form to Miss Ward, the Exams Officer.

If there is anything you do not understand, you should ask a member of the Exams Office for clarification.

Mrs Howells – Head of Centre

Mrs Hughes – Senior Leader in Exams

Miss Ward – Exams Officer