OUR LADY QUEEN OF PEACE CATHOLIC HIGH SCHOOL

Examination Information for Students 2026/2027

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Introduction

This booklet is designed to give you all the information you need to make a success of the external examinations process.

The Awarding Bodies (Exam Boards) have strict rules which must be followed. The JCQ documents which you need to be aware of are printed at the end of this booklet – it is your responsibility to read them carefully.

Some of the questions you may have are answered in this booklet. ***If there is anything you do not understand or any questions that have not been answered, PLEASE ASK either your subject teacher or the Exams Officer.***

At Our Lady Queen of Peace we try to make the examination experience as stress-free and successful as possible for all students.

If you or your parents/carers have any questions or need help or advice at any time before, during or after the exam period please contact the Exams Officer.

Good Luck!

Statement of entry

- You will be issued with an electronic '*Statement of Entry*' in early March once all of your entries have been finalised.
- You **MUST** check that your personal details are correct, e.g. spelling of name, date of birth. If anything is incorrect you must tell your Form Tutor who will inform the Exams Officer. Certificates must be printed with your legal name so please make sure that this is correct.

Written timetabled exams

- You will be issued with an exam timetable in sufficient time before the start of the exam series to ensure that you know the date and time of all your exams/assessments, and any relevant information regarding seating arrangements, exam rooms etc. You **MUST** check again that your personal details are correct, e.g. spelling of name, date of birth.
- Exam room posters – Warning to candidates, Unauthorised items will be posted outside each exam room

Non-examination assessments

Non-examination assessments (NEA) measure subject-specific knowledge and skills that cannot be tested by timed written papers.

You should read the JCQ Information for candidates – Non-examination assessments document, which you will be sent to your school email address.

- The subject leader will select tasks provided by the awarding body and will make you aware of the criteria used to assess work
- The subject leader will tell you when these tasks will be undertaken
- The subject teacher/leader cannot provide you with 'model' answers
- The subject teacher/leader will allow you to revise and re-draft work after advice has been given at a general level
- You will not be allowed to introduce improved notes or new resources between formally supervised sessions
- You should keep a detailed record of your own research, planning, resources etc.
- You will be informed of your centre assessed marks so that, if you are not in agreement with the marks, you may request a review of marking before marks are submitted to the awarding body
- You are able to request copies of materials to help you in considering whether to request a review of marking, and these will be made available to you allowing sufficient time to review copies and materials
- You will be given a deadline for requesting a review of marking, which must be made in writing - requests will not be accepted after this deadline.
- Reviews of marking will be carried out by an assessor who has had no previous involvement in the assessment of your work, and any necessary changes to marks made. You will be informed in writing of outcomes before the awarding body deadline

School will notify you of your examination entries and the dates and times of your examinations/assessments.

Artificial Intelligence (AI)

When submitting work for assessment you must ensure that the final product is in your own words and isn't copied or paraphrased from another source such as an AI tool, and that the content represents your own independent work. Examples of AI tools are ChatGPT, Snapchat My AI, Google and Google translate - there are many more.

AI tools must only be used when the conditions of the assessment allow the use of the internet and where you are able to demonstrate that the final submission is the product of your own independent work and thinking.

Examples of AI misuse include, but are not limited to:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer your own
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the assessment so that the work does not reflect your own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies

AI misuse constitutes malpractice and would be classed as '*making a false declaration of authenticity*' and *'plagiarism'* – the sanctions for this include disqualification and debarment (banned from) taking qualifications for a number of years.

When can you use AI?

- Your teachers may use it in class when teaching the course
- There are some assessments where you can use AI – your teacher will tell you when you can or cannot use an AI tool
- Remember, the rules are different for different assessments and subjects, so always check with your teacher first

If AI tools have been used as a source of information, you **must** acknowledge this by showing the name of the AI source used and the date the content was generated, for example:
ChatGPT 3.5 (https://openai.com/ blog/chatgpt/), 25/01/2025.
If you do not acknowledge AI use, it will be **considered as cheating**

Internal appeals procedures

- For NEA/coursework, once you have been informed of your centre assessed mark (assessed by your teacher), you may request a review of marking before marks are submitted to the awarding body if you are unhappy with them
- You will need to explain on what grounds you wish to request a review, as the review will only focus on the quality of your work meeting the published assessment criteria
- You may request copies of materials, for example a copy of your marked assessment piece of work and the mark scheme or assessment criteria to help you consider whether or not to request a review of marking
- You must make the request in writing to the Exams Officer for copies of materials and these will be made available to you within two school working days along with an Internal Appeals Form
- You will not be allowed to access the original assessment work unsupervised
- If, after viewing the copies of work/materials you with to proceed with a request of a review, this must be made in writing by completing the Internal Appeals Form and by the deadline issued by the Exams Officer. You will need to explain on this form what you believe the issue to be
- School will be allowed five school working days to carry out the review and make any necessary changes to marks and inform you in writing of the outcome. This will be before the awarding body deadline

Contingency session - Summer 2027

Contingency sessions are the dates which the JCQ, in conjunction with the awarding bodies, designates as the dates to which exams may be moved in the case of major national or local disruption to exams. You should avoid arranging holidays until after these dates. If for any reason an examination is moved to these dates and you are unavailable due to a holiday, this will not be an acceptable reason for absence.

The dates set as 'contingency session' for 2027 is Wednesday 23rd June.

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

- If you are taking two or more exams in a session and the total time is three hours or less, school may decide the order within the timetabled session in which to conduct the exams. You may also be given a supervised break of no more than twenty minutes between papers within a session. This must be taken in the exam room, under formal examination conditions at all times. This means that you cannot use this time to revise
- If you are taking two or more exams timetabled for the same session and the total time is more than three hours including approved extra time allowances and/or supervised rest breaks, school may conduct one exam in a later or earlier session within the same day.
- Timetable clashes will usually have been resolved before you receive your exam timetable. However, if you are issued with a timetable that does have a timetable clash, you should speak to your Form Tutor who will speak to the Exams Officer. A revised timetable will then be issued.
- If you do take an exam earlier than the awarding body's published starting time, you must be kept under supervision at school until one hour after the published starting time for that exam. This means that you may be required to remain in supervision over break or lunchtimes. In this instance, you may bring your own lunch or be escorted to the dining room to collect a school lunch, and will be escorted to the toilet.
- If you take an exam later than the awarding body's published starting time you must be kept under supervision at school from 30 minutes after the published starting time for that exam until you begin the exam
- 'Supervision' means that a member of school staff, or an invigilator, will always be in the same room as you. You may revise using your own resources whilst under supervision between exams but must not:
    - be in possession of an electronic communication/storage device or have access to the internet
    - have contact with any pupil who has already sat the exam
    - be coached by a member of staff
- A timetable clash will not be considered if an exam clashes with any of the following:
    - Work experience
    - A school function or closure
    - A field trip
    - Sporting events below international level
    - Holidays and weddings
    - A candidate's personal arrangements
    - A clash between papers of different awarding bodies or specifications in the same subject

Where you will take your exams

- All examinations will be taken in the Sports Hall unless otherwise advised on your personal timetable
- Pupils awarded Access Arrangements, which require a room other than the Sports Hall, will be advised of this room on their personal timetable

What time your exams will start and finish

- All morning exams will start at 9.00am unless otherwise advised on your personal timetable

- All afternoon exams will start at 1.30pm unless otherwise advised on your personal timetable. Afternoon exam start times will vary more frequently due to the length of the exam – longer exams may have to start earlier than 1.30pm – **always** check your timetable
- All afternoon exams will finish in time for you to catch the bus at 3.00pm
- If you are awarded extra time as an Access Arrangement which means your exam will finish later that 3.00pm, school will make sure that you are able to get home
- Your lunchtime may be changed some days in order for afternoon exams to start when timetabled – you will be informed of this in advance

Supervision during your exams

- Exams taking place in the Sports Hall (and MFL Speaking and Listening exams) are supervised by a team of external invigilators employed specifically for this purpose. Invigilators should be treated with the same respect shown to any other member of staff within school
- Invigilators must follow strict rules and regulations when conducting exams as directed by the JCQ and awarding bodies
- Pupils awarded Access Arrangements who are taking exams in other rooms within school will be supervised by a Teaching Assistant, who must again follow strict rules when conducting exams

Exam room conditions

- Full school uniform must be worn for all exams
- You will be line up as instructed outside the Sports Hall until told to go in
- You are under formal exam conditions from the moment you enter ANY exam room until you leave the room. Formal exam conditions mean that from the moment you enter the exam room you do not speak, turn round, smile at or attempt to communicate with any other pupil
- You must listen to and follow the instructions of the member of staff or invigilator at all times in the exam room
- You **must not** communicate with or disturb other pupils
- You **must not** open the question paper until the examination begins
- The school centre number, subject title, paper number, and the actual starting and finishing times, and date, of each exam will be displayed on the screens at the front of the exam room for information
- You will be asked again if you have any disallowed items such as mobile phone, wristwatch, ear buds etc. Put up your hand and these will be collected and looked after until after the exam – there is no penalty at this point for forgetting that you still have an item on you
- When told to do so, answer booklets should be completed with your LEGAL first name and last name, candidate number and centre number and signed in **BLACK INK**. This **must not** be done until you are told to do so by the member of SLT or the invigilator. Writing on the front of your paper before you are told to do so may be classed as malpractice.
- For exams of less than 2 hours you **will not** be allowed to go to the toilet during the exam unless you have a toilet/medical pass or you are feeling unwell. Make sure you go to the toilet before the exam and do not drink too much during the exam. For exams of more than 2 hours, if you desperately need to go to the toilet put up your hand and an invigilator will escort you

Where you will sit in the exam room

- You will sit at the same desk for all of your exams, regardless of how many pupils are taking a particular exam
- On your exam desk will be a small card showing your name and candidate number and the school centre number
- A copy of the seating plan will be on the wall in various places around school, including the entrance to the exam hall

What equipment you need to bring to your exams

- All equipment needed for your exam will be provided by school. Every desk will have black pen. See-through pencil case containing a pencil, ruler, rubber, pencil sharpener and angle measure and calculators will be given out as and when needed.
- You may bring your own equipment if you prefer, but this **MUST** be in a see-through pencil case and your pen must be a black ballpoint
- You cannot bring any paper, for example for rough work, into the exam room

Using calculators

- You will be issued with a school calculator at the start of any exam which requires or allows the use of a calculator. This ensures that all calculators comply with JCQ regulations

What you must not bring into the exam room

- The following items are strictly prohibited from being brought into the exam room:
    - Mobile phone, iPad or other similar tablet
    - Any type of wristwatch or smartwatch
    - Smart glasses and any other smart devices
    - No storage or web enabled devices
    - Airpods, earphones/earbuds
    - iPods, MP3/4 players or similar devices
    - Any type of paper, even blank for rough work, or revision materials
- If these rules are broken, this will be classed as malpractice. Please see information regarding malpractice on page 10

Food and drink in exam rooms

- Any drink allowed into the exam room must have **all labels removed**
- You are allowed to take water into the exam room which **MUST** be in a see-through plastic drinks bottle without labels or writing. Fizzy drinks, energy drinks and hot drinks are not allowed
- Boiled sweets/mints **NOT** in a wrapper (as this may cause a distraction) are allowed
- Cough sweets/sore throat lozenges **NOT** in a wrapper are allowed

- Any other food, including chewing gum, is not allowed

Where your personal belongings will be stored during your exam

- All personal belongings **MUST** be left in the Sports Hall changing rooms before entering the exam hall. This includes coats and bags, and any prohibited items (mobile phones, smartwatches, earbuds, mp3/4 payers, wristwatches etc.) from the exam hall
- Mobile phones will already be stored in your Yondr pouch and must be left in the changing rooms
- All personal belongings are safe and secure as nobody is permitted to enter the area during exams. If you bring any unauthorised item into the examination hall, raise your hand and give it to an invigilator immediately for safe keeping until the examination is over
- Pupils sitting exams in the Conference Room must leave their belongings in the corridor outside of the room

What to do if you arrive late for your exam

- You will be considered late if you arrive within one hour of the awarding body's published start time, so between 9.00 and 10.00am for morning exams and between 1.30 and 2.30pm for afternoon exams
- If you arrive late:
    - You will be allowed to enter the exam hall and sit the exam
    - You will be allowed the full amount of time of the exam
- You will be considered very late if you arrive more than one hour after the awarding body's published start time, so after 10.00am for morning exams and after 2.30pm for afternoon exams
- If you arrive very late:
    - You will be allowed to enter the exam hall and sit the exam
    - You will be warned that school must submit a report to the awarding body to declare your very late arrival and that the awarding body may not accept your exam paper

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

- Ring school immediately so that we can advise you. For example, if you have an injury which means you aren't able to write then a scribe or laptop can be arranged. If you are unwell we may be able to sit you near the door, or in a separate room if you are really unwell
- If you are so unwell that you are unable to attend your exam, you **MUST** get medical evidence from a GP or hospital
- If you feel unwell during your exam, put your hand up and an invigilator will assist you. You should always tell somebody – attendance, a teacher, Exams Officer, an invigilator – if you feel unwell before your exam
- If you think that being unwell may have affected your performance during your exam you may be eligible for Special Consideration. This can be requested of the awarding body and they will decide if you are entitled for an adjustment in marks to take this into account

What happens if you are absent from your exam

- If you are absent from an exam, you or your parent/carer will be contacted immediately as to your whereabouts and as far as possible arrangements made to ensure your immediate arrival
- If you are absent from an exam, you will not be able to re-sit the paper during the current exam series
- If you are absent for a genuine and acceptable reason, you may be eligible for Special Consideration, where an adjustment may be made to your final grade for the subject affected For this to be possible:
    - This must occur in your final exam series (the summer of Year 11)
    - You must have covered the whole course and one whole component which is a minimum of 15% of the total assessment **MUST** have been completed. For example, if a subject has two papers, and you sat the exam for Paper 1 but are absent for Paper 2, this would mean you have completed 50% of the total assessment, and so would be eligible for an application for Special Consideration

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

- An emergency evacuation is required when it is unsafe for pupils to remain in the exam room. This could be a fire, bomb alert or other serious threat
- All Senior Leadership Team, teachers and invigilators are aware of the emergency evacuation procedure and will ensure that you evacuate the exam room quickly and safely
- In the event of a fire alarm:
    - You will be told to stop writing, put your pen down and close your exam paper
    - Do not panic – await further instructions
    - The Exams Officer or member of SLT will advise immediately if the exam room is to be evacuated
    - In the case of evacuation, leave your exam paper on the desk and follow the instructions of the invigilators leaving the room in **SILENCE**
    - You will be directed to an exam assembly point where you **MUST NOT** communicate with other pupils
    - If and when you return to the exam room do not start writing until the invigilator tells you to do so
    - You will still be allowed the full working time for the exam and a request for Special Consideration will be sent to the awarding body due to the disruption of the evacuation

Candidates with access arrangements/reasonable adjustments

- Pupils with access arrangements/reasonable adjustments will usually have been using these during assessment cycles and internal exams in school and will be aware of the arrangement applicable to them. Arrangements include, but are not limited to:
    - Reader
    - Scribe
    - Extra Time
    - Rest Breaks
    - Prompter

    - Laptop
    - Smaller Room
    - Coloured Overlay
- The SENCo (Mr Diamond) agrees all access arrangements/reasonable adjustments and will discuss these with you to make sure you understand the arrangement you are entitled to
- Your personalised exam timetable will inform you of which room you will be in for each of your exams. If you are taking exams in the Conference Room or any other room apart from the Sports Hall, you should go directly to the room indicated on your exam timetable.
- There will be some instances where certain access arrangements will not apply:
    - **Extra time will not** be allowed in exams testing the time in which a skill is performed, such as a musical performance or sport, where timing is part of the assessment objective
    - A **reader will not** be allowed in papers (or sections of papers) testing reading, e.g. GCSE English Language Section A and MFL Reading papers which all assesses reading
    - A **scribe will not** be allowed in MFL papers unless you can dictate foreign words letter by letter

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 (exam boards)
- 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 attempting to)
    - Offences relating to the content of candidates' work
    - Undermining the integrity of examinations/assessments

You need to know that the following would be malpractice:

- talking to or attempting to communicate with or disturb other pupils once you have entered the examination room;
- opening your exam paper before the examination begins;
- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake;
- not telling exam boards or your school/college about exam information being shared.

If you are reported as being involved in an incident of malpractice, school MUST report the incident to the awarding body, who will impose one of the following sanctions once they have investigated the incident:

- **Warning** – further sanctions would be applied if malpractice is committed again in a set period of time
- **Loss of all marks for a section** – a section could be part of a component or a piece of NEA work

- **Loss of all marks for a component or unit** – all marks would be lost for a component or unit
- **Disqualification from a unit** – this would prevent you from gaining the full qualification for the subject concerned
- **Disqualification from a whole qualification** – disqualified from the whole qualification taken in that series or year
- **Disqualification from ALL qualifications taken in that series** – disqualified from every subject in that series, e.g. all exams taken in the summer
- **Candidate debarral** – banned from entering one or more examinations for a set period of time

If one of the above sanctions is applied to you, apart from Candidate Debarral, you would be allowed to re-take the components/units/qualifications in the next exam series if the specification permits this.

Copyright

- The copyright of any form of work created by you that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to you
- By submitting this work, you are granting the awarding body a non-exclusive, royalty-free licence to use your assessment materials (referred to as Assessment Licence)
- If you wish to terminate the awarding body's rights for anything other than assessing your work, the awarding body must be notified by school and it is at the discretion of the awarding body whether or not to terminate such rights

Results

- Statement of Results will be issued to you on Thursday 19th August 2027 from 9.30am (unless otherwise advised)
- Results will be distributed by the Senior Leadership Team who will be available to discuss any concerns
- If you are unable to collect your results in person, a nominated person can collect these on your behalf with a signed note of consent from you. Results can also be emailed to you if you are unavailable. Please email the Exams Officer, Ms O'Neill, with your request j.oneill@olqp.lancs.sch.uk. It cannot be guaranteed that results will be emailed early morning but this will happen on results day

Post-results services

- If you are not happy with or were not expecting the grade you were awarded for a subject, in the first instance discuss this with a member of SLT who will be available to give guidance
- Speak to the college or course provider as they may still accept the grade/result or be able to offer alternative courses
- If, after the above two options, you are not happy with your grade, you may request a review of your grade. The services available are:

- Service 1 – Clerical Re-check. This check by the awarding body ensures that all pages were marked, all of the marks were counted and the result matches the marks on the paper. If an error is found on the clerical re-check, your grade can go down as well as up. A clerical re-check takes up to 10 calendar days once submitted to the awarding body
- Service 2 – Review of Marking. This review includes a clerical re-check. A second examiner at the awarding body will review the paper/recording again to identify any genuine marking errors or unreasonable marking. The awarding body will ensure that all the marks are counted. If an error is found during the review of marking, your grade can go down as well as up. A review of marking takes up to 20 calendar days once submitted to the awarding body
- Service 3 – Moderation Review. This service will only be requested by the Subject Leader of a subject and is only available for whole subjects, not individual students, and is only available for internally assessed (assessed by school) non-examination assessment (NEA). The awarding body will check to make sure that the assessment criteria was applied fairly, reliably and consistently.
- There is a deadline for submitting a request for a review, which you will be informed of when the Exams Officer gives you the consent form to sign.
- If you would like to request a Clerical Re-check of Review of Marking, you must sign a consent form and a fee will be payable by you **before** the review is submitted. Fees vary slightly dependant on the awarding body, but as an example current fees for AQA are £9.70 per paper for Service 1, and £44.85 per paper for Service 2. If, after a Review of Marking, your grade increases, the fee paid will be refunded to you.
- If you have made a request for a review, you will be informed in writing of the review outcome
- You cannot request a review of your NEA/coursework mark/grade as you will have had the opportunity to do this before marks were submitted to the awarding body

Certificates

- Certificates will be issued to you at Presentation Evening held in November. You will receive a formal invitation to Presentation Evening to celebrate results
- Certificates may be collected from school in person after presentation evening – please telephone 01695-725635 in advance to arrange collection. Certificates may be collected by another person on your behalf with your written consent
- Unclaimed certificates will be retained in school for a minimum of 12 months

JCQ Documents

- JCQ has produced a number of documents which you **MUST** read before taking any exams. Attached to this document are:
    - *Information for Candidates – Using social media*
    - *Information for Candidates – AI and Assessments*

  Sent as an attachment along with this Student Guide are:
    - *Information for Candidates – Written Exams 2026-2027*
    - *Information for Candidates – Non-examination assessments 2026-2027*

Frequently Asked Questions

- **Why do I need to check the details on my timetable?**
  You must check that the subjects and tiers of entry you are entered for are correct and that no subject is missing. Tell your Form Tutor who will inform the Exams Officer if you think that something is not right. You also need to check the start times of your exams as these will vary, especially for afternoon exams. You must also check that all of your personal details are correct.

- **What do I do if there is a clash on my timetable?**
  The Exams Officer will re-schedule exams internally (on the same day) where there is a clash of subjects. You will normally sit one paper, then have a short supervised break. After that you will sit the second subject paper. Correct times should be on your personalised timetable, but if you notice that you still have a clash please inform the Exams Officer.

- **What if I need to go to the toilet during the exam?**
  For exams of less than 2 hours you will not be allowed to go to the toilet during the exam unless you have a medical card or you are feeling unwell. Make sure you go to the toilet before the exam and do not drink too much during the exam. For exams of more than 2 hours, if you need to go to the toilet put up your hand and an invigilator will escort you.

- **What do I do if I have an accident or I am ill before or during the exam?**
  Ring school immediately so that we can advise you. If you have an injury which means you are unable to write, then a scribe or laptop can be arranged. If you start feeling unwell once you have arrived at school always tell somebody – attendance, a teacher, Exams Officer, an invigilator. We may be able to sit you near the door or in a separate room if you are really unwell. If you are so unwell that you are unable to attend your exam, you **MUST** get medical evidence from a GP or hospital. If you feel unwell during your exam, put your hand up and an invigilator will help you.

- **Do I have to wear school uniform to exams?**
  Yes – normal school uniform rules apply to exams.

- **What equipment should I bring for my exam?**
  School will provide equipment for your exams (pen, pencil, ruler, rubber, pencil sharpener, compass, angle measure, calculator). If you want to you may bring your own equipment. If you bring a pencil case this **MUST** be see-through. Your pen **MUST** be a **black ballpoint pen**. Do not bring coloured ink or gel pens. You must not attempt to borrow equipment from another pupil during an exam, if you are missing something put your hand up and an invigilator will help you.

- **What items are not allowed in the exam hall?**
  - Notes or any other paper not issued to you for the exam
  - **Any** web-enabled or storage device - mobile phone, smart watch, smart glasses, airpods, earphones/earbuds, MP3/4 player or similar device, iPod
  - Any type of wristwatch
  - Fizzy drinks, hot drinks, energy drinks
  - Food, including chewing gum

- **Can I ask for paper to doodle on once I am sure that I have finished my exam?**
  No. Paper cannot be given out for doodling – any additional paper issued can only be official exam board stationery and will be sent off with your exam paper.

- **I have my mobile phone/smart watch etc. in my pocket but it's switched off. Is this ok?**
  No. It doesn't matter if a mobile phone/smart watch etc. is switched off. If you are found with any disallowed device on or with you during an exam this is classed as malpractice and will be reported to the awarding body.

- **What do I do if I think I have the wrong paper?**
  The member of SLT/Exams Officer/Invigilator will ask you to check that you have the correct paper before you write your details on the paper in front of you. If you think something is wrong put your hand up and tell the invigilator immediately, even if you have already filled your details in on the front of the paper.

- **How do I know how long the exam is?**
  The start time and length of the exam is shown on your personalised timetable. This will also be on the screens at the front of the hall. The start and finish times will also be displayed on the screens at the front of the hall. If you are entitled to extra time, the finishing time including this will also be displayed.

- **Can I leave the exam early if I have finished?**
  No. You will remain in the exam hall, facing forwards in silence until the finish time indicated on the display screen. You must not attempt to communicate or distract another pupil if you feel you have finished – take the time to check your answers and make sure you have answered all the questions you needed to. You must not, under any circumstances, leave the exam hall without the permission of and being accompanied by an invigilator.

- **If I am late can I still sit the exam?**
  Yes. If you arrive by 10.00am for a morning exam or 2.30pm for an afternoon exam, you will be classed as late and be allowed to enter the exam hall and sit the exam. You will be allowed the full amount of time of the exam.

  If you arrive after 10.00am for a morning exam or after 2.30pm for an afternoon exam, you will be classed as very late. You be allowed to enter the exam hall and sit the exam and be allowed the full amount of time of the exam, **BUT** school must submit a report to the awarding body to tell them of your very late arrival and they will make a decision whether or not to accept your exam paper.

- **If I miss an exam can I take it on another day?**
  No. Timetables are regulated and set by the awarding bodies and you must attend on the given date and time. If you do not attend you will be classed as absent.

On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

What you will need:



- ☐ a clear pencil case



- ☐ at least two black ink pens – blue pens are **not acceptable**





- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus, such as a ruler or protractor, for relevant exams



- ☐ a clear water bottle if you wish to take one in. It **must not** have a label

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2026 exam timetable on the morning and afternoon of 24 June 2026. Make sure you are available on 24 June 2026.

What you cannot take into your exams:



- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)
- ☐ smart devices (e.g. Airbuds, smart glasses or tablets)

Other important information:

- ☐ Listen carefully to the invigilator's instructions, which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need an additional answer sheet, raise your hand and wait for an invigilator to provide one. Remember to add your details to this sheet.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator to escort you from the exam room.
- ☐ Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about your exams, please ask your teacher or exams officer. ?

You can also find useful information about preparing for exams at
www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2025

Warning to candidates

JCQ CIC

AQA	City & Guilds	CCEA	NCFE	OCR	Pearson	WJEC



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

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

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

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

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

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

7
If you are confused about anything, only speak to an invigilator.

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

JCQ CIC

AQA · Cambridge OCR · City & Guilds · CEA · NCFE · Pearson · WJEC CBAC

NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES

NO STORAGE OR WEB-ENABLED DEVICES



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

DISQUALIFICATION

from your examination and your overall qualification.

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

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JCQ CIC

AI and Assessments
A quick guide for students

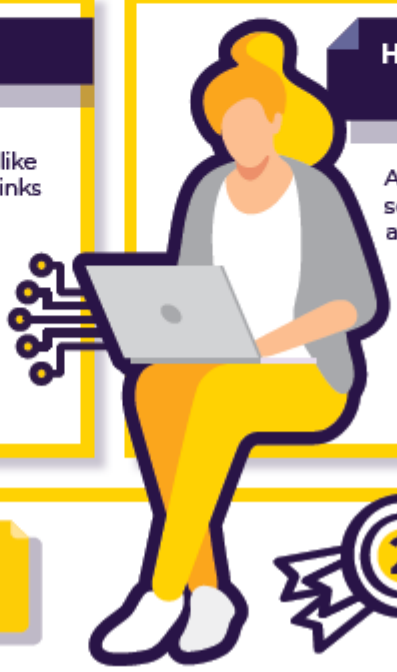
What is AI?

- 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

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:

jcq.org.uk/exams-office/information-for-candidates-documents

2027 CONFIRMED EXAM TIMETABLE

	DATE	EXAMINATION
	TBA	MFL Speaking Tests
MAY 2027	5th May – Wednesday pm	Travel & Tourism – BTT03
	10th May – Monday pm	Citizenship Paper 1 – 8100/1
	11th May – Tuesday am	Biology Paper 1 – 8461/1
		Combined Science Trilogy: Biology Paper 1 – 8464/B/1
	11th May – Tuesday pm	Sport Studies – R184
	12th May – Wednesday am	English Literature Paper 1 – 8702/1
	13th May – Thursday am	RE Paper 1 – C120U80
	14th May – Friday am	Maths Paper 1
	14th May – Friday pm	Drama – 8261/W
	17th May – Monday am	Chemistry Paper 1 – 8462/1
		Combined Science Trilogy : Chemistry Paper 1 – 8464/C/1
	18th May – Tuesday am	Geography Paper 1 – 8035/1
	19th May – Wednesday am	English Literature Paper 2 – 8702/2
	20th May – Thursday am	History Paper 1 – 1HI0 1
	20th May – Thursday pm	Citizenship Paper 2 – 8100/2
		Polish Listening & Reading – 8688/LH & 8688/RH
	21st May – Friday am	RE Paper 2 – C120U90
	24th May – Monday am	English Language Paper 1 – 8700/1
	25th May – Tuesday am	Physics Paper 1 – 8463/1
		Combined Science Trilogy : Physics Paper 1 – 8464/P/1
	26th May – Wednesday am	French Listening – 1FR1 2
	26th May – Wednesday pm	Geography Paper 2 – 8035/2
	27th May – Thursday am	Maths Paper 2 – 1MA1 2
	27th May – Thursday pm	Music – C660U30-1
	28th May – Friday am	History Paper 2 – 1HI0 2
JUNE 2027	7th June – Monday am	RE Paper 3 – C120U60
		Health & Social Care – R032
	8th June – Tuesday am	English Language Paper 2 – 8700/2
	8th June – Tuesday pm	French Reading – 1FR1 3
	9th June – Wednesday am	Spanish Listening – 1SP1 2
	9th June – Wednesday pm	History Paper 3 – 1HI0 3
	10th June – Thursday am	Biology Paper 1 – 8461/2
		Combined Science Trilogy : Biology Paper 1 – 8464/B/2
	10th June – Thursday pm	Geography Paper 3 – 8035/3
	11th June – Friday pm	Polish Writing – 8688/WH
	14th June – Monday am	Maths Paper 3 – 1MA1 3
	14th June – Monday pm	French Writing – 1FR1 4
		Hospitality Vocational Award – 5409U
		Creative iMedia – R093
	15th June – Tuesday am	Chemistry Paper 2 – 8463/2
		Combined Science Trilogy : Chemistry Paper 2 – 8464/C/2
	15th June – Tuesday pm	Design Technology – 8552/W
	16th June – Wednesday pm	Spanish Reading – 1SP1 3
	17th June – Thursday pm	Spanish Writing – 1SP1 4
	18th June – Friday am	Physics Paper 2 – 8463/2
		Combined Science Trilogy : Physics Paper 2 – 8464/P/2