



EXAMINATIONS BOOKLET

2026 - 26

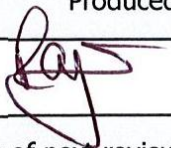
INFORMATION AND INSTRUCTIONS
FOR CANDIDATES
School arrangements
Exam Board Notices

Exam Board Contingency Day – 24th June 2026

Students must be available from their last exam until the end of 24th June 2026

Please note that this booklet contains important information regarding your examinations during the year. Please read this carefully and keep it in a safe place so that you can refer to it later.

This handbook is reviewed and updated annually

Produced/reviewed by	
	
Date of next review	OCT 2026

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Introduction

Hanley Castle High 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 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
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright

Malpractice

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

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

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/>), 25/01/2026. You **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.

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...**

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.*
- To understand what information is collected and how it is used, you must read the Privacy Notices on the exam board websites.
- OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/candidate-privacy-policy/>
- Edexcel <https://qualifications.pearson.com/en/privacy-policy.html>
- AQA <https://www.aqa.org.uk/about-us/privacy-notice#the-data-we-collect>
- WJEC/Eduqas <https://www.eduqas.co.uk/home/privacy-policy/>
- NCFE <https://www.ncfe.org.uk/customer-and-learner-support/legal-information/privacy-notice/>

Copyright

- Candidates should be informed that they may access Student Materials (including examination scripts) through the access to scripts arrangements

Coursework assessments/non-examination assessments

- Relevant JCQ information for candidates' documents - coursework, non-examination assessments, social media & use of AI can be found on the Hanley Castle High School website under the exams section. You should know what AI is, when it may be used and how it should be acknowledged.
- Dates of assessments will be given by the Head of Department/Subject teachers and/or exams office
- Depending on the subjects you are taking, coursework/NEA will either be moderated by your teacher with the exam board verifying the mark, or directly marked by the Exam Boards
- Candidates are informed of their centre assessed marks by their teacher prior to them being submitted to the Exam Board (also refer to the internal appeals procedure - internal assessment decisions and requesting a review of the centre assessed marks)

Written timetabled exams

- Candidates will be given a statement of entry (to check that personal details and exam entries are correct)
- What to do if this information is incorrect - tell your tutor or the exams officer
- Check that you know the date and times of your exams on your timetable
- Check where your exam will take place on your exam timetable. Check with your tutor if you are unsure of anything.
- Make sure you know the JCQ regulation for written examinations, coursework, non-examination assessments, on-screen tests, and social media. Know that you are not allowed to bring any electronic devices, mobile phone, watches or other technology into exams. Ask

your teacher to go through this with you if you are unsure. These documents are located on the Hanley Castle website under exams

- Exam room posters – Warning to candidates, Unauthorised items can be found at the end of this document and on the exam section of the Hanley Castle High School website

Contingency sessions - Summer 2026

Exam Board Contingency Day – 24th June 2026

Students must be available until the end of the day on 24th June 2026

On-screen tests

- Make sure you know the JCQ regulations Information for candidates – on-screen tests, this document is located on the Hanley Castle website under exams. Ask your teacher to go through it with you.
- Check with your teacher where your exam will take place

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

- Speak to the exams officer about what arrangements are being made
- If you have two exams totalling 3 hours or less they will be sat together with a small supervised break in between
- For two exams which total more than 3 hours you will usually sit the longer one in the morning and the other will be sat in the afternoon. You will be kept supervised under formal exam conditions between the exams

Where you will take your exams

- Most examinations will take place in the sports hall. Other rooms around school will be used and advised as necessary on your exam timetable.

What time your exams will start and finish

- Most morning public exams start at 9.15am, afternoon exams at 1.00pm
- Internal mock exams start at 9.00am, 11.35am & 2.00pm but will vary for 6th form
- **If your exam finishes after 3.15pm you are responsible for making arrangements to get home**

Supervision during your exams

- Exams are supervised by invigilators from outside the school
- The invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies

Exam room conditions

- Make sure that you bring all the equipment you need for the exam (black pens, pencils, calculator, protractor, compass & ruler)
- Candidates should assemble outside the exam venue 10 minutes before the beginning of the exam.
- Candidates are under formal exam conditions from the moment they enter the sports hall exam room until they are given permission to leave by the invigilator. Exam conditions remain until you have left the building.
- Candidates must listen to and follow instructions from the invigilator at all times.
- Candidates must not communicate with or disturb other candidates in any way. If they do, they will be reported to the relevant exam board
- There will be notices displayed in the exam room
 - centre number
 - subject title and paper number

- actual starting and finishing times, and date, of each exam
- There will be notices displayed outside the exam room
 - Warning to candidate's poster
 - Unauthorised items poster
- Candidates must only complete their details on the question paper books (full name, candidate number and signature) when the invigilators announcement instructs them to do so.
- You should raise your hand if you need additional answer sheets or booklets
- If you have forgotten some equipment (pens, calculator) raise your hand and ask the invigilator, they may be able to help you. We will not however, provide equipment during mock examinations
- Candidates must not open the question paper until the exam begins

Where you will sit in the exam room

- The Exams Officer plans where candidates sit.
- If you cannot find your desk, check your timetable for your seat number or ask the invigilator

How your identity is confirmed in the exam room

- Your school exam card with your photograph on will be placed on your exam desk before the exam. Please ensure that you are sat at the correct desk

What equipment you need to bring to your exams

- Check with your teacher what equipment you should or should not take to the exam
- All pencil cases must be transparent
- Permanent black pens only are to be used (make sure you understand the rules regarding authorised equipment in JCQ information for candidates – written exams)

Using calculators

- You must be aware of awarding body instructions regarding the use of calculators in your exams
- 10.4 Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations
- 10.5 Candidates must be told these regulations beforehand and be familiar with the Information for candidate's documents
- 10.6 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; 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.
- A series of FAQs on the use of calculators in examinations may be found at: <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

What you must not bring into the exam room

- You are not allowed to bring any electronic materials or watches into exams
- If you bring a forbidden item into an exam, you may be disqualified from that exam, or from all exams in that series, depending on the offence

Food and drink in exam rooms

- Water in transparent bottles with a sports cap lid and no labels/writing may be brought into the exam. No other food or drink is allowed, except for medical reasons

What you should wear for your exams

- School uniform should be worn for all written and on-screen exams
- If you arrive in unsuitable clothing, you may be asked to leave

Where your personal belongings will be stored during your exam

- You should leave all personal belongings in your locker or tutor room
- If you have forgotten to leave your electronic equipment in safe safekeeping, you can leave it with the invigilator. You should remember to ask for it back at the end of the exam. Hanley Castle High School accepts no responsibility for possessions left with the invigilator

What to do if you arrive late for your exam

- If you think you are going to be late you should contact your Head of Year or exams officer to let them know, they can then advise.
- If you arrive late, go to your exam venue and wait for the invigilator to show to your place
- You will be allowed the full length of the exam if possible
- If you are very late (more than half an hour after the exam began) You should go straight to the exam office to see if it is possible to take the exam, depending on the situation your exam paper may still be accepted

What to do if you are unwell on the day of your exam (this applies to all candidates)

- If you are unwell and unable to attend the exam, ask your parent/carer to tell the exams officer or head of year
- If you are unwell but can attend the exam, tell the invigilator and ask your parent/carer to tell the exams officer or head of year
- If you feel unwell during the exam, put your hand up. If you need a short break, you will be escorted out and you will be able to return. If you leave the exam alone you will not be allowed to return.
- The exams officer may be able to apply for special consideration for you, depending on the circumstances. Try to arrange evidence such as a doctor's certificate

What happens if you have an unauthorised absence from your exam

If you are absent from your exam without a good reason you will be charged for the exam

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

- In case of emergency follow the directions of the invigilator
- Never take your exam paper out of the exam venue
- If you need to leave the building, do not speak to anyone, you are still under exam conditions.
- The evacuation assembly point is on the sports field by the hedge/road for the sports hall, the MFL car park for MFL, staff car park for Aspire

Candidates with access arrangements/reasonable adjustments

- Students with access arrangements (SAA) will have had these assessed & granted in years 10 & 12
- Parents are informed of the outcome of SAA and told which SAA you qualified for
- Hanley Castle High School cannot assign particular reader/scribes to particular candidates

If you are unhappy with the exam arrangements

- Tell the invigilator about the problem **BEFORE** you leave the exam venue
- We can only apply for special consideration if you tell us before leaving the exam
- If your problem is with a reader/scribe, tell us at once so that it can be sorted out immediately
- If the problem is to do with a disturbance, tell the invigilator at once

Results

- AS & A level results are published on Thursday 13th August 2026
- GCSE Results are published on Thursday 20th August 2026
- Students can collect their results from the 6th Form centre, times will be confirmed
- If you are going to be absent on results day you may ask the exams officer to
 - send your results electronically to your school email
 - nominate someone to collect them on your behalf
 - provide a large letter stamp for them to be posted to you
- Senior members of centre staff will be available immediately after the publication of results to support students with future decisions
- If you fail to collect your results on results day they will be emailed to your school email address. You should contact the exams officer should you wish to collect a hard copy

Post-results services

- If you think there has been an error in the mark you have received, you can request a review of results:
 - Clerical check (service 1)
 - Review of marking (service 2)
- If you want to see how you could have done better before you decide whether or not to request a review of marking you can ask to see your paper (Access to Scripts)
- There are charges for these services, but if your Grade is found to be wrong, you will get a refund of the fee
- You cannot appeal coursework marks as those have to be appealed at the time you are given them by your teacher. See the internal appeals procedure below.
- Requests for post-results services must be made through the centre
- The exams officer will inform you of all costs and deadlines. You must pay the fee and give your consent before any of these services can be requested
- The exams officer will process all requests and advise you of the outcomes as soon as possible

Certificates

- Certificates are usually sent to us in November, depending on the exam board
- Certificates will be distributed in December through year 12 tutors and will be signed for
- If you have left the school you should come back in December to collect your certificates
 - You may nominate someone to collect your certificates on your behalf if you unable to attend the centre
 - You may pay to have them posted via a secure registered method, but the school takes no responsibility should these not arrive
- Unclaimed certificates are kept in school for up to 5 years

Internal appeals procedure

- Your teacher will tell you the mark you have been given for your coursework/NEA, if you feel that the proper process for marking has not been followed, or there is an error you can appeal
- The appeal must be made within 5 days of receiving the mark and must be in writing
- The appeals against assessment policy is available from the exams officer

Complaints policy

- If you have a problem or complaint, tell the invigilator about the problem **before** you leave the exam venue
- We can only apply for special consideration, if you tell us before leaving the exam
- Usually a concern can be resolved straight away by sharing it with a member of staff. If it cannot be resolved and you wish to raise a complaint then please follow our complaints 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.

- This information is for qualifications which include coursework
- You must follow the instructions from your teacher
- You must make sure all the work you submit is your own
- Any material you copy from the internet, must be credited with its source. If you do not do this, you are plagiarising

For further information, see information for candidates – coursework assessments 2025-26 on the Hanley Castle High School website

Or 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.

- This information is about taking any of the new GCSE or GCE qualifications, which include non-examination assessments (NEA)
- You must follow the instructions from your teacher
- You must make sure all the work you submit is your own
- Any material you copy from the internet, must be credited with its source. If you do not do this, you are plagiarising

For further information, see information for candidates – non-examined assessments 2025-26 on the Hanley Castle High School website

Information for candidates – non-examination assessments 2025-26 <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).


- Guidelines for on-screen tests is the same as for written exams
- In addition, tell the invigilator at once if:
 - You have the wrong exam title on your screen
 - Someone else's name is on the screen
 - Your computer is delayed or malfunctioning
- Unless you are told otherwise you must not have access to the internet
- You must follow the instructions from your teacher or invigilator

For further information, see information for candidates – Information for candidates – on-screen 2025-26 on the Hanley Castle High School website

Information for candidates – on-screen 2024-2026 <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.



Joint Council for Qualifications

CIC

Produced on behalf of:

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Information for candidates

Written examinations

With effect from 1 September 2025


This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules	D. Instructions during the exam
<ol style="list-style-type: none"> 1 Be on time for all your exams. If you are late, your work might not be accepted. 2 Do not become involved in any unfair or dishonest practice during the exam. 3 If you try to cheat or break the rules in any way, you could be disqualified from all your exams. 4 You must not take into the exam room any unauthorised material, including: <ul style="list-style-type: none"> (a) notes; (b) earphones or earbuds (e.g. AirPods®), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods); (c) watches. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.</p> 5 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. 6 Do not talk to or try to communicate with or disturb other candidates once you have entered the exam room. 7 You must not write inappropriate, obscene or offensive material. 8 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return. 9 Do not borrow anything from another candidate during the exam. 	<ol style="list-style-type: none"> 1 Always listen to the invigilator. Always follow their instructions. 2 Tell the invigilator at once if: <ul style="list-style-type: none"> (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; (b) the question paper is incomplete or badly printed; (c) you think you have not been given the expected access arrangement(s). 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. 4 Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. Do not open the question paper until you are told that the exam has begun. 5 Remember to write your answers within the designated sections of the answer booklet. 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.
<h3 style="background-color: #2c3e50; color: white; padding: 2px 5px;">B. Information – Make sure you attend your exams and bring what you need</h3> <ol style="list-style-type: none"> 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam. 2 If you arrive late for an exam, report to the invigilator running the exam. 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it. 4 Only take into the exam room the pens, pencils, erasers and any other permitted equipment needed for the exam. 5 You must write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise. 	<h3 style="background-color: #2c3e50; color: white; padding: 2px 5px;">E. Advice and assistance</h3> <ol style="list-style-type: none"> 1 If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator. 2 Put up your hand during the exam if: <ul style="list-style-type: none"> (a) you have a problem and are not sure what you should do; (b) you do not feel well; (c) you need more paper. 3 You must not ask for, and will not be given, any explanation of the questions.
<h3 style="background-color: #2c3e50; color: white; padding: 2px 5px;">C. Calculators, dictionaries and computer spellcheckers</h3> <ol style="list-style-type: none"> 1 You may use a calculator unless you are told otherwise. 2 If you use a calculator: <ul style="list-style-type: none"> (a) make sure it works properly; check that the batteries are working properly; (b) clear anything stored in its memory; (c) remove any parts such as cases, lids or covers which have printed instructions or formulae; (d) do not bring into the exam room any operating instructions or prepared programs. 3 Do not use a dictionary or computer spellchecker unless you are told otherwise. 	<h3 style="background-color: #2c3e50; color: white; padding: 2px 5px;">F. At the end of the exam</h3> <ol style="list-style-type: none"> 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed behind your script. 2 Do not leave the exam room until told to do so by the invigilator. 3 Do not take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.

JCQ Information for candidates – social media


You **must** read this information to help you stay within examination/assessment regulations when using social media.



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



JCQ **Things to do on social media:**


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

JCQ **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

JCQ **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

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.*"



AQA

City & Guilds

CCEA

NCFE

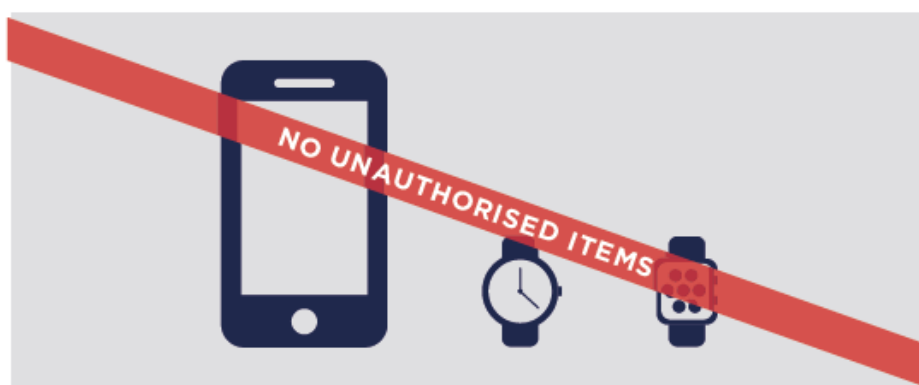
OCR

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.

JCQ *Warning to candidates* poster

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

Warning to candidates

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

**1**

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

2

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

3

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

4

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

5

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

6

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

7

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

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

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.



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