



CANDIDATE EXAM HANDBOOK

November 2025

This handbook is reviewed and updated annually

Produced/reviewed by	
Examinations Office	
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Introduction

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

Malpractice

To ensure candidates are aware of what malpractice is and the possible consequences

- 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

The awarding body will complete a thorough investigation of any alleged, suspected or actual incidents of malpractice which may result in a sanctions please refer to [Information for candidates documents](#) and the *Indicative sanctions against candidates* (Appendix 6, [Suspected Malpractice: Policies and Procedures](#)).

Mark Rutherford School has in place for inspection a **Malpractice Policy** (Exams) that is reviewed and updated annually, this policy covers all qualifications delivered by the centre detailing

- how candidates are informed and advised to avoid committing malpractice in examinations/assessments,
- how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body;
- the use of AI, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice.
- Please refer to Appendices 1 to 5

Social Media

Information for candidates – social media. www.jcq.org.uk/exams-office/information-for-candidates-documents/

Candidates should be aware that the following would be malpractice:

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

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

Please refer to Appendix 2

Personal data

The awarding bodies collect information about exam candidates, please see the links below to each Awarding bodies privacy notice for further information:

- AQA [Privacy notice \(aqa.org.uk\)](http://www.aqa.org.uk/privacy-notice)
- Pearson [Pearson privacy notice](http://www.pearson.com/privacy-notice)
- OCR [Candidate privacy policy \(ocr.org.uk\)](http://www.ocr.org.uk/candidate-privacy-policy)
- WJEC/Eduqas [Privacy Policy | Eduqas](http://www.wjec.co.uk/privacy-policy)

Examples of how personal data may be shared:

- 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. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.

Written timetabled exams

- Candidate statement of entry: candidates must check that personal details and exam entries are correct. If any information is incorrect candidates should email exams@mrus.co.uk upon receipt of their statement of entry.
- Candidates receive a seating exam timetable (to ensure candidates know the date and time of all their exams/assessments), to include relevant information regarding seating arrangements, exam rooms, etc.
- The JCQ information for candidates written exams document appendix 1. This is also issued in hardcopy annually in the information for candidates booklet which is available on the school website
- Exam room posters – Warning to candidates & Unauthorised items appendices 4 and 5 These are also issued in hardcopy annually in the information for candidates booklet which is available on the school website
- All JCQ information for candidates documents are issued in hardcopy annually in the information for candidates booklet which is also available on the school website
- Candidates should refer to JCQ “on your exam day” appendix 6, this is a useful checklist to help candidates be as prepared as possible for their exam day

Where you will take your exams

- Candidates in the November Series will complete their examinations in a classroom.
- Candidates will receive an examination timetable confirming seating arrangements

What time your exams will start and finish

- November GCSE morning examinations start at **8.45am**
- Candidates are required to arrive at their examinations room, at **8.30am**, a minimum of 15 minutes prior to the examination start time.
- All candidates are required to remain in the examination room for the full published exam duration. Requests for candidates to leave an examination early will not be granted.

Supervision during your exams

- Exams are supervised by a team of invigilators under the management of the Exams Office.
- All Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.
- All Invigilators must have received up to date training of the rules and regulations in order to supervise candidates.

Exam room conditions

- All candidates are under formal exam conditions from the moment they enter the room until the point at which they have left the room having been given permission to leave by the invigilator. Candidates must therefore not talk or attempt to communicate with or disturb other candidates once they have entered the room.
- All candidates must listen to and follow the instructions of the invigilator at all times in the exam room.
- Invigilators will direct candidates where their bag/coat should be placed.
- Candidates must bring with them all the equipment they require to complete the exam. Candidates should remove all equipment they need from their bag prior to taking their seat. Only see-through pencil cases are permitted at exam desks.

- Candidates must place unauthorised items such as notes, earphones or earbuds, a mobile phone, a tablet or laptop, a MP3/4 player or similar device, a watch, smart glasses or any other smart device in the named pouch on their desk. These will be collected during the invigilator announcement and will be returned to them at the end of the exam by exams office staff.
- The following information is displayed in the exam room: centre number 15125, subject title, paper number, the actual starting and finishing times and date of each exam.
- Candidates must not complete the front of their question paper until they are instructed to do so by the Invigilator. They must use a first name and surname that matches their entry information (i.e., legal forename/surname, exam number etc.).
- Candidates must not make any notes on the front of the paper or elsewhere whilst waiting for the examination to start.
- Candidates must not open their exam paper or resources provided until they instructed that that they may start the examination.
- If candidates use additional answer sheets/answer books all relevant details must be completed legal forename/surname, exam number, and centre number 15125.

How your identity is confirmed in the exam room

- Invigilators must establish the identity of all candidates completing examinations. Candidates must sit at the desk that has been allocated to them and ensure that the desk card on the desk identifies them. Invigilators are able to access an exam candidate record sheet for the purpose of confirming a candidate's identity.
- Candidates should check the desk card on the desk they are seated at contains their name and exam number and advise an invigilator if this isn't the case as they may be seated at the wrong desk.

What equipment you need to bring to your exams

- Candidates **must** attend each exam with all the equipment they require in a clear pencil case (list below).
 - Black pen (plus spare)
 - Pencil (plus spare)
 - Eraser
 - Ruler
 - Highlighter
 - Protractor
 - Pair of Compasses
 - Calculator with lid removed
 - Colouring Pencils if subject requires
- Mathematical equipment tins such as the one shown above are not permitted: Equipment must be in a clear pencil case.



A clear water bottle with label(s) removed containing only water. Bottles showing branding or measurements are not permitted eg Nike or ml gauge.

Using calculators

Candidates must be aware of JCQ awarding body instructions regarding the use of calculators in your exams

- A calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.
- This is the published guidance on calculators unless specifically varied by an awarding body in a qualification specification.
- 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.
- Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- Candidates must be told these regulations beforehand and be familiar with the Information for candidates documents.
- 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.
- During an examination a calculator must not give access to pre-stored information. This includes: a. databanks, such as the periodic table (with the exception of scientific constants); b. dictionaries; c. mathematical formulae; d. text.
- A calculator must not be borrowed from another candidate during an examination.
- 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.
- An invigilator may give a candidate a replacement calculator.
- 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

All candidates must be familiar with the **Information for candidates –Written exams**. can be viewed via link below www.jcq.org.uk/exams-office/information-for-candidates-documents/

Point 4 outlines what is classified as unauthorised materials

You must not take into the exam room:

- **notes;**
- **earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods)**
- **a watch**

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 penalty and possible disqualification.

These items should be placed in the desk pouch (switched off) which will be collected by an invigilator before the exam starts. It is not permitted for these items to be left in a candidate's bag in the examination room as this would still constitute malpractice.

Candidates should not be in possession of any notes. These should be left at home or in their bag. Candidates should thoroughly check their pockets prior to entering the examinations room. If a candidate realises, they have notes in their possession once they have taken their seat, they should place them in their desk pouch or raise their hand to gain an invigilators attention.

What will happen if the regulations are breached?

If a candidate is found to have unauthorised materials in their possession this will be reported to the awarding body. Mark Rutherford will follow the JCQ guidance for reporting suspected malpractice. The awarding body will complete a thorough investigation which may result in the following sanctions

The candidate receiving

- a warning,
- loss of marks
- loss of aggregation or certification opportunity

further details are shown in appendix 6 of JCQ guidance document, link below.

www.jcq.org.uk/exams-office/malpractice/

Food and drink in exam rooms

- Candidates may bring a clear water bottle with label removed containing only water. Bottles showing branding or measurements are not permitted eg Nike or ml gauge.
- Food is not allowed in an exam or assessment unless the candidate has a medical need.

What you should wear for your exams

- The sixth form dress code must be adhered to.
- No candidates are permitted to wear a coat/outdoor jacket whilst completing an examination.

Where your personal belongings will be stored during your exam

- Candidates will be directed by the Invigilators in the exam room where to put their bag containing their personal belongings during the exam.
- Unauthorised materials must be handed in to the invigilator as previously advised.

What to do if you arrive late for your exam

- The start time for the November GCSE external examinations is **8.45am** in the morning.
- Candidates are required to arrive to the exam venue at **8.30am**, a minimum of 15 minutes prior to their examination starting.
- If a candidate is delayed due to unforeseen circumstances, they must contact reception (01234 290200) as a matter of urgency.
- Please leave a contact number as this will allow Examination Office to contact you. In the interim, if possible, please continue your journey to school, there are protocols set by JCQ which candidates need to follow. Please try not to panic, each season candidates are delayed for a variety of reasons in most circumstances providing the correct protocols are followed the candidate is able to complete the exam and awarded the full exam duration.

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

If a candidate is unwell on an exam day, please contact the sixth form office. Please make contact as soon as possible to allow us to provide advice of the options available to the candidate.

What you would expect the candidate or parent/carer to do if the candidate is unwell and unable to attend an exam

- If a candidate is unwell on an exam day, please contact the sixth form office. Please make contact as soon as possible to allow us to provide advice regarding options available to the candidate. When leaving an answer phone message, please speak clearly leaving a contact number on which you will be available.

What to do if a candidate is unwell but manages to attend the exam

- If a candidate is unwell on exam day but able to complete the examination, we may be able to make an application for special consideration on their behalf. In order to make the application to the examination board we will need supporting information such as self-certification form, evidence of medication prescribed (this can be a photo copy of the medication box as the patient label will include the date prescribed to whom and its dosage). If the illness required treatment as a hospital out/in patient please provide copies of correspondence from the hospital.

What to do if the candidate feels unwell during the exam

- If a candidate is feeling unwell during the examination, the candidate should raise their hand to get an invigilators attention. They should make the invigilator aware that they feel unwell, the nature of the illness and if they require access to a toilet (candidates must be appropriately chaperoned whilst accessing the toilet). Invigilators can access water bottles or tissues should candidates require them. The candidate may be offered a supervised rest break if it is appropriate. The invigilator will contact the exam office or a first aider should the candidate require further assistance.

Provide any relevant JCQ information regarding absence from exams for illness or other acceptable reason

- If a candidate's is absent from an exam for medical reasons or completed an examination but was unwell at the time, an application for special consideration may be made. Awarding bodies require supporting evidence to be available for applications for special consideration. The supporting evidence may include some or all of the following, self-certification form, evidence of medication prescribed (this can be a photo copy of the medication box as the patient label will include the date prescribed to whom and its dosage). If the illness required treatment as a hospital out/in patient please provide copies of correspondence from the hospital.

Parent/Carers and students must complete the Self Certification form (available by request to exams@mrus.co.uk) and return this to the Exams Office promptly in order that an application can be considered.

What happens if you have an unauthorised absence from your exam

In the event that a candidate is absent from an examination and their absence is unauthorised the candidate's Parent/Carer will be invoiced the entry fee for the subject from which the candidate was absent.

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

What happens if the fire alarm sounds?

- The invigilator will advise you to stop working and remain silent. They will note on the exam notice board the time the exam was stopped.
- Candidates must remain seated and remain under exam conditions for the duration of the stoppage. No communications between candidates can occur, if a candidate requires assistance, they should raise their hand to attract the invigilators attention.
- Once a decision is made by Senior Leadership whether it is necessary to evacuate the exam room the Invigilator will make an announcement.
- In the event of an evacuation all exam candidates will register on the **Sports field** not the Tennis Courts as they would normally. Exam conditions are still required and must be observed, students should stand in row/room order an arm width apart from candidates to the side, front and rear of them. Candidates should leave their bags and coats in the exam room. No communications between candidates can occur, if a candidate requires assistance, they should raise their hand to attract the invigilators attention.

What happens when the exam is restarted?

- Candidates will be given the remaining exam duration to complete the examination. The time the exam was restarted and new finish time will be noted on the exam notice board.

Will the awarding body be informed?

Special consideration will be requested for all candidates that were affected by the fire alarm.

Special Consideration

What is special consideration?

- This is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had a material effect on a candidate's ability to demonstrate his/her normal level of attainment in an assessment. For further assistance or guidance please contact sixth form office.

How does a candidate make an application for Special consideration?

- The Parent/Carer and the candidate must complete and return the application form to Mark Rutherford Exams Office exams@mrus.co.uk

Results

November 2025 provisional statements of results will be issued/distributed (results are 'provisional' until a certificate has been produced by the awarding body).

- GCSE Thursday 8th January 2026
- Members of the senior leadership will be available in school, please contact exams@mrus.co.uk for further information.
- Examination results will be distributed to candidates between 8.30am – 9.00am on results day in the 6th form area.
- Results may be emailed to the candidate if this is requested in advance of results day, email request should be made by the candidate to exams@mrus.co.uk

No results will be given out by telephone under any circumstances.

Post-results services

What services are available?

- Awarding bodies offer two post results services to candidates Review of results (either clerical check and/or review of marking) and Access to script.

Service 1 Clerical check

- This service includes the following checks: That all parts of the script have been marked. The totalling of marking. The recording of marks. The application of any adjustments. The application of grade thresholds. The application of any special consideration, where applicable. The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry. Only Service 1 clerical re-check can be requested for objective tests (multiple choice tests). The target for completion is within 10 calendar days of the exam board receiving the request.

Service 2 Review of Marking

- This is post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script. This service will include the clerical re-checks detailed in Service 1 and a review of marking as described above. The target for completion is within 20 calendar days of the awarding body receiving the request.

ATS (Access to scripts)

- A pdf/photocopy of the candidate's original script.

Requests for post-results services must be made through the centre

- Requests for post results services can only be made by the centre at which the candidate's entries were made and with the candidates written consent, (informed consent via candidate email is acceptable).

The centre's procedures

- The internal appeals procedure outlines the centre's procedures in relation to post-results services; the procedure is available on the school website.

How and when candidates are informed about the deadlines, fees and charges for these services

- Following the issue of results, awarding bodies make post-results services available.
- Final date for Access to Scripts, clerical checks, reviews of marking, reviews of moderation or other results enquiries (e.g., Missing and Incomplete Results) to be applied for is 1pm on the 12/02/2026

Full details of these services, deadlines for requesting a service and fees charged are provided by the Exams office in results envelopes (contact exams@mrus.co.uk or 01234 290235).

Internal appeals procedure

This procedure covers appeals relating to:

- Internal assessment decisions (centre assessed marks)
- Centre decisions not to support an application for clerical re-check, a review of marking, a review of moderation or an appeal
- Centre decisions relating to access arrangements and special consideration
- Centre decisions relating to other administrative issues

Candidates and parents/carers are able to access the centre Internal Appeals Procedure on the school website.

Complaints policy

Candidates and parents/carers are able to access the centre complaints procedure on the school website

APPENDIX 1 JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed written exams.

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 (eg AirPods) , mobile phones, a MP3/4 player or similar devices, smart glasses, tablets (eg 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 penalty 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 equipment which you need for the exam.
5. You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell checkers

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 spell checker 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 instructed 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 in doubt about 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.

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers




Things to do on social media:

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

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

If you do any of the above activities, you may:

- Receive a written warning
- Lose marks
- Be disqualified from a part of all of your qualifications
- Be banned from taking exams and assessments for a number of years

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

APPENDIX 3 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

APPENDIX 4 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

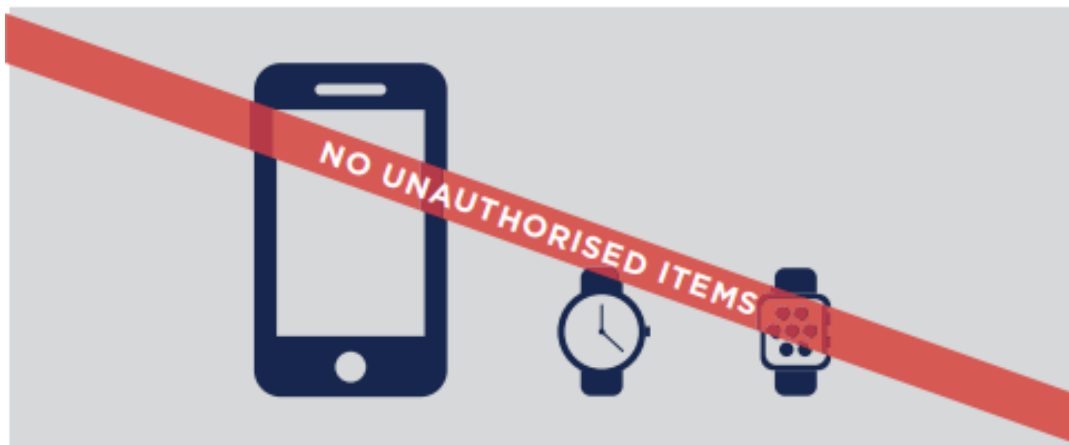
OCR

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.

APPENDIX 5 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
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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.




On your exam day

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

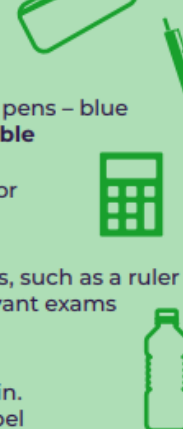
Before sitting your exams, ensure you know:

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

What you cannot take into your exams:

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

What you will need:

- a clear pencil case
 - at least two black ink pens – blue pens are **not acceptable**
 - an approved calculator for relevant exams
 - appropriate apparatus, such as a ruler or protractor, for relevant exams
 - a clear water bottle if you wish to take one in. It **must not** have a label
- 

Other important information:

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

Contingency sessions:

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

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



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

EFFECTIVE FROM 1 SEPTEMBER 2025

