



CANDIDATE EXAM HANDBOOK

2024/25

This handbook is reviewed and updated annually

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Introduction

St Regis CE Academy 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 support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates' documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures they need to be made aware of
- Referenced documents in links can be accessed by holding Ctrl and clicking the link

Malpractice

It is important to maintain the integrity of qualifications, so strict Regulations are in place regarding Malpractice. Any breach will be reported to the exam board and they may impose sanctions against the student (s) involved which can include loss of marks and disqualification in serious cases.

- 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

Refer to [ICE 24](#) and the *Indicative sanctions against candidates* (Appendix 6, [Suspected Malpractice: Policies and Procedures](#))

Refer to relevant [Information for candidates documents](#), such as social media, as example:

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 bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.

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 is a form of cheating which is taken very seriously...**

You may also want to make reference to your centre's **Managing Behaviour Policy** (Exams) and/or **Malpractice Policy** (Exams)

Personal data

This is how we use your personal data; it is strictly regulated.

- 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 programmes and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.

<https://www.aqa.org.uk/about-us/privacy-notice>

<https://www.pearson.com/en-gb/privacy-center/privacy-notices.html>

<https://ocr.org.uk/about/our-policies/website-policies/privacy-policy/>

<https://www.wjec.co.uk/home/privacy-policy/>

Refer to [GR 6](#)

Copyright

- Candidates should be informed that they may access Student Materials (including examination scripts) through the access to scripts arrangements set out in paragraph 5.13.

Refer to [GR 6](#)

Coursework assessments/non-examination assessments

Please refer to the relevant documents in relation to;

- JCQ information for candidates' documents - coursework, non-examination assessments, social media
- The use of AI

We will inform you

- When assessments will take place
- Any relevant deadlines that must be met (dependent on the assessment type)
- How work is marked/assessed, etc.
- of your centre assessed marks (also refer to the internal appeals procedure (internal assessment decisions) and requesting a review of the centre assessed marks)
- Which, if any, work is externally marked/assessed, etc.

Refer to [Instructions for conducting coursework](#), [Instructions for conducting non-examination assessments](#) and [Information for candidates documents](#)

Refer to [JCQ AI Use in Assessments: Protecting the Integrity of Qualifications](#) (Centre engagement with and discussion of AI)

Written timetabled exams

We will issue you with;

- Candidate statement of entry (to check that personal details and exam entries are correct)
- What to do if this information is incorrect
- Candidate exam timetable (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements, exam rooms, etc.

See appendix for these documents

- The JCQ information for candidates' documents – written examinations, social media
- Exam room posters – Warning to candidates, Unauthorised items

Refer to [GR 5.8](#)

Contingency sessions - Summer 2025

In the event of exams not being able to be held due to unexpected circumstances, there are some dates set aside as a contingency to hold those exams. The dates are;

Wednesday 11th June 2025 Afternoon

Wednesday 25th June 2025 all day.

Students should remain available to sit exams on 25th June 2025 until they have taken their final exam.

Refer to [ICE 15](#)

On-screen tests

If you are required to sit on screen tests, we will give full instructions.

Refer to [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)

Due to the nature of the exams, there may be times when two or more of your exams are timetabled at the same time. Should this arise, you will be informed of the clash and the arrangements that have been put in place to deal with them.

This will usually mean sitting an exam either before or after the scheduled time. This means that between exams you will need to be supervised by a member of staff, this is to ensure that no information is passed to other students who have yet to sit that exam.

You will be supervised in a room with a member of staff and you will not be allowed access to your mobile phone or other device that gives access to the internet / social media etc.

You will be allowed to revise from your own notes but you must not seek guidance from a member of staff who teaches the subject.

Refer to [ICE 7](#)

Where you will take your exams

Most of you will sit your exams in the Sports Hall in the Summer. You will do your PPE exams here prior to that so you will experience the exam conditions.

If you take exams in November or January, you will sit them in the Drama Studio.

It may be necessary for individual students to sit their exams in a room away from the Sports Hall. You will be notified in that case

What time your exams will start and finish

Your exams will be scheduled to start at 9.30am and 1.30pm. We have flexibility to start half an hour sooner or later if we need to.

You will be expected to remain in the exam hall until the end of your exam and you will remain under exam conditions until you leave the room.

Y12 / 13 may be allowed to leave early if there is no disruption to other students.

Supervision during your exams

During the exam there will be invigilators in the room ensuring that students have fair conditions to complete their exam and they will deal with incidents that arise. They are also subject to regulations.

Exam room conditions

Sports Hall exams:

Students will assemble under the colonnade and will be supervised. When the invigilators are ready, students will be allowed into the sports hall.

When you enter the exam room, you will be under exam conditions. This means you must not communicate with other students, disturb other students or bring any unauthorised items into the room. Breaches will constitute Malpractice and will be reported to the exam board.

There will details of the exam and start/finish times displayed.

You should listen to the instructions given by the invigilator and not write on the exam paper or open it until told to do so.

If you use additional paper, ensure that all relevant details are on the sheet and place it inside your exam paper.

When instructed to do so, you may leave the exam room but you will remain under exam conditions until you leave the room.

Refer to [ICE 19](#)

Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave.

Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body.

Candidates must not open the question paper until the examination begins. If they do, this must be reported to the relevant awarding body.

Refer to [ICE 23](#)

Where you will sit in the exam room

A seating plan will be produced prior to any exams and displayed in the foyer area. The sports hall will have rows indicated by letter, row A being the furthest away from the entrance.

If you are unable to find your seat, there will be a seating plan on the front wall or speak to an invigilator.

How your identity is confirmed in the exam room

Most of you will be known to staff and each student will have a label on their desk identifying the student and the exam. This will contain a school photo of you so the invigilator can identify you.

External students may need to bring ID with them.

Refer to [ICE 16](#)

What equipment you need to bring to your exams

You will need Black pens for all exams. You can also use a pencil, eraser, sharpener, highlighters and basic Maths equipment. For some exams you can also use a calculator. Any pencil cases should be made of see through material.

Refer to [ICE 18](#)

There will be a limited amount of spare equipment in the exam hall.

Using calculators

Unless specifically stated on the exam paper, calculators should be treated as standard equipment. You are responsible for bringing a calculator and ensuring it complies with the awarding bodies regulations.

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

- a. language translators;
- b. symbolic algebra manipulation;
- c. symbolic differentiation or integration;
- d. communication with other machines or the internet.

10.7 During an examination a calculator must not give access to pre-stored information. This includes:

- a. databanks, such as the periodic table (with the exception of scientific constants);
- b. dictionaries;
- c. mathematical formulae;
- d. text.

10.8 A calculator must not be borrowed from another candidate during an examination.

10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

10.10 An invigilator may give a candidate a replacement calculator.

10.11 Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

Refer to [ICE 10](#)

What you **must not** bring into the exam room

Candidates must not be in possession of the following items. **Any breaches will constitute Malpractice. Students will be issued with a locker and all unauthorised items should be put in the locker before the exam.**

- AirPods;
- earphones/earbuds;
- iPods;
- mobile phones;
- MP3/4 players or similar devices;
- watches;

- smart glasses;
- any other smart devices

Food and drink in exam rooms

You may bring water into the exam but it must be in a see through bottle and all labels removed. Bottles that do not comply will be removed. If you need to bring medication in, please inform an invigilator.

Refer to [ICE 18](#)

What you should wear for your exams

Y11 should wear normal school uniform and Y12/13 should apply the 6th form dress code.

Where your personal belongings will be stored during your exam

You should store all personal items in your school locker.

What to do if you arrive late for your exam

Make your way to the exam room and wait for an invigilator to show you to your seat. You will be allowed the full time to complete your exam. If you are very late (after 10am or 2.30pm, or after the published end of the exam of less than an hour, you will be allowed to sit the exam, but the Exam board may decide not to mark your paper.

Refer to [ICE 21](#)

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

Please inform the school at the earliest opportunity if you are unable to attend. If you feel unwell before or during the exam, inform the invigilator or a member of staff. If you are unable to complete the exam due to illness, we may be able to apply for Special Consideration from the exam board when they mark your paper which means they may increase your mark.

What happens if you have an unauthorised absence from your exam

If you do not attend the exam, a phone call will be made to home to find out where you are. If you are late, you will need to get to school as soon as possible. Otherwise, you will be marked as an unauthorised absence, and you may not be able to re sit the exam. The only exams you will be able to re sit in November are English and Maths. If you persistently miss the exams without a reasonable excuse, you may be invoiced for the entry fee's

Refer to [ICE 22](#)

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

If we must leave the exam room for any reason during the exam, you will be asked to stop work and close your exam paper. Students will leave and assemble near to the tennis courts where the register will be taken. You will remain under exam conditions so must not communicate with each other or other students during this time. Afterwards, the exam will continue, and you will be given the extra time at the end.

Should the lockdown alarm sound, we will stop the exam and secure the doors. We will remain until the alert is over then continue the exam, again you will be given the extra time.

Refer to [ICE 25](#)

Candidates with access arrangements/reasonable adjustments

Some students may be granted Access arrangements which means they might get extra time, use a laptop, have a pen reader for example. Most will still take their exams in the Sports Hall but it may be necessary to take them in a room away from the main exam room.

The SENDCO will deal with any Access arrangements and you will be informed prior to the exams.

Results

November results are released on 9th January.

January results will be released on various dates in March

Summer exam results will be released on 14th August for A level and L3 exams, and 21st August for GCSE and level 1-2 exams.

November and January results will be printed and given to you in form time.

You will be invited into school on summer release days from 9.00am to collect your results. Staff will be on hand to discuss the results and post results services. All results will be emailed to students from 12 mid-day on release days to their school emails and any uncollected results will be posted to students when we return in September.

Refer to [GR 5.12](#) and [Post-Results Services](#) information

Post-results services

If you are within 2 marks of a higher grade, we will apply to have some or all of your papers remarked. We can only do this if you consent first (against a signature) and you will not need to pay for these.

Otherwise you can still request a remark but you will need to pay. Details of the fee's will be sent out along with deadlines for submissions. If the grade changes, the exam boards will not normally charge.

We can also access your exam papers to review or to use for teaching and learning. Again you need to consent to this first.

Your consent will be obtained on a paper form in school or on an online form which will be emailed out.

You should be aware that marks can go up, remain the same or go down as a result of a remark.

Refer to [GR 5.13](#) and [Post-Results Services](#) information

Certificates

Prior to any exams you will be given a statement of entry. This will contain your name and other details. You must check the details carefully and let the exams officer know of any errors so they can be corrected. This is the name that will be printed on your certificates, so if you have not informed us, you will be charged for any re issues for incorrect name spellings.

Certificates are usually issued towards the end of the year. You will be notified as to when and where you can collect them against a signature. If you are unable to collect in person, you can nominate someone to collect them for you. They must bring a signed note from you giving them permission and some photo ID otherwise we will be unable to release the certificates.

Certificates will not be posted due to the secure nature of them and the costs involved.

We will retain any uncollected certificates for 2 years, after which time they will be disposed of securely. After this time, you will need to apply to the exam boards for copies but there is a fee involved.

Refer to [GR 5.14](#)

Internal appeals procedure

You can appeal against internally marked assessments if you feel they have been assessed unfairly or inconsistently, but you must do this within 7 days of marks being issued to you and before they are sent to the exam boards.

Refer to [GR 5.3z](#)), 5.7 and 5.13

Complaints policy

Complaints and appeals can be made regarding the quality of teaching, access arrangements, entries, conducting the exams, results and post results. Complaints should be made in writing to the principal. These will be investigated, and appeals can be made about the findings.

Refer to [GR 5.8](#)

JCQ Information for candidates - coursework

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

<https://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.

<https://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).

<https://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.

<https://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.

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

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.*"

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



AQA

City & Guilds

CCEA

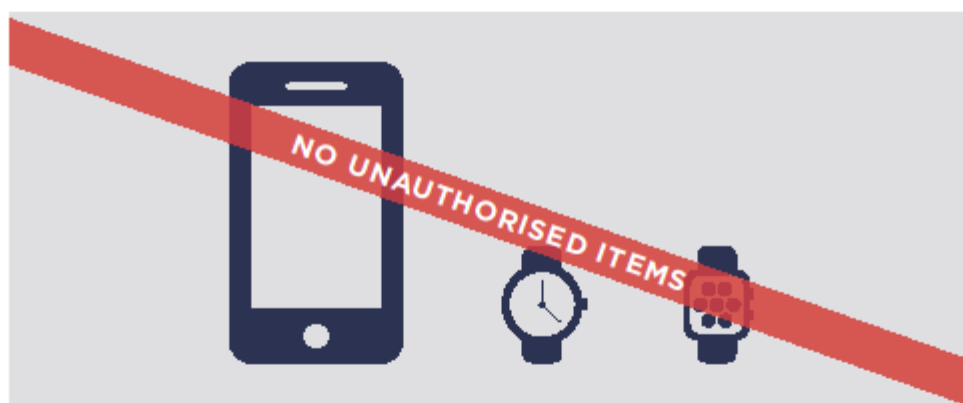
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

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

JCQ *Warning to candidates* poster

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

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

Warning to candidates

 AQA	 City & Guilds	 CCEA	 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 exam/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.

<https://www.jcq.org.uk/exams-office/malpractice/>




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

CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to The exams officer or your form tutor by **[insert date]**.

If there is anything you do not understand, you should ask **the exams officer** for clarification.



CANDIDATE EXAM HANDBOOK

NAME: Overwrite your name here

Date I received the handbook: DD / MM / YYYY

I have read the contents

I understand (Tick all of the boxes that apply)

- What constitutes malpractice (and what AI misuse is) in examinations/assessments and the consequences of committing malpractice
- What my personal data is used for by awarding bodies
- Copyright

I have read and understand the current JCQ information for candidates documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
- Non-examination assessments
- On-screen tests
- Social media
- Written exams

By signing here, I am confirming all of the above

Candidate Signature: Overwrite your signature here

Date of signature: DD / MM / YYYY