



Upper Wharfedale School

Headteacher: Mr I Chapman

Exams Handbook 2025-26

This handbook is reviewed and updated annually

Produced/reviewed by	
Stuart Willis Exams & Data Manager	
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Introduction

Upper Wharfedale School strives to make the exam experience as stress-free as possible for everyone involved and for all exam candidates to achieve positive results. The information in this Handbook will help you, parents/carers and students, to understand what is required of both students and staff, but if you have any questions or need any advice, please do not hesitate to contact Mr Willis, the Exams Officer at school.

This Exams Handbook provides vital information to help you achieve exam success: we urge you to read it with your parents/carers to ensure that you understand the exams process and what is expected of all students.

As an 'exam centre', the school must follow precisely the regulations set down by the awarding bodies (exam boards). These regulations aim to ensure that the same standards are applied consistently across all exam centres, and we are not allowed to deviate from them.

JCQ (the body who oversees all exam regulations) have produced several information leaflets for candidates. You and your parents/carers must read them carefully:

- **Information for candidates documents - JCQ (Joint Council for Qualifications)**
See <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/> or Appendices 1-6 at the back of this booklet.
- **Examination Room Posters - JCQ (Joint Council for Qualifications)**
See <https://www.jcq.org.uk/exams-office/exam-room-posters/> or Appendices 7 and 8 at the back of this booklet.

Copies of the regulations are also pinned on the display board outside the Exams Office.

Upper Wharfedale School uses three exam boards:

AQA

Pearson Edexcel

WJEC
(also known as **Eduqas**)

The key details for UWS as an exam centre are:

- Centre Number: 48205
- Head of Centre: Mr I.Chapman
- Exams Officer: Mr S.Willis
- Telephone Number: 01756 752215
- Email: exams@uws.n-yorks.sch.uk.

Purpose of the Exam Handbook for Candidates

- To compliment the exam briefing assemblies (held in April 2026 for the summer exams).
- To ensure candidates are provided with all relevant information about their exams and assessments.
- To ensure copies of relevant JCQ *Information for Candidates* documents and posters are provided:
 - *Information for Candidates* documents
 - *JCQ Examination Room Posters*.
- To answer any questions and address any concerns candidates may have.
- To signpost candidates (and where relevant parents/carers) to any exam-related policies that are made available on Upper Wharfedale School's website/student intranet. These include but are not limited to the:
 - Exams Policy
 - Exams - Internal Appeals Procedure
 - Exams - Emergency Evacuation Policy
 - Exams - Word Processor Policy.

Important Information

Please read and check the following carefully:

Your exam-related personal information

Legal name:

Exam boards expect that candidates use their full legal names for exams.

The name used to enter you for exams will appear on your qualification certificates. If the name on a certificate does not match your birth certificate, passport or other legal documents, it can cause problems when applying for further/higher education and/or jobs in the future.

Parents and carers were contacted at the beginning of Year 10 (Key Stage 4) to check that your details in our records were correct and to confirm that you would be entered for qualifications using your full legal name.

Candidate number:

This is a 4-digit number given to candidates by UWS and must be entered on the top of all exam papers and on external assessments. It is on your 'Exams Desk Card' that will be on your desk in the exam room.

UCI (unique candidate identifier):

This is a 12-digit number (usually beginning with the centre number – 48205) which is used for administrative purposes.

ULN (unique learner number):

The ULN is a 10-digit number which will follow you throughout your life and is used for accessing your personal learning record – whatever your level of learning and wherever you undertake learning. You will receive your ULN number with your certificates at Presentation Evening in December 2026.

Exam entries

You were entered for your exams with the exam boards in February 2026 and Year 11 students were provided with a *statement of entries* for the exams.

Year 10 students are not provided with *statements of entries* because they are only entered for GCSE Religious Studies Full Course or GCSE Religious Studies Short Course.

Statements of entry are lists of the exams for which students have been entered and these are provided to help us check your details. These include your full legal names and dates of birth as well as the subjects and tiers (foundation or higher) for which students have been entered, to make sure everything is correct.

Exam boards always ask that schools do their best to ensure exam entries are made 'right first time' so that the chance of there being problems at the time of exams is kept to a minimum. Even though we have multiple processes in place for school staff to make the correct entries, mistakes and changes do happen. Student checks of entries are another step in helping us to make sure you have been entered for the exams you are expecting.

Exam policies

This guide gives you the key information required to enable you to complete exams at Upper Wharfedale School. All required exam policies can be viewed on the school website at uws.n-yorks.sch.uk/information/school-policies/.

The policies available for you to view are:

- Exams Policy
- Exams Complaints Policy
- Exams Contingency Plan
- Exams Emergency Evacuation Policy
- Exams Internal Appeals Procedure
- Exams Word Processor Policy
- Non-examination Assessment Policy.

Before Your Exams

Non-examination assessments and coursework

You may have had or will have 'non-examination assessments' in some of the subjects you are taking in KS4. These may be coursework or they may be supervised assessments in school.

You will be informed by your teacher and/or Mr Willis when these are taking place and the deadlines for the completion of these tasks.

Once your work is collected it will be marked by your subject teacher before being 'standardised' against the work and marking from other classes and in some subjects, other schools. This process takes a significant amount of time.

Once the marks are finalised, they must be submitted to the exam boards by a fixed deadline.

Please do not make this process more difficult by requesting extra time to complete your work.

There are regulations for these assessments, please refer to:

JCQ Information for Candidates: Coursework

(applies to GCSE Art, GCSE Design & Technology, GCSE Drama, GCSE PE and GCSE English Language Spoken English Component)

- *Appendix 1* of this Handbook
- <https://www.jcq.org.uk/knowledge-hub/coursework-2025-2026/>.

JCQ Information for Candidates: Non-examination assessments

(applies to BTEC subjects, Hospitality & Catering)

- *Appendix 2* of this Handbook
- <https://www.jcq.org.uk/knowledge-hub/non-examination-assessments-2025-2026/>

Plagiarism: research and using references:

When producing your coursework, you may get ideas from other sources. For example, you might choose to use work of a particular artist as inspiration for your GCSE Art coursework, or you might base the design of your GCSE Design and Technology coursework project on a specific designer.

Doing this is fine, so long as you do not say that such work is your own. You **must** reference the sources you have used. **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 by the exam boards. Regardless of whether your work is marked by your teachers or by the exam boards, any plagiarism will be found and will have to be reported to the exam boards. They will then decide on the sanctions.

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.

Artificial Intelligence:

You might, when preparing your coursework, choose to use Artificial Intelligence (AI) for part of your coursework content.

This is ok as long as your subject teacher agrees to it, but you should be aware that the use of AI must be done carefully so as to stay within the exam boards' rules. This includes what it is, the risks of using it, what AI misuse is, how this will be treated as malpractice, when it may be used and how it should be acknowledged.

If you do use computer-generated content (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/>), 25/10/2024". You **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.

For further information about the use of AI, see the JCQ document, **JCQ Information for candidates – Artificial Intelligence and assessments** in Appendix 6 or at https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/01/IFC_AI_Assessments.pdf.

Reviews of Marking – Centre Assessed Marks

Once a piece of coursework/NEA/Controlled Assessment has been marked and standardised, you will be informed of the provisional mark it has been given ahead of it being submitted to the exam board. You will be asked to sign the marksheet to confirm that you have been given your mark.

If you feel that this mark is not an accurate reflection of the completed work, you have the right to appeal this and should follow the guidance in the **Exams: Internal Appeals Policy**, available from the Policies page of the UWS website, <https://uws.n-yorks.sch.uk/information/school-policies/>.

You should note, however, that there is a tight schedule for making appeals. Appeals must be initially requested within one working day of you receiving your mark. The deadlines will be explained in full when you are given your marks.

Furthermore, if you wish to appeal, you will need to explain, in writing, the reasons for making an appeal of an internally assessed mark.

You will need to identify issues with the application of the mark scheme. It is not acceptable to request a review based on the quality of teaching; reviews must focus on the quality of work submitted.

Exam rules and regulations

There are several sources of information you **must read and adhere** to in relation to your exams and assessments. These are reproduced in the Appendices at the back of this booklet or they can be downloaded on the *JCQ Information for Candidates Documents* web page at www.jcq.org.uk/exams-office/information-for-candidates-documents/.

The locations of the guides and links to download them are as follows:

JCQ Information for Candidates: Written Exams

- Appendix 3 of this Handbook
- <https://www.jcq.org.uk/knowledge-hub/written-exams-2025-2026/>.

JCQ Information for Candidates: Social media

- Appendix 5 of this Handbook
- <https://www.jcq.org.uk/wp-content/uploads/sites/2/2025/09/JCQ-Social-Media-Infographic-v6.pdf>.

JCQ Information for Candidates: Artificial Intelligence

- Appendix 6 of this Handbook
- www.jcq.org.uk/wp-content/uploads/2024/02/JCQ-AI-poster-for-students-2.pdf.

JCQ Exam Room Poster – Unauthorised Items

- Appendix 7 of this Handbook
- <https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/02/2025-Unauthorised-Items-poster.pdf>.

JCQ Exam Room Poster – Warning to Candidates

- Appendix 8 of this Handbook
- <https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/02/JCQ-ICE-Warning-to-candidates-2025.pdf>.

Exam timetables

Your exam timetable is a list of the dates and times of when your exams will take place. **You must make sure that you know exactly when your exams are**, especially whether they are taking place in the **morning or afternoon** and what time they are **due to start** (see below, there are some variations to the start time of some afternoon exams).

The full timetable is displayed on the noticeboard outside of the Exams Office and on the school website (<https://uws.n-yorks.sch.uk/information/exams/>). Students have been provided with a printed copy of their personal timetable (these have also been emailed to students and parents), and the exams are also visible in MyChildInSchool and the Bromcom Student Portal.

As well as the externally scheduled exams, timetables also include exams that UWS schedules – practical exams for GCSE Art and GCSE French Speaking exams. They do not display coursework, non-examined assessments (NEA) or controlled assessments.

Timetable checking:

When you were given your personal timetable you were asked to check the details to be sure that you understand when you are expected to attend exams.

If, when looking at your timetable, you notice that you seem to have more than one exam timetabled at the same time, you may have an exam clash. Mr Willis should have dealt with all clashes before you receive your timetables, but if you see anything that looks incorrect, please see him **as soon as possible** so that arrangements can be agreed with you and put in place to enable you to take all of your exams.

Make sure that you know your tier of entry for Maths, Science (Combined Science, Biology, Chemistry, Physics) and French. Make sure your parents/carers know this tier of entry. If you believe you have been entered for the wrong tier, please **speak with your subject teacher urgently**.

What to do with your timetable:

Your timetable is to help you attend all your exams in the correct place, at the correct time and with the correct equipment. There are a few things you can do to make sure that you achieve this:

- make a wall chart version of your timetable and ask someone to check you have copied it correctly;
- take a photo of your timetable so that you can refer to it on your phone or mobile device;
- tell your parents/carers when your exams are;
- use your exam timetable to make a revision timetable that you will stick to.

Final date of exams and contingency sessions

Once you have completed the exams on your timetable you have technically ended this academic year.

However, you must be aware that the exam boards have set one full day as the 'Exam Contingency Day'. This date will be used to re-arrange exams that cannot take place at their planned time due to national or significant local disruption. They can only be used for an entire exam to be rescheduled nationally and not for individuals who failed to attend an exam that took place at the originally scheduled time.

The 'Contingency Day' will be **Wednesday 24 June 2026**.

Although disruption that would lead to exams being rescheduled is very unlikely, you must be available to take exams on this date. Therefore, do not book to go away on holiday before Thursday 25 June 2026.

We are also aware that some of the local sixth form providers (Ermysted's Grammar School and Skipton Girls' High School) have induction days scheduled for Wednesday 24 June. It is absolutely fine to attend these induction days even though it is the Exams Contingency Day. In the extremely unlikely event of you having to come to UWS to sit a re-arranged exam, we will let you know with plenty of time in advance.

Study leave and when you leave Upper Wharfedale School

Students are required to continue to attend school every day, in full school uniform, until Friday 22 May 2026. This is when we break up for the half term holiday.

Following the half term holiday students **must continue to attend all lessons in subjects where they have not completed every exam**. Teachers will be planning revision lessons and study support and this is essential to help students in this final stage of their preparations.

Once a student has completed all elements of the examination and assessment for a subject, they need not attend further lessons in that subject.

After May half term (from Monday 1 June 2026 onwards), students will be free to leave school after an exam and will be responsible for making their own way home. School buses will be available as usual at the start and end of the day and the public bus timetable will, of course, be operating.

If a student chooses to leave school after their exam has ended, they must sign out at Reception and **may then not return to site that day. This includes coming back on site for the 3.20pm school buses.**

Students remain on our school roll until the end of June 2026, therefore any holidays or other events should not be organised until after this time.

Information for Exam Season

What you should wear for your exams

- You **must wear your school uniform** for all exams. This includes **suitable footwear**.
- As on normal school days, **hoodies – including Leavers' hoodies – are not acceptable**.

Breakfast

Make sure you have something to eat before your exams.

Research shows that students who eat breakfast tend to perform better in exams.

For the best breakfast, include slow-release carbohydrates such as porridge oats, whole grain bread or low-sugar muesli, as they provide slow-release energy. Add a protein food such as milk, yoghurt or eggs, to keep you feeling full for longer.

Some research states that on exam days you should aim to include a portion of food rich in long-chain Omega-3 fats, such as smoked mackerel, as they are believed to have brain-boosting properties!

What time your exams will start and finish

External exams in the summer are timetabled by the exam boards and these **cannot be changed**. For internal, mock exams, Mr Willis sets the dates and sessions (morning or afternoon) so that they fit into the agreed exam season.

Within a morning or afternoon session, there are rules set by JCQ concerning the earliest and latest times exams can start as well as regulations about how long candidates must remain in exam rooms.

At Upper Wharfedale School, we will always try to start:

- **morning exams at 9.00am**
- **afternoon exams** as soon as possible after **1.00pm**.

There are, however, some exceptions required to ensure that we comply with all JCQ regulations.

In summer 2026, these exceptions are as follows:

Wednesday 20 May, morning – French Listening

- Students sitting the foundation tier exam will start at **9.00am**.
- Students sitting the higher tier exam will be in 'exam supervision' (no access to mobile phones or other electronic equipment, students can revise from books and notes) from 9.00am.
- Students sitting the higher tier exam will start their exam at 10.00am.

Wednesday 20 May, afternoon – Religious Studies Short Course, Paper 2

- The exam will start as soon as possible after 1.00pm.
- Regulations stipulate that students must be in exam supervision until 2.05pm – this is 30 minutes after students are scheduled to finish the exam.
- Rather than students wasting time by sitting in the exam room for 30 minutes, and potentially disturbing students taking a longer exam, they will be allowed to leave the exam room and return to their normal lesson without first collecting their belongings (including mobile phones and other electronic devices) from outside the exam room. Without their electronic devices, the students will be under exam supervision.

Monday 1 June, afternoon – Religious Studies Short Course, Paper 3

- The exam will start at **1.30pm**.

Thursday 4 June, afternoon – French Reading

- Both the foundation and higher tier exams will start at **1.30pm**.

These exceptions are noted on timetables and it is vitally important that you check your exam timetable carefully so you know what time each exam is due to start.

You need to arrive at least ten minutes before the start time of each exam given on your timetable.

The length of exams is different depending on the subject and paper being taken. As such, the finishing times for each exam will be different.

Very important note:

Some exams may not finish until after the end of the school day and you may need to make arrangements for getting home when this happens due to missing the school bus.

Severe weather and incidents

Please assume that all exams will go ahead as planned even if the school is closed to other students.

If anything occurs that may lead you to think that school might have to close, for example, severe weather or any unexpected incidents, you should:

- allow **extra time** to travel
- check for updates in the MyChildAtSchool (MCAS) app or via text message.

If the weather conditions mean that you will arrive late, you **must ring and inform school reception**.

If we are unable to open for exams (and this is very unlikely), UWS has contingency agreements with other schools.

Should it be necessary to use alternative arrangements, it will be communicated as above.

What to do if you arrive late for an exam

Please aim to arrive on time for every exam!

However, even the best laid plans do sometimes go wrong, so arrangements are in place if you arrive late for an exam.

If you arrive late for an exam, report to school reception who will contact Mr Willis immediately.

What happens if you are late?

If you arrive:

- **less than one hour** after the start time on your timetable, you **will be able to start the exam** and you will **receive the full exam time** to complete it;
- **more than one hour** after the start time on your timetable, you **may not be allowed to take it**. We will also be required to report your late arrival to the exam board and they **may refuse to mark your answers**.

If you realise you are going to be late for an exam, please phone school and leave a message for Mr Willis to say that you are on your way.

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

If you are ill and cannot attend an exam it is vital that you or someone on your behalf contacts school **as early as possible but definitely before 9.00am** so that we can help or advise you.

- **Please ask to speak to Mr Willis.**

It is essential that **medical or other appropriate evidence** is obtained on the day of the absence. This should be given to Mr Willis at the earliest opportunity as it will be required by the exam board as proof that you were too ill to sit the exam.

Medical evidence could be a letter or sick note from a doctor, a copy of a hospital appointment notification or a copy of a consultation record. Please note that doctors' surgeries or hospitals may charge for providing letters and any costs involved are your responsibility.

To be awarded a grade for a GCSE subject where a candidate misses all or part of an exam due to illness or personal misfortune, a total of 15% of the total assessment must be completed.

If you arrive at school for your exam and find you are unwell, please speak to Mr Willis or a member of the Senior Leadership Team immediately.

In exceptional circumstances we can apply to the exam boards for 'special consideration'. This is where an adverse issue (such as illness) or event has had or is likely to have had a negative impact on a candidate's ability to take an assessment or perform at their normal level in an assessment.

Applications for special consideration can result in the affected student being given extra marks to compensate for the adverse issue or event. However, not all applications for special consideration are accepted by the exam boards and their criteria is very specific. Furthermore, in most cases only very small percentage of marks (between 0% and a maximum of 5% in exceptional circumstances) are awarded to compensate for the disruption. We will only apply if all the exam board's criteria are met.

As with access arrangements, special consideration **does not** give one candidate an advantage over another.

What happens if you have an unauthorised absence from an exam

If you are unable to attend an exam, you **must** contact Mr Willis.

Failure to do so will be classed as "**unauthorised**" and you **may be charged for that exam**.

If less than 15% of the total assessment has been completed, you will not receive a grade for that subject.

Where you will take your exams

Most students will take their exams in the Hall, but some will be in the Library. Some students will also take exams in Mrs Mukherjee's Office, Mr Mitton's Office or the Isolation room.

If you take your exams in rooms other than the Hall, you will have been informed about it well before the start of exams.

Your exam room and seat number will be displayed on the **Seating Plan Noticeboard** in the corridor next to the Library before every exam.

Please make sure you check where you are sitting before entering the exam room.

Where you will sit in the exam room

Due to different candidates taking different subjects, you may have a different seat each time you take an exam.

The exam room and your seat number will be displayed on the **Seating Plan Noticeboard** in the corridor next to the Library before every exam. **Please make sure you check where you are sitting before entering the exam room.**

- Your seat number may also be issued to you on your exam timetable.

- There will be an 'exam ID card' showing candidates' names and photographs on each desk. Please ensure you are seated at the desk displaying your name and photograph.

Equipment you need to bring to your exams

Only take what you need into the exam room. This may vary depending on the subject and paper.

The following is a suggested list of the equipment you will need and should have available:

- two black biro pens (you are not allowed to use gel pens in the exams),
- highlighter pen (you may not highlight any of your answers, only parts of the questions),
- two pencils,
- pencil sharpener,
- eraser,
- ruler,
- pair of compasses
- protractor.

You **must** write clearly and in black ink.

- **Coloured pencils** or inks may only be used for diagrams, maps, chart, etc. unless the instructions printed on the front of the question paper state otherwise.
- Any **pencil cases** brought into the exam room should be **completely transparent** (see-through).

You should also refer to **JCQ Information for candidates: Written examinations** in Appendix 3.

UWS sells 'Exam Equipment Packs' consisting of a clear pencil case containing everything you should need for your exams. These cost **£3.00** and can be purchased as a 'product' in the MCAS app or with cash directly from Mr Hall in the AV Room. If you buy an Exam Pack in MCAS, please may you email Mr Willis (exams@uws.n-yorks.sch.uk) to confirm your purchase so that it can be prepared and given to you.

The items that make up the Exam Equipment Packs are also available to buy individually.

What you must not bring into the exam room

The following are unauthorised items, and you must not, under any circumstances, bring them into the exam room:

- **mobile phones**
- **any type of watch**
- **MP3/4 players**
- **any type of earphones or earbuds**
- **smart glasses**
- **any other smart devices**
- **notes**
- **dictionaries or computer spell checkers unless you are provided with them**

If you do have them, even if by accident or if you do not intend to use them in the exam room, you could be disqualified from the exam. The exam boards take the attitude that possession of unauthorised material is breaking the rules - even if you do not intend to use it - and you will be subject to penalty and possible disqualification (see the section on malpractice below).

Please do not take this risk!

Mobile phones **must** be switched off and placed in your bags outside the exam room. Alternatively, they can be handed in to the Exams Office.

If you have a mobile phone in your pocket, even if it is switched off, you genuinely forget it was there and do not intend to use it, we are still required to report it to the exam boards and you may still be disqualified from your exam.

The same rule applies to watches (including fitness trackers such as Fitbits), iPods, MP3/4 players, any type of earphones or earbuds including AirPods, smart glasses and any other smart devices.

You should also not bring the following into the exam room:

- correcting pens, fluid or tape
- erasable pens
- gel pens.

Although these are not strictly unauthorised items, **they must not be used in exams**. This is because the scanning machines used to make electronic copies of exam papers for marking cannot read the ink in these pens.

You also **must not** use highlighter pens **in your answers**. You may, however, use a highlighter pen to make words or parts of questions or other passages of printed text stand out.

Food and drink in exam rooms

You may take bottled water into the exam room, but it must be in a **clear plastic bottle** with **no labels** and **no logos**. You must keep the bottle **on the floor** beside your chair.

We do buy a small supply of bottled water that can be given to students on extremely hot days or when a student is struggling due to a cough. However, this is very limited and will not be given out just because students have forgotten their own water bottle.

Food is **not allowed** in the exam room (unless you have a condition such as diabetes and you have discussed your need to have food with you in case of illness with Mr Willis).

Using calculators

You must follow the JCQ instructions regarding the use of calculators in your exams. The JCQ regulations state that,

The instructions on the question paper will say whether calculators are allowed or not.

If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.

Furthermore,

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

You must be sure that:

- your calculator **does not** provide you with:
 - language translation,
 - symbolic algebra manipulation,
 - symbolic differentiation or integration,
 - communication with other machines or the Internet;
- your calculator **does not** provide you with any pre-stored information including:
 - databanks,
 - dictionaries,
 - mathematical formulae,

- text;
- your calculator is:
 - a size suitable for use on the desk,
 - either battery- or solar-powered,
 - free of lids, cases and covers which have printed instructions or formulae – **please leave the lid or case of your calculator in your bag outside the exam room.**

You **must not** borrow a calculator from another student.

You **must not** lend your calculator to another student.

You are strongly advised to take the advice of the UWS Maths teachers and have the make and model of calculator that they recommend.

Supervision during your exams

Exams are led and supervised by a team of external invigilators, but Mr Willis or a member of the Senior Leadership Team may also supervise them.

Our invigilators are important members of UWS staff, particularly in the exam room – they are there to help you and are very committed to doing a good job for you. Please treat them with the respect you would show to any member of staff and follow their instructions at all times.

External invigilators and internal members of staff must follow strict rules and regulations when conducting exams as directed by the JCQ and the exam boards.

No matter how distressed you may be about it, invigilators cannot discuss the exam paper with you, comment on it or give an explanation or alternative for any part of the content. They may only refer you to re-read the instructions on the front of the exam paper.

How your identity is confirmed in the exam room

Your exam ID card will display your name, photograph, exam candidate number and the centre number.

These cards must be visible at all times as the invigilators will use them to identify you in the exam room.

Please do not play with, write on or damage your exam ID card.

Exam conditions

- You **must not** communicate with other candidates at any time or in any way, from the moment you enter the exam room, throughout the whole exam and until you have left the exam room and moved well away from it.
- You **must wait until you are well away from the exam room** before talking as there may still be students working in the room.
- Communication includes **making eye contact** with, **gesturing** to, **whispering** to or **talking** to others.
- You must not pass any notes to other candidates.
- Do not turn around, look around or smile at a friend; in a room full of heads facing forward, a turned head is extremely easy to spot.

We will assume you are communicating – doing so is malpractice.

Candidates with access arrangements

Some students are granted access arrangements specifically suited to their individual needs.

Access arrangements **do not give any candidate an advantage**. They are requested purely so that all candidates can access all parts of the exam equally.

Students who may need access arrangements are carefully monitored throughout their school life to assess their needs. It must be emphasised that any access arrangements in place must be the candidate's normal way of working on a day-to-day basis.

Candidates with access arrangements will be informed these are in place and why.

A leaflet explaining what access arrangements are and what they involve can be downloaded from the UWS website at <https://uws.n-yorks.sch.uk/how-to-use-your-access-arrangements-booklet/>.

Before the exam

Before each exam you should meet outside the exam room **at least 10 minutes before** the exam is due to start.

You **must** wait in an orderly manner **without making too much noise** and ensure you have the correct equipment ready.

This time would also be a good opportunity to go to the toilet so that you don't need to go during the exam.

Your bags and belongings should be left tidily **in the corridor behind the Hall**. Please ensure that all items are left against the wall so that the corridor is passable and that all bags are fully closed so that phones, lanyards or anything else that could potentially go 'missing' are not visible. You must ensure that no bags are left in the corridor outside the AV Room.

At the beginning of the exam

Just before the exam is about to start, when you are waiting outside the exam room, you will be **asked to be silent and under exam conditions**.

Once everyone is silent you will be invited into the exam room and **will be under exam conditions from this moment until you have left the exam** and have moved well away from the exam room.

When you enter the exam room:

- **Do not help anyone else find their seat** – this is **malpractice**.
If you cannot find your seat, move to the front of the room or raise your hand to attract the attention of an invigilator who will help you.
- **You must stand behind your desks and chairs** until the invigilator asks you to sit down.
- The screen at the front of the exam room will display:
 - the current time
 - Upper Wharfedale School's Centre Number (48205)
 - the subject title and paper number for the exam
 - the start and finish times of the exam, both after regular time and extra time.

Exam instructions:

- You must **listen to and follow the invigilator's instructions at all times**.

The pre-recorded announcement:

- At the start of every exam, you will be played a pre-recorded announcement containing instructions about the exam.

- The invigilator may also read out other instructions that are not in the pre-recorded announcement. You **must listen** carefully to these instructions - they will differ for each exam and will contain important reminders or other information.
- As part of the pre-recorded announcement, you **must check** you have the correct question paper - check the subject, the paper and the tier of entry. You must also check that you have the exam on the colour paper you are expecting.
- Put your hand up **immediately** if you are in any doubt – it is better to check if you are unsure than start the exam with the wrong paper.
- The announcement will tell you to write your **full name**, the school's **centre number** (48205) and your **candidate number** (displayed on your exam ID card) on the front of the exam paper. You may also be required to **sign** your name.
- **Do not start writing your details on the front of the exam paper until you are told to do so by the invigilator's announcement.**
- COMPLETE YOUR DETAILS USING **CAPITAL LETTERS** and take care to write the correct details in the correct places, for example, make sure that you do not write your surname in the first name box.
- Make sure that you **read the instructions** on the front of the exam paper carefully – there may be important instructions about which questions you need to answer.

Starting the exam:

- The invigilator will tell you how long you have to complete the exam and will say when you may open the exam paper and begin work.
- You **must not** open the exam paper until they instruct you to do so.

You should also refer to the JCQ documents listed in Exam Rules and Regulations or shown in the Appendices.

During the exam

Writing your answers:

- All work must be done in the exam paper or answer booklet as specified on the front of the exam paper.
- You are **not allowed to use rough paper**. Any rough work or any work that you do not wish to be marked **must** be done in the exam paper or answer booklet.
You should **clearly cross any rough work out using straight lines**.
- If you run out of space in the exam paper or answer booklet, put your hand up and ask the invigilator for additional paper. Be sure to write your name, candidate number and centre number on **all** additional pages.
- If you use answer booklets or additional sheets, make sure that your answers are numbered clearly.
- You are responsible for producing clear, legible handwriting in your exams.
- You **must not draw graffiti or write offensive, inappropriate comments on exam papers**. If you do, the exam board may refuse to accept your paper for marking.
- **Do not deface the desk, your exam ID card or any other school property** – this is regarded as vandalism.

Getting help during the exam:

- If you need to speak to an invigilator for any reason, put up your hand and wait until they come to you.
- If you drop anything from your desk and need it to carry on with your work, **do not pick it up**. Put up your hand and the invigilator will pick it up for you.

If you think you have finished work:

- If you finish working before the end of the exam, use the time to:
 - **check your answers**
 - **check your details** on the front of the paper.
- Once you have checked everything and can find no more work to do, you must **sit quietly** so that you **do not disturb others** by fidgeting, moving round in your chair, playing with equipment or any other distracting activities.
- **You must sit up at all times and must not put your head on the desk.**
This is so that the invigilators do not assume you are ill and take further action that may disturb the exam room. It is also to ensure that you do not damage your exam paper.
- You will **not be allowed to leave the room** before the end of the exam.

Toilet

- Toilet breaks are **strongly discouraged** during an exam.
- Part of being prepared for the exam is going to the toilet – please go before the start of the exam.
- If you really do need to go during the exam, raise your hand and speak to an invigilator.
- You will **not** be allowed to leave the exam room within the **first 15 minutes** or **last 10 minutes** of the exam.
- All toilet breaks are recorded – if it is noted that you are spending excessive time out of exams, you may be refused in subsequent exams.
- The time you are out of the exam room will be noted and you will receive this time at the end of regular time – you will therefore have the full amount of exam time to complete the assessment. **You must stay in the exam room until you have had all of the exam time.**

Problems with an exam paper

- If you believe you have a section of the exam paper missing or you have not been prepared for the set texts or options being tested, or if you believe a question is 'incorrect', raise your hand and speak to an invigilator.
- The invigilator will not offer an opinion unless an official notice from the exam board has already been announced at the beginning of the exam.
You must therefore always assume the question is correct.
- The invigilator, will, separately, follow their procedures to alert Mr Willis to the query. He will seek confirmation that the question is correct and take any necessary action.
- Sometimes, due to the way the exam papers are produced, pages may seem to stick together.
- Always **check that you have seen all pages and answered all questions.** The exam boards **do not give any extra marks for questions missed due to pages stuck together.**

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

- Upper Wharfedale School has an emergency evacuation policy/procedure in place.
- In the event of an emergency, you must remain seated. The invigilators and Mr Willis will give you instructions that you **must** follow **without exception.**
- You must remain in exam conditions (see the section above) unless specifically told otherwise.

At the end of the exam

- You must remain under exam conditions whilst papers and equipment are being collected in. You will **not be allowed to leave the room** before the end of the exam and until all papers have been collected in.
- You must remain in **silence until you have left the exam room and moved well away from it**. Please show consideration for others who may still be working in the room or candidates who may be in another exam room nearby.
- Do not wait for other candidates by the exam room doors as you leave. This can cause an obstruction for others leaving and the noise may disturb anyone still working in the room.
- You must not remove any question papers, answer booklets or additional paper from the exam room.

You should also refer to the JCQ documents listed in Exam Rules and Regulations or shown in the Appendices.

Social media and exams

Many people enjoy the use of social media platforms, but the exam boards and JCQ have put rules in place stating that social media should not be used to share any information about exams.

This is to protect the integrity of the exams and assessments and to make sure that every candidate has the same chance of succeeding.

Things you must not do on social media:

- **buy, ask for or share** any exam or assessment content;
- **post or pass on any 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 see any content on social media about the content of exams or anything relating to exam papers for sale, please report it to Mr Willis straight away. You would not be in trouble for this, but UWS has a duty to report such content to the exam boards.

Any breaches of these rules about social media would be treated as malpractice and punished by the exam boards as outlined in the next section.

Further information about using social media with relation to exams can be found in the JCQ *JCQ Information for candidates – Social media* document in Appendix 6.

Malpractice

Malpractice is defined by the JCQ as any behaviour that:

- does not comply with the exam regulations,
- gives any candidates an unfair advantage over others,
- introduces unauthorised material or items into the exam room,
- breaches exam conditions,
- seems to exchange, obtain, receive or pass on information which could be exam related (or the attempt to do so),
- includes offences relating to the content of candidates' work,
- causes damage to the public confidence in qualifications,
- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate,

- damages the authority, reputation or credibility of any exam board or centre or any officer, employee or agent of any exam board or centre.

Malpractice can be committed by both staff and candidates – we must all play our part in ensuring that the exams are carried out fairly and following all of the regulations.

The Head of Centre – Mr Chapman – **must** report all suspicions or actual incidents of malpractice to the appropriate exam board at the earliest opportunity. If it is not reported, then UWS will have committed malpractice, so we have no option!

If you are involved in even suspected malpractice, it will be reported to the exam boards and this may have a negative impact on your exam results. Some of the possible outcomes of committing malpractice are:

- **the loss of some marks from the single exam being taken**, for example, losing 5% of the marks awarded in paper 1 of a GCSE;
- **the loss of all marks from the single exam being taken**, for example, scoring zero marks in paper 1 of a GCSE;
- **being disqualified from the qualification the single exam belongs to**, for example, not receiving a result for the GCSE that you have been entered for;
- **being disqualified from all qualifications you have been entered for**, for example, not receiving grades for any of the GCSEs you have been entered for;
- **being banned from taking any qualifications with an exam board for a number of years in the future.**

When UWS reports possible cases of malpractice, the exam boards make the decision as to what punishments are applied. We have no say in what happens, and some of the outcomes have far-reaching consequences.

The best way to avoid any of these sanctions is to be sure that you have read and understood all of the regulations that you need to follow and don't put yourself in a position where you might be associated with suspected malpractice.

Please refer to the following website for further information:

- *Malpractice* – Joint Council for Qualifications
<https://www.jcq.org.uk/exams-office/malpractice/>

Post-Exams Information

Results

Your results will be available on **Thursday 20 August 2026**.

There are several options for receiving your results:

1. Collection at School

You will be able to collect your results from school **between 9.00am and 12.00pm on Thursday 20 August 2026**.

All students are encouraged to come into school and collect results in person, as this allows staff and students to celebrate the many successes together. It also enables us to offer any support where needed.

2. Nominating a family member to collect your results

If you are unable to come into school for your results, you may ask a family member to collect them on your behalf at the times listed above. You **must** complete the online form below and your representative must bring proof of their identity when they come to collect your results.

- <https://forms.office.com/e/4fS3kLdSW6>

Forms must be completed by **17:00 on Tuesday 18 August 2026** and students must be logged into their UWS computer account to access the form.

3. Receiving your results via email

All students' results will be emailed to their **school email addresses**, regardless of whether they have visited school to collect them. Results will be sent at the earliest opportunity after 12.00pm (once school has closed for in-person collection) but no later than 2.00pm.

Please make sure that you don't forget the login details for your school email account after finishing at UWS at the end of June. You will need them to access your results and to request any post-results services.

If you would like your results emailing to a **personal email address**, you must complete the online form at:

- <https://forms.office.com/e/EygZ4qW8eZ>

Forms must be completed by **17:00 on Tuesday 18 August 2026** and students must be logged into their UWS computer account to access the form.

4. Posting results

Your results can be posted to you, but you **must** provide a stamped addressed envelope to Mr Willis in the Exams Office at school **by the end of the school year, Friday 17 July 2026**. Ideally, your envelope should be single folded A4 size (C5 envelope size).

Uncollected Year 10 Results

Any uncollected results for Year 10 students will be retained, and students may collect their results from Mr Willis at the start of the autumn term in September.

Post-results services

Post Results Advice:

Teaching staff will be on hand on Results Day if you need post-results advice or help regarding your next steps.

Enquiries About Results:

If you think that you have been unfairly marked it is your right to ask the exam board for a 'review of marking' or to ask for a clerical check (i.e. the addition of the marks to be checked).

If you think that you may need any of your papers reviewing, you should first discuss the matter with a member of staff in school. School has access to the breakdown of your marks and your predicted grade. Based on this information, and how close you are to the grade boundary, they can then make a recommendation.

Candidates must sign a form acknowledging that their marks may go down as well as up, or they may stay the same. This form must be signed by the candidate and not by a relative.

The costs for a review of marking vary between exam boards. School will require payment for the full amount which we will hold until the result is known.

The exam boards do not charge if the grade is raised and under these circumstances the payment will be returned. If the grade does not change or it goes down, the school will be invoiced and your payment will be retained.

Please note, at this stage you cannot request a review of marking for coursework or controlled assessments, and you cannot request a review of marking for any units taken in a previous exam series. It is not possible to ask for a review for group activities, for example, Drama Performance.

It takes approximately four weeks to get the result of a review of marking and you will be notified of the outcome by telephone or email.

Students' UWS email accounts will remain active until the end of October 2025. Please make sure that you remember you login details so that you can request post-results services and receive the outcomes of any requested.

Further information will be provided with your results and is available on the JCQ website at:

- <https://www.jcq.org.uk/exams-office/post-results-services/>

Full details of the post-results services and how to access them will be given to students on Results Day, Thursday 20 August 2026.

Certificates

Year 11 students are invited to a Presentation Evening in December when it is hoped that you and your families will be able to attend to receive all the certificates you have received during your time at Upper Wharfedale School. It is scheduled for Thursday 10 December 2026.

If you are unable to attend Presentation Evening, you may collect your certificates in person from school.

Should you be unable to come to school to collect them, you can nominate someone else – a family member or friend – to collect them on your behalf. You must provide written permission of this using a form that your nominated person should bring with them when they collect your certificates. They will also need proof of their identity. Certificates will not be given to anyone other than the candidate without your written permission – details of this form will be provided with your results in August 2026.

It is vitally important that you collect your certificates. You will need them on many occasions such as applying for university or employment. You must keep the originals safe as they are quite literally, irreplaceable. The exam boards charge a substantial fee of approximately £45 per exam board for a confirmation of results letter - not a replacement certificate.

You can request that your certificates are posted to you, but this is at your own risk and there will be a charge for sending them by either signed-for (recorded) or special delivery. Full details of doing this will be provided with your results in August 2025.

Upper Wharfedale School is obliged to keep certificates for a period of one year after issue. If they remain unclaimed after this time the school is advised to shred them securely and to notify the exam boards that this has been done.

Appendix 1: JCQ Information for candidates – Coursework assessments



Joint Council for
Qualifications CIC

Information for candidates
Coursework assessments
Effective from 1 September 2025

Produced on behalf of:



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

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

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

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

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

The regulations state that:

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

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

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

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

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

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

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

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

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

Preparing your coursework – good practice

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

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

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

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

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

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

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

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

Plagiarism

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

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

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

Sanctions for breaking the regulations

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

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

The awarding body will decide which sanction is appropriate.

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

Appendix 2: JCQ Information for candidates – Non-examination assessments

JCQ Joint Council for
CIC Qualifications CIC

Information for candidates
Non-examination assessments
Effective from 1 September 2025

Produced on behalf of:

AQA City of Guilds CCEJ NCFE OCR Pearson UJEC CBQC ©JCQ CIC 2025

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

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

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

Preparing your work – good practice

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

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

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

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

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

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

Research and using references

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

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

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

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

The regulations state that:

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

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

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

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

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

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

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

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

Plagiarism

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

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

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

Sanctions for breaking the regulations

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

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

The awarding body will decide which sanction is appropriate.

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

Appendix 3: JCQ Information for candidates – Written examinations



Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:



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

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

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
- 4 You **must not** take into the exam room any unauthorised material, including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) watches.Any pencil cases taken into the exam room **must** be see-through.
Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.
- 5 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 6 **Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
- 7 You **must not** write inappropriate, obscene or offensive material.
- 8 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the exam.

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

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

C. Calculators, dictionaries and computer spellcheckers

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

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed;
 - (c) you think you have not been given the expected access arrangement(s).
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.

4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.

5 Remember to write your answers within the designated sections of the answer booklet.

6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

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

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.

Appendix 4: JCQ Information for candidates – Privacy notice



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

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

CCEA <https://ccea.org.uk/legal/privacy-notice>

City & Guilds <https://www.cityandguilds.com/help/help-for-learners/learner-policy>

NCFE <https://www.ncfe.org.uk/legal-information>

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

Pearson <https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html>

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

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Appendix 5: JCQ Information for candidates – Social media



- 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



Information for candidates
Using social media and examinations/assessments

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

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 Things to do on social media:

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

Please take the time to familiarise yourself with the JCQ rules: jcq.org.uk/exams-office/information-for-candidates-documents

Appendix 6: JCQ Information for candidates – Artificial Intelligence and assessments



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/>), 25/01/2023.

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

Appendix 7: JCQ Unauthorised items poster



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.

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Appendix 8: JCQ Warning to candidates poster



Warning to candidates

 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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1
You **must** be on time for all your examinations.

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

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

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

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

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

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

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