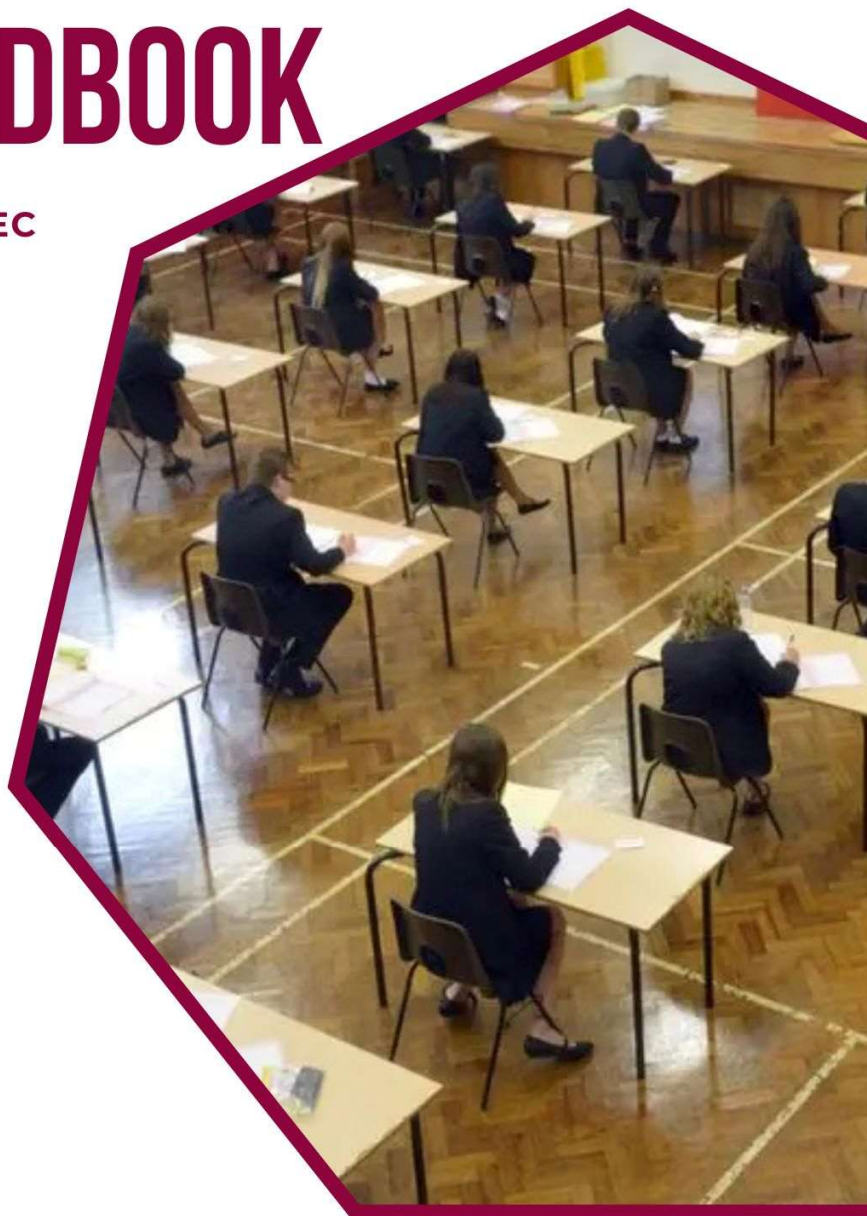


# EXAMS HANDBOOK

GCSE & BTEC

2025-6



**Sawston**  
Village College



Dear Candidate

GCSE exams take place in May/June 2026. This Exam Handbook has been designed to help you. All the information you will need to know when completing your GCSEs is included.

### **Statements of Entry**

Your teachers notify the Exams Office which subjects you are to be entered for and you will receive a statement of entry at the end of February. Please check this statement carefully and show it to your parents/carers before returning a signed copy to the Exams Office. If any details are incorrect, please let either your teacher or the Exams Officers, Ms Fraser and Mrs Williamson, know as soon as possible. It is pupils' responsibility to ensure the details are correct.

### **Timetables**

At the back of this handbook you can find a timetable showing all the exams you could be entered for at this school. You will be issued with an individual timetable which confirms which tests you are entered for and where you should go for each exam.

### **Contingency Day**

The exam boards insist that you are available for contingency days in June. A contingency day will allow for an exam to be rescheduled should sustained national or local disruption cause a large number of pupils to miss their exams. In 2026, the contingency date is **Wednesday 24 June** (all day).

### **Accidents**

Unfortunately, accidents sometimes happen during the exam period. If you do

sustain an injury which is likely to affect your performance in a forthcoming exam, please let the Exams Office, your Mentor or your Head of Year know as soon as possible so that necessary arrangements can be organised.

### **Illness**

If you are unable to attend an exam due to ill health it is important that you provide the school with a letter from your doctor. Failure to attend without a valid reason will affect your grade for that subject and will also result in your parents being sent a bill for the cost of the exams missed. If you are unavoidably delayed or the bus fails to turn up, let the school know immediately. The school has to make specific arrangements for pupils who arrive late so it is very important you tell us as soon as possible.

### **Support**

Some people find exam periods stressful. The school is here to help and support you. If you have any questions or problems at any time please do not hesitate to talk to your teacher, mentor, Head of Year or the Exams Officers.

Wishing you every success,

Mrs Williamson and Ms Fraser

Exams Officers

Sawston Village College

## **Information for Pupils**

Sawston Village College hopes that all pupils will be successful in their exams. In order that exams run as smoothly as possible for everyone, there are a number of rules and regulations that candidates must be aware of. A copy of this Exams Handbook can be found on the school website.

### **Absence from Exams**

You must attend all the exams you have been entered for as shown on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. If a candidate is absent from an exam due to illness, the school must be notified before the exam is due to start and a medical certificate must be produced to the Exams Office as soon as possible.

### **Prohibited items: bags, phones, smart devices, watches, notes & calculator covers with notes.**

Bags, coats, mobile phones, watches and notes cannot be taken into the exam room and candidates should leave them at home or take them to the Bag Store, which will be locked. The school accepts no liability for items of value (e.g. money or mobile phones). **Please do not bring valuables with you.**

### **Calculators**

Calculators may be used in most exams: your subject teacher will tell you if they are prohibited. **You must bring your own calculator if you need one** – you may not use a mobile telephone or a digital watch as a calculator. Calculators must not be dependent upon mains supply electricity; have alphabetic keys or be programmable; have noisy keys that would disturb other candidates; use magnetic card input or have a permanent memory. It is your responsibility to make sure that nothing is stored in the memory of your calculator and to make sure that your calculator is working.

### **Candidate Number**

Your candidate number is a four-figure number allocated to you by the school. This number will be shown on your statements of entry, personal timetables and results statements. Each time you sit an exam you will find your desk is labelled with your candidate number and your name. The exam boards identify you by your candidate number as well as your name. This is a security precaution to make certain that candidate records do not become confused.

### **Certificates**

You will receive a Statement of Results which will be available for Year 11 pupils to collect on **Thursday 20 August 2026**. Certificates are issued by the exam board in November and will be able to collect from SVC in December. It is important that you look after your certificates and keep them in a safe place as future colleges and

employers will need to see them. Certificates cannot be replaced: the awarding bodies can only supply a replacement statement of results, which they will charge for. If you send someone else (including parents and siblings) to collect your certificates you will need to provide them with a signed letter of consent.

### **Conduct in the Exam Room**

Candidates must be quiet at all times when entering and whilst in the exam hall. Should you require any assistance, please raise your hand and wait for an invigilator to attend to you. Once candidates have entered an exam room, they are not allowed to leave unescorted until the conclusion of the exam. Do not write on the desks: it is vandalism. Candidates will be invoiced for damage caused by graffiti.

### **Dictionaries**

Dictionaries may not be used unless they are specifically permitted by the subject specification or unless special arrangements have been approved by the awarding bodies.

### **End of the Exam**

You must stay in silence until you are right outside the building. Some pupils may still be working when you have left the exam hall.

Question papers, answer booklets and additional paper must not be taken from the exam room. Please abide by any 'No Entry' and 'Silence' signs during the examination period.

Some exams will finish after 3.05pm and it is important that you make arrangements for getting home from school on these dates. This information is particularly important for pupils entitled to 25% extra time or pupils who use the school bus.

<b>Exam Length</b>	<b>25% Extra Time</b>	<b>Total duration</b>
35m	9m	44m
45m	12m	57m
1hr	15m	1hr 15
1hr10	18m	1hr 28
1hr 15	19m	1hr 34
1hr 30	23m	1hr 53
1hr 45	27m	2hr 12
2hr	30m	2hr 30
2hr15	34m	2hr 49

## **Equipment**

Candidates must provide all their own equipment. Only black ink must be used in any answer booklets (no gel pens are permitted). All rough work must be done in the answer booklet provided and should then be neatly crossed out. It may help your marks.

## **Examination Regulations**

It is candidates' responsibility to familiarise themselves with the attached copy of the awarding bodies' regulation 'Notice to Candidates'. A copy of this will be displayed inside and outside the exam hall.

## **Exam Rooms**

This will be shown on your individual candidate timetable. Make sure you allow enough time to find the correct room. You must ensure that you sit at the desk bearing your name and candidate number.

## **Mobile Telephones, Electronic Organisers, Watches (including all Fitbits) and all Electronic Storage Devices**

Mobile telephones and other electronic means of communication or electronic storage devices are not allowed into the exam room or any room being used for quarantine either before or after an exam. A candidate must not have access to a watch. You are strongly advised not to bring such devices with you to school on the day of an exam, as the school is unable to take responsibility for their safekeeping.

**If a mobile phone or other unauthorised item is found in your possession during an exam or quarantine, EVEN IF IT IS TURNED OFF, it will be taken from you and a report made to the exam board.**

## **Unauthorised Items**

The following items must **not** be brought into any exam room:

- Earphone or earbuds (e.g. AirPods)
- Watches
- Mobile phones (except by prior arrangement for medical purposes)
- MP3/4 players or similar devices
- Smart glasses
- Tablets (e.g. iPads or iPods)
- Any other smart devices

Pencils must be see-through and calculators must not have any formulae or notes. The 'Warning to Candidates' and 'Unauthorised Items' posters will be on display outside each exam room.

Drink bottles must be transparent with all labels removed, which would include transparent, reusable plastic bottle.

A bag store will be provided during GCSEs: this will be locked during exams.

**The penalty for having an unauthorised item in the exam hall or while under centre supervision is usually disqualification from the subject concerned.**

### **Supervision due to Clashes**

Pupils who have clashing exams will usually be required to sit both on the same day. There will be a short gap between the exams, during which time pupils will remain under centre supervision. Affected pupils will be provided with further information in advance. If under centre supervision over a lunch period, bring a packed lunch and a drink with you on that day as you will not be allowed to use the canteen.

### **Results**

Year 11 pupils may collect their statement of results from the school on **Thursday 20 August 2025**. You will receive further information in the summer. If you would like someone else to collect your results for you, it will be necessary for you to provide written consent.

### **Post-Results Enquiries (Review of Marking)**

The exam board deadline for enquiries about results is 24 September 2026. To meet this deadline, our internal deadline is **Friday 18 September 2026**. Candidates will normally be asked to pay to have an enquiry carried out. Further information will be provided in the summer and the information is also on the school website.

### **Special Consideration**

Special consideration is a post-exam adjustment made to a student's mark or grade to account for a temporary, but significant, disadvantage at the time of an assessment. Where an adverse issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment, the school can apply for Special Consideration. For example, a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment.

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if an event has affected the candidate's performance on the day of the exam and must be applied for during the exam season.

### **Times**

Unless otherwise stated, exams start at **9.00am** for morning papers and **1.00pm** for afternoon papers.

Candidates should be ready to enter the exam room at least 15 minutes before the start of an exam.

### **Timetables**

Please check your individual candidate timetable carefully. If there are any errors (e.g. name, exam entry or tier) please notify the Exams Office immediately. Dates are given on the timetable(s) issued to you.

Check carefully to see if the exam is in the morning or the afternoon – allowances cannot be made for candidates who misread their timetable. Take special note of any re-arrangements due to a timetable clash. Your exams can sometimes be at a different time to other members of your subject group, therefore if you lose your timetable or are unsure of the details of an exam, please check with the Exams Office. Do not refer to a friend's timetable.

**Pupils are responsible for checking their individual exam timetables.**

### **Using Social Media**

When it comes to exams and other assessments, sharing ideas online can be helpful when you're studying or revising. However, sharing certain information can break the rules.

You must not:

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

If you receive exam content on social media, you must tell your teacher.

### **Valuables**

The School accepts no liability for items of value (e.g. money or mobile phones). Please do not bring valuables with you when you have exams.

### **Warning**

All the awarding bodies make it clear that the official examination sessions must be run under strictly fair conditions, with no form of deception – this rule severely excludes any form of communication between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive.

Anyone attempting unfair practices can expect cancellation of examination entries and possible exclusion from GCSE/AS and A level examinations for a period of up to five years.

### **Instructions which will be read at the start of exams 2025/6**

1. You must now follow the regulations of the examination. Do not open your question paper or write anything until you are told to do so.
2. Only material listed on the question paper is allowed in the exam room. You must not have on or near you any other material.
3. Check your pockets now. Check for things such as notes, books, papers, AirPods, earphones or earbuds, iPods, mobile phones, smart devices and watches. If you have any of these unauthorised items in your possession, you must hand them in to an invigilator now. Failure to do so may lead to disqualification.
4. If you have a watch, hand it to an invigilator now.
5. (*For examinations with books that are allowed*, add: check that no notes or papers have accidentally been left inside any book you are allowed to have in the examination room. Check you have the correct edition of the allowed set text(s).)
6. (*For examinations where a calculator is allowed*, add: make sure that the lid, case or cover of your calculator does not have printed formulae or instructions and that you have cleared anything stored in the memory.)
7. Check the day, date, time, subject, unit or component and tier on the front of your question paper now. Put up your hand if you think you have been given the wrong question paper.
8. Fill in all the details needed on the front of your answer book (or question paper) in black ink. Make sure you fill these details in on any additional answer sheets that you use. Do not write anything else and do not open the question paper until you are instructed that the exam has begun.
9. Read the instructions on the front of the question paper. (You may read these out to the candidates, if required.)
10. Check that you have all the materials you need for the exam.
11. Remember, you must write clearly and in black ink. You may use pencil for drawings and rough notes.
12. You must write in the designated sections of the answer booklet.
13. You must write all rough work in your answer book and neatly cross it through with a single line. (For multiple choice papers, add: you must do any rough work in the question booklet.)
14. You must not use correcting pens, fluid or tape, erasable pens or blotting paper. You must not use highlighters or gel pens in your answers.

15. You must not communicate in any way with, ask for help from or give help to another candidate while you are in this exam room. You should put up your hand to attract the invigilator's attention.

16. If the fire alarm sounds, remain seated and wait for instructions from the invigilator.

17. Check that you have the expected access arrangement(s). If there is a problem, put up your hand to attract the invigilator's attention.

**The start/end time will be written on the board and a five-minute warning given before the end of the exam.**

## EQUIPMENT

**It is your responsibility to bring the correct equipment to exams.**



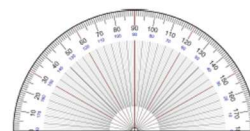
**Black pens**



**Pencil**



**Ruler**



**Protractor**



**Calculator**



**Highlighter**



**Rubber**



**Water in a clear bottle**

### IMPORTANT REMINDER

Watches, phones and calculator covers are **not** permitted in the examination hall and must be left in your bag.

Bringing a phone into the examination room is malpractice and could lead to disqualification.

## **Internal Appeals – Internal Assessment 2025/6**

Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Sawston Village College and internally reviewed/standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

The moderation process carried out by the awarding body may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Before submitting marks to the awarding body, candidates are informed of their centre assessed marks.

On being informed of their centre assessed mark(s), if candidates believes that the correct procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the marking standards to their marking, then they may make use of the internal appeals procedure to consider whether to request a review of the centre's marking.

**Full details of the Internal Appeals procedure are available on the Exams section of the Sawston Village College website.**

## **Post-Results Services 2025/6**

### **Introduction**

Following the issue of results, awarding bodies make post-results services available (see below for details of how these are managed at Sawston Village College).

If teaching staff at Sawston Village College or a candidate (or his/her parent/carer) have a concern that a result may not be accurate, post-results services may be considered.

The JCQ post-results services currently available are detailed below.

#### **Reviews of Results (RoRs):**

- Service 1 (Clerical re-check) - This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 (Review of marking)
- Priority Service 2 (Review of marking) - This service is only available for externally assessed components of GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)
- Service 3 (Review of moderation) - This service is not available to an individual candidate

#### **Access to Scripts (ATS):**

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

### **Purpose of the procedure**

The purpose of this procedure is to confirm the arrangements at Sawston Village College for dealing with candidate appeals relating to any centre decision not to support a clerical re-check, a review of marking, a review of moderation, or an appeal.

This procedure ensures compliance with JCQ regulations which state that centres must have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an online application for a clerical re-check, a review of marking, a review of moderation or an appeal.

### **Post-results services**

At Sawston Village College:

- Candidates are made aware of the arrangements for post-results services prior to the issue of results.

- Candidates are also informed of the periods during which senior members of centre staff will be available/accessible immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking.

Candidates are made aware/informed by the issue of an Exam Handbook, information on the College website and letter to parents/guardians.

Full details of the post-results services, including the fees charged (where applicable) and how to apply are provided by the Exams Office prior to issue of results via a letter to pupils and parents/guardians and via information on the Exams section of the college website.

The deadline for requesting a review of results from exam boards is Friday 24 September 2026. However, the internal Sawston Village College deadline is Friday 18 September 2026. Applications received after this date will not be processed.

The Internal Appeals Procedure, available in the Exams section of the Sawston Village College website gives details of the process to be followed where the college does not support an application for a post-results service.

## Examination Timetable      Summer 2026

Exam start times and examination rooms will be on pupils' personal timetables, to be issued before the end of the Spring Term.

**Photography** 14 & 15 April (all day)      **Art** 21 & 22 April (all day)

**French/Spanish/German/Italian** speaking exams will take place from 14 April. Pupils will be informed of their timeslot on a separate timetable.

	<b>Monday 4 May</b>	<b>Tuesday 5 May</b>	<b>Wednesday 6 May</b>	<b>Thursday 7 May</b>	<b>Friday 8 May</b>
AM	Bank Holiday	Health and Social Care 2hr		BTEC Sport 1hr 30	
PM				German Listening F: 35m H: 45m  Reading L: 45m H: 1hr	Drama Performance and Response 1hr 30

	<b>Monday 11 May</b>	<b>Tuesday 12 May</b>	<b>Wednesday 13 May</b>	<b>Thursday 14 May</b>	<b>Friday 15 May</b>
AM	English Literature Paper 1 1hr 45	RS Paper 1 1hr 45	Geography Paper 1 1hr 30	Maths Paper 1 Non-calculator 1hr 30	History Around Us 1hr
PM	Business Paper 1: Investigating small business 1hr 45	Biology Paper 1 Combined: 1hr 15 Triple: 1hr 45	Computer Science Paper 1 2h	German Writing F: 1hr 10 H: 1hr 15	

	<b>Monday 18 May</b>	<b>Tuesday 19 May</b>	<b>Wednesday 20 May</b>	<b>Thursday 21 May</b>	<b>Friday 22 May</b>
AM	Chemistry Paper 1 Combined: 1hr 15 Triple: 1hr 45	English Literature Paper 2 2hr 15	French Reading F: 45m/H: 1hr Listening F: 35m/H: 45m	English Language Paper 1 1hr 45	PE Paper 1 1hr  Italian Listening F: 35m H: 45m Reading F: 45 m/H:1hr
PM	Engineering 1hr 30	Computer Science Paper 2 1hr 45	RS Paper 2 1h 45	Business Paper 2: Building a business 1hr 45	

## HALF TERM

	<b>Monday 1 June</b>	<b>Tuesday 2 June</b>	<b>Wednesday 3 June</b>	<b>Thursday 4 June</b>	<b>Friday 5 June</b>
AM	PE Paper 2 1hr  Italian Writing F: 1hr/H: 1hr15	Physics Paper 1 Combined: 1hr 15 Triple: 1hr 45	Maths Paper 2 Calculator 1hr 30	History Thematic Study 1hr 45	English Language Paper 2 1hr 45
PM			Geography Paper 2 1hr 30	French Writing F: 1hr 10 H: 1hr 15	Music 1hr 30

	<b>Monday 8 June</b>	<b>Tuesday 9 June</b>	<b>Wednesday 10 June</b>	<b>Thursday 11 June</b>	<b>Friday 12 June</b>
AM	Biology Paper 2 Combined: 1hr 15 Triple: 1hr 45	Spanish Listening F: 35m H:45m  Reading F: 45m H:1hr	Maths Paper 3 Calculator 1hr 30	Geography Paper 3 1hr 30	Chemistry Paper 2 Combined: 1hr 15 Triple: 1hr 45
PM	Further Maths Paper 1 1hr 45	History World History 1hr 45	DT Component 1 2hr	Food Preparation & Nutrition 1hr 45	Dance 1hr 30

	<b>Monday 15 June</b>	<b>Tuesday 16 June</b>	<b>Wednesday 17 June</b>	<b>Thursday 18 June</b>	<b>Friday 19 June</b>
AM	Physics Paper 2 Combined: 1hr 15 Triple: 1hr 45	Spanish Writing F: 1hr 10 H: 1hr 15			
PM	Further Maths Paper 2 1hr 45				

**Contingency Date:** Wednesday 24 June (all day)

**Results Day:** Thursday 20 August

# 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.

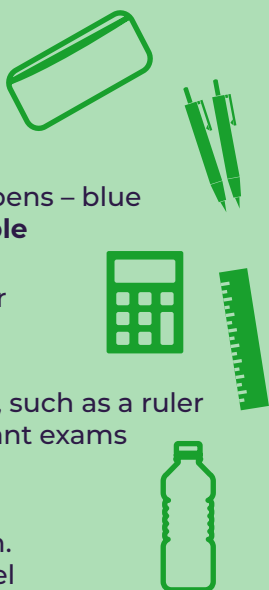
## What you cannot take into your exams:

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





Joint Council for  
Qualifications<sup>CIC</sup>

# 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.



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# 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/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](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 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.**



Joint Council for  
Qualifications<sup>CIC</sup>

# Information for candidates

Non-examination 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 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](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.**

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## 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.**



Joint Council for  
Qualifications<sup>CIC</sup>

# Information for candidates

## On-screen tests

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 ask your teacher.

## **A. Regulations – Make sure you understand the rules**

- 1** Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 Do not** become involved in any unfair or dishonest practice during the on-screen test.
- 3** If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
- 4** Only take into the exam room the materials and equipment which are allowed for that exam.
- 5** 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) a watch.

Unless you are told otherwise, you **must not** have access to:

- (d) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. floppy disks, CDs, memory sticks, social media sites, spreadsheets or the internet;
- (e) prepared templates.

**Bringing unauthorised material into the exam room is breaking the rules, whether you intend to use it or not. You will be subject to sanctions and possible disqualification.**

- 6 Do not** talk to, try to communicate with or disturb other candidates once you have entered the exam room.
- 7** If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 8 Do not** borrow anything from another candidate during the on-screen test.

## **B. Information – Make sure you attend your on-screen test and bring what you need**

- 1** Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2** If you arrive late for an on-screen test, report to the invigilator running the test.
- 3** If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4** Your centre will inform you of any equipment which you may need for the on-screen test.

## 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 examination 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 on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you have been entered for the wrong on-screen test;
  - (b) the on-screen test is in another candidate's name;
  - (c) you experience system delays or any other IT issues;
  - (d) your access to the on-screen test has not been set up correctly;
  - (e) adjustments to the on-screen test have not been made for you, e.g. additional time has not been added, computer reading software or speech recognition software has not been uploaded.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are told that the exam has begun.

## E. Advice and assistance

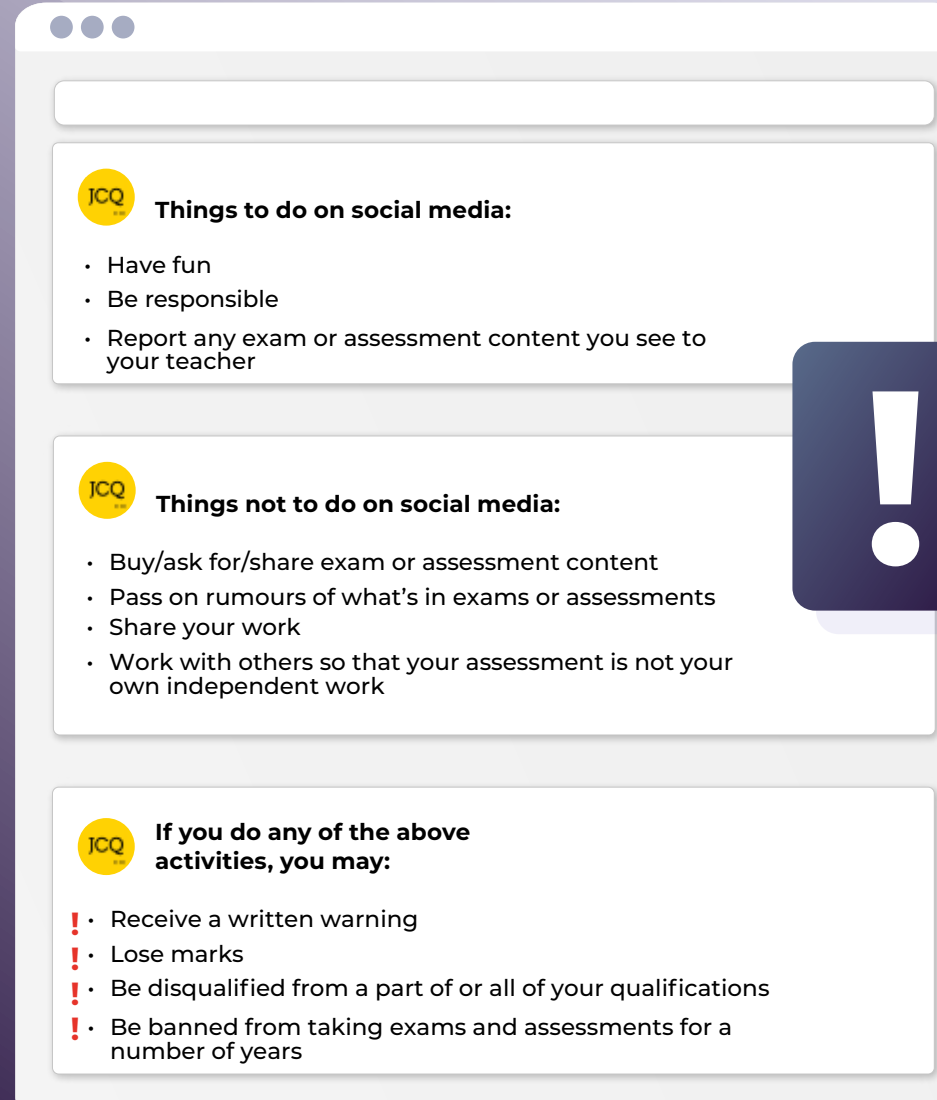
- 1 If, on the day of the on-screen test, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the on-screen test if:
  - (a) you have a problem with your computer and are not sure what you should do;
  - (b) you do not feel well.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

## F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

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

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

**Things to do on social media:**

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

**Things not to do on social media:**

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

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

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

Please take the time to familiarise yourself with the JCQ rules:  
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

# AI and Assessments

## A quick guide for students



### What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



### How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

**THIS IS CHEATING!**



### How do I make sure I don't misuse AI?



#### 1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

#### 2 Reference reference reference!

If you're allowed to use AI tools, you must reference them clearly

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

#### 3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

### What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

**DON'T RISK IT!**



**REMEMBER**  
Misusing AI is cheating!  
Know the rules  
Talk to your teachers  
Reference clearly