

CANDIDATE EXAM HANDBOOK

2025/26

This handbook is reviewed and updated annually

Produced/reviewed by	
Erika Klingler with TEO	
Date of next review	October 2026

Contents

Introduction	4
Purpose of this handbook.....	4
Malpractice	4
Personal data	5
Copyright.....	5
Coursework assessments/non-examination assessments	5
Written timetabled exams	6
Contingency session - Summer 2026	6
On-screen tests	7
What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)	7
Where you will take your exams	7
What time your exams will start and finish.....	7
Supervision during your exams	7
Exam room conditions.....	7
Where you will sit in the exam room	8
How your identity is confirmed in the exam room.....	8
What equipment you need to bring to your exams	8
Using calculators	9
What you must not bring into the exam room	9
Food and drink in exam rooms.....	9
What you should wear for your exams	9
Where your personal belongings will be stored during your exam	9
What to do if you arrive late for your exam.....	9
What to do if you are unwell on the day of your exam.....	10
What happens if you have an unauthorised absence from your exam.....	10
What happens in the event of an emergency in the exam room.....	10
Candidates with access arrangements/reasonable adjustments.....	10
Results	10
Post-results services	11
Certificates.....	11
Internal appeals procedure.....	11
Complaints policy.....	11
APPENDIX 1	12
JCQ Information for candidates - coursework.....	12
APPENDIX 2	13
JCQ Information for candidates – non-examination assessments	13
APPENDIX 3	14
JCQ Information for candidates – on-screen tests	14
APPENDIX 4	15

JCQ Information for candidates – written exams	15
JCQ Information for candidates – social media.....	17
APPENDIX 6	18
JCQ Information for candidates - AI (Artificial Intelligence and assessments).....	18
APPENDIX 7	19
JCQ <i>Unauthorised items</i> poster	19
APPENDIX 8	20
JCQ <i>Warning to candidates</i> poster	20
APPENDIX 9	21
JCQ AI poster for students	21
CANDIDATE CONFIRMATION.....	23

Introduction

Kingsdale Foundation 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/complement candidate briefings/assemblies*
- *To inform candidates about malpractice in examinations/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/assessments being taken*
- *To ensure copies of relevant JCQ information for candidates' documents and exam room posters are provided in advance of any exams/assessments being taken*
- *To answer questions candidates may have etc.*
- *To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures they need to be made aware of*

Malpractice

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

The JCQ ICE 24 **Suspected Malpractice: Policies and Procedures**)

Indicative sanctions against candidates (Appendix 6) names:

1. *warning;*
2. *loss of all marks gained for a section;*
3. *loss of all marks gained for a component;*
4. *loss of all marks gained for a unit;*
5. *disqualification from the unit;*
6. *disqualification from all units in one or more qualifications taken in that series or academic year;*
7. *disqualification from the whole qualification;*
8. *disqualification from all qualifications taken in that series or academic year;*
9. *barred from entering for examinations for a set period*

Candidates must be aware of the [Information for candidates documents](#), see appendices, e.g:

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

and/or non-examination assessments and coursework, as example:

Research and using references

...Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI 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...

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

Plagiarism

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

Personal data

- *Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies...*
- *The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.*
- *Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes 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.*

This is regulated in the General Regulations [GR 6](#)

Copyright

- The copyright in all question papers, on-screen assessments, computer-based assessments, awarding body set assignments and pre-release materials as well as answer sheets, mark schemes, model answers and specifications created by an awarding body, belongs to that awarding.
Candidates may access Student Materials (including examination scripts) through the access to scripts arrangements set out in paragraph 5.13.

This is regulated in the General Regulations [GR 6](#)

Coursework assessments/non-examination assessments

- *Understand relevant JCQ information for candidates documents - coursework, non-examination assessments, social media in appendix/ on school website under exams*

Understand the regulations of the use of AI (e.g. what AI is, 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)

JCQ AI poster for students and JCQ AI Use in Assessments: Protecting the Integrity of Qualifications (Centre engagement with and discussion of AI)

- *Be aware of individual arrangements when assessments will take place, as shared by departments / may be part of the examination timetable.*
- *Candidates are informed about their assessments*
- *Internal deadlines must be met (dependent on the assessment type) to allow for the internal quality checking and moderation process to be completed*
- *Authentication statements/ Candidate declarations must be completed before work can be submitted to the exam boards*
- *Candidates are informed of their centre-assessed marks at least a week prior to the internal submission date to allow for a potential internal appeals request (internal assessment decisions) for a review of the centre-assessed marks.*
- *For any NEAs such as Languages Speaking exams, or A Level Music NEAs which are externally marked, marks cannot be provided by the centre, and the internal appeals procedure does not apply.*

Refer to [Instructions for conducting coursework](#), [Instructions for conducting non-examination assessments](#) and [Information for candidates documents](#)

Written timetabled exams

- The centre will... notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments... ensure that the JCQ *Information for candidates* documents (coursework, non-examination assessments, on-screen tests, social media and written examinations) and awarding body privacy notices are distributed to all candidates whether electronically or in hard copy format prior to assessments and/or examinations taking place... (Candidates **must** also be made aware of the content of the JCQ *Unauthorised items* and *Warning to candidates posters*. [GR 5.8](#))
- *Candidate statement of entry is shared via schoolworkspace.co.uk, and should be confirmed on the platform by candidates and parents (to check that personal details and exam entries are correct)*
- *If any of the information is incorrect, please both mark this on the platform and email exams@kingsdale.southwark.sch.uk detailing the nature of the error.*
- *Candidate exam timetable (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements, exam rooms, etc is live on schoolworkspace.co.uk, so that any changes regarding seating etc are updated live. Please ensure that platform is regularly checked.*
- *The JCQ information for candidates documents – written examinations, social media is provided as appendices and available on the exams page on the school website*
- *Exam room posters – Warning to candidates, Unauthorised items in appendices*

Contingency session - Summer 2026

Contingency sessions are in place to ensure that any exams postponed due to nationwide emergencies can take place on contingency days. For 2026 this is Wednesday 24th June

All candidates must be available for the contingency sessions, and have therefore been timetabled for this on schoolworkspace.co.uk and can see this as part of their individual exam timetable. This only becomes irrelevant once all timetabled exams have been sat in the original slots.

Absence from an exam rescheduled to a contingency slot will result in 0 marks. [ICE 15](#)

On-screen tests

Please refer to [Information for candidates – on-screen tests](#)

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

- *Timetable clashes are where a candidate is **entered to take two or more exams at the same time on the same day**.*
- *An exam day is split into two sessions – morning and afternoon. Where a candidate is taking two or more exams in a session within the same day and the total combined time is **three hours or less**, the exams must be taken consecutively within the timetabled session.*
- *The order the papers are taken within the session is agreed with the candidate, and candidates may have a supervised break of no more than 20 minutes between papers (which must be conducted within the examination room, under formal examination conditions).*
- *If a candidate is taking two or more exams timetabled in the same session and the combined time is **more than three hours**, one of the exams is moved to a different session within the same day.*
- *Candidates are supervised during the lunch break to ensure isolation from other candidates. They may bring lunch and paper revision materials for the second session.*
- *If a candidate is taking three or more exams timetabled on the same day **and** the total duration of those papers is more than six hours for AS and A Level exams or more than five and a half hours for GCSE exams, they are entitled to get special consideration and an uplift for the last exam taken. Alternatively, overnight supervision can be discussed and formally arranged.*

Refer to [ICE 7](#)

Where you will take your exams

All Exams will take place in the Sportshall where possible (shown as Gm6 on candidates' timetables). Please refer to individual candidate timetables to check for any variations to this.

What time your exams will start and finish

- *The doors to the exam venues close at 9:00 for am sessions, and at 1:00 for pm sessions.*
- *At the end of exams, candidates wait to be dismissed. This may take some time to ensure that all exam materials are secure and that the exam conditions are maintained at all times.*
- *Any students leaving the exam venue earlier than permitted become subject to malpractice proceedings.*

Supervision during your exams

- *Exams are supervised by a team of trained invigilators combined from external staff and staff that candidates may know from previous mock exam seasons*
- *Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.*

Exam room conditions

- *Candidates must arrive in good time to ensure they are seated before the exam start time.*
- *Entry to the exam room is closed to ensure that the exam can start on time and that the invigilator's announcement can be given undisturbed, and heard in its entirety by all candidates present.*
- *Candidates are under formal examination conditions from the moment they enter the exam room until they are given permission to leave by the invigilator*
This means Candidates must not talk to, attempt to communicate with or disturb other

candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body

- *Candidates must listen to and follow the instructions of the invigilator at all times in the exam room*
- *Candidates must not communicate with or disturb other candidates*
- *The exam room will show centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam*
- *Exam papers are already laid out on candidates' desk. Candidates must check they have been given the correct paper/ tier, and are reminded to do so in the invigilator's announcement before the exam starts. Candidates must only complete the relevant information on the front of their answer books (first name and surname that matches their entry information, candidate number, etc.) when the invigilator's announcement instructs them to do so.*
- *Additional answer sheets/answer books can only be requested when needed, not in advance.*
- *Candidates must not open the question paper until the exam begins*

Refer to [ICE 19](#)

Candidates must not open the question paper until the examination begins. If they do, this must be reported to the relevant awarding body.

You may also want to make reference where/if relevant to your centre's **Leaving the Examination Room Policy**.

Refer to [ICE 23](#)

Where you will sit in the exam room

- *Candidates are sat by component and in candidate number order. Seating will therefore be different for most exams.*
- *Candidates can see their seating well in advance of the exam, and should familiarise themselves with it, ensuring checks the day before the exam/ in the morning of the exam in case an adjustment had to be made.*
Should there be a mistake or query, please contact exams@kingsdale.southwark.sch.uk as soon as possible, so that this can be checked and rectified if needed.
- *Access arrangements are reflected in seating to ensure students are grouped according to support/ equipment needed.*
- *Seating is also displayed on the pod and in the corridor before the venue on exam day.*

How your identity is confirmed in the exam room

*Candidates are checked by subject staff before entering the exam venue, and by pastoral and exam staff when the register is taken in the exam hall. Kingsdale's **Candidate Identification Procedure** allows pastoral staff to enter the exam hall for that purpose.*

Refer to [ICE 16](#)

What equipment you need to bring to your exams

Candidates are responsible to bring their own equipment in a see through container.

Please ensure a number of black pens, as they may easily run out. Gel pens and erasable pens are not permitted to be used in answers – the scanning process may heat up papers, and answers written in gel pens may dissolve in that process.

Ensure calculators, rulers, pencils, maths equipment etc are brought to the relevant exams.

Spare standard equipment is on hand in the exam venue, should candidates' equipment malfunction.

- *JCQ information regarding authorised equipment that should be brought by the candidate*

Refer to [ICE 18](#)

Using calculators

Calculators can be brought to all examinations except those banning them (Maths Paper 1, Computer Science).

- *You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams.*
- *Calculators must be of the permitted specification, must not have covers or formulas on the case, and the memory of the calculator must be cleared.*
- *Any infringement of these rules would cause a malpractice proceeding for bringing unauthorised items into the exam room.*

Refer to [ICE 10](#)

What you must not bring into the exam room

You must not bring anything that may give you additional help as opposed to other candidates, i.e. anything with written information, or anything electronic.

There is a warning poster before entering the exam venue, and the invigilator's announcement before exams start includes a warning and a reminder to do a last check

- *Please refer to JCQ information regarding unauthorised items, e.g. the poster in the appendix*
- *Any breach will result in malpractice proceedings (see section 2)*

Food and drink in exam rooms

Only water in clear bottles without labels may be brought into the exam venue.

Any cough sweets/ polos etc need to be removed from packaging to comply

Food is only allowed for medical reasons, and has to be covered by the access arrangements regulations.

Refer to [ICE 18](#)

What you should wear for your exams

Exams must be sat in school uniform, No additional items may be brought to the exam venue. Candidates must be prepared to follow requests to show inside pockets etc to ensure that the integrity of the exam is maintained.

Where your personal belongings will be stored during your exam

Personal belongings must be stored in personal lockers before the exam. Please ensure that access to personal lockers is checked regularly before exams.

What to do if you arrive late for your exam

Candidates need to plan in extra time for getting to school on exam days so that any traffic problems do not add stress on exam days.

Candidates arriving after the doors to the venue have shut need to wait outside until the exam is under way, when they can be given all the warnings and their late arrival can be recorded and they can be admitted.

If there is any danger of a late arrival, please contact the absence email immediately so that the pastoral and exam teams can support/ are aware and can ensure centre supervision if at all possible.

Please be aware that if there is a danger that the integrity of the exam has been breached, the exam boards may refuse to mark scripts of late candidates.

Refer to [ICE 21](#)

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

- *If the candidate is so unwell that they are unable to attend the exam, the absence and exams teams need to be notified first thing in the morning, prior to the exam starting, preferably per email. Provided that there is evidence, special consideration for absence can be applied for. Please be aware that exams cannot be taken at a later time or date.*
- *If a candidate is unwell but manages to attend the exam, special considerations can be applied for a small increment, provided there is evidence.*
- *If the candidate feels unwell during the exam, invigilators are trained to deal with the situation and to record this. Special consideration may be applied for,*

[Special Consideration Form Summer 2026 – Fill in form](#)

What happens if you have an unauthorised absence from your exam

If no acceptable reason can be determined for missing an exam or NEA component after reasonable effort to ascertain this, the school will start proceedings to retrieve relevant costs from the candidate.

Refer to [ICE 22](#)

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

Invigilators are trained for any such occurrences. Their instructions must be followed at all times to ensure that exams can be continued, should an evacuation have to be necessary. Special considerations will be applied for due to the disruption.

Refer to [ICE 25](#)

Candidates with access arrangements/reasonable adjustments

Access arrangements should be in place for the entirety of the course, satisfying the criteria of Normal Way of Working, and their use by candidates is evidenced throughout mock examinations.

In the necessary assessment conversations with the Specialist Teachers, candidates have an opportunity to express their preferences and discuss.

Candidates can see their Access arrangements in place on schoolworkspace.co.uk, and are asked to check this regularly.

Candidates with Access arrangements are grouped towards the side of the main exam venue, to ensure access to additional trained invigilators and equipment necessary.

Results

- *Hard copy provisional statements of results will be issued/distributed at the school on results day*
- *Candidates moving on to the next stage in education can sign for their results in person from 8:30 on results day.*
- *Senior members of centre staff are available immediately after the publication of results for support and advice*

How to arrange for results to be emailed or collected on a candidate's behalf if unable to attend the centre: [Candidate Permission Form -Kingsdale Results 2026 – Fill in form](#)

- *Uncollected results envelope will be posted out the next working day.*

Refer to [GR 5.12](#) and [Post-Results Services](#) information

Post-results services

- *From results day, Access to scripts, reviews of results can be requested*
- *Requests for post-results services must be made through the centre*
- ***Access to Scripts, Reviews of Results and Appeals Procedures Policy*** on website
- *Candidates are informed about the deadlines, fees and charges for these services by enclosure in their results envelope.*
- *All information is available via the relevant for, see link below*

[POST RESULTS REQUEST FORM SUMMER 2026 - only complete after results have been seen – Fill in form](#)

-

Refer to [GR 5.13](#) and [Post-Results Services](#) information

Certificates

- *Certificates are available from November following the Summer Exam season, depending on when they are received from exam boards and have been filed.*
- *Certificates are issued in person only, once an appointment has been made and confirmed.*
- *Certificates can be collected on a candidate's behalf only if this has been by the candidate arranged in writing, by emailing exams*
- *Unclaimed certificates are retained securely as long as possible, and every effort is made to contact candidates before they are securely destroyed.*

Refer to [GR 5.14](#)

Internal appeals procedure

The Internal Appeals Procedure covers those components where work is marked and standardised within the centre before submission to the relevant Exam board.

- *Candidates are informed of their marks in good time before submission to the exam board (see coursework and NEA, above)*
- *Marks are subject to change by the exam board during their moderation process. Marks do not predict grades, as the grade boundaries are freshly set by exam board for each exam season.*
- *A review of the centre's marking can only be requested if a candidate believes that the due procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the marking standards to the marking*
- *The request must be made in writing via the Internal Appeals request form available in the pre-exams section of exam policies on the school website*
- Refer to [GR 5.3z](#)), 5.7 and 5.13

Complaints policy

The **Complaints Policy** (Exams) is available on the school website under post exams policies

Refer to [GR 5.8](#)

JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.

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.

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.

Information for candidates - Coursework 2025-2026 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

This 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.

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.

Information for candidates – non-examination assessments 2025-2026 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).

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.

Information for candidates – on-screen 2025-2026 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – written exams

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

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.

Information for candidates – written exams 2025-2026 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ Information for candidates – social media

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

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

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

Information for candidates – social media 2024 (Check for any current update by JCQ, as 2024 is the current version in Dec 25) <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

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)

<https://www.jcq.org.uk/exams-office/malpractice/>

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.*"

Unauthorised items poster <http://www.jcq.org.uk/exams-office/exam-room-posters>



©JCQ 2025 – Effective from 1 September 2025

JCQ *Warning to candidates* poster

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

Warning to candidates poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

Warning to candidates



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



1

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

2

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

3

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

4

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

5

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

6

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

7

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

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

JCQ AI poster for students

This poster is a quick guide to help you to better understand the rules for use of AI in assessments.

AI and Assessments: A quick guide for students poster <https://www.jcq.org.uk/exams-office/malpractice/>

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

REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly

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!



CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please confirm that your details and entries are correct on scholworkspace.co.uk

This will create a timestamp when you are confirming you have read and understood the regulations. This is essential to be allowed to take examinations at Kingsdale Foundation school.

If there is anything you do not understand, you should ask **Ms Klingler** for clarification.

There is no need to complete the declaration below if you are confirming on schoolworkspace.



CANDIDATE EXAM HANDBOOK

NAME: Overwrite your name here

Date I received the handbook: DD / MM / YYYY

I have read the contents

I understand (Tick all of the boxes that apply)

- ☐ What constitutes malpractice (and what AI misuse is) in examinations/assessments and the consequences of committing malpractice
- ☐ What my personal data is used for by awarding bodies
- ☐ Copyright

I have read and understand the current JCQ information for candidates documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- ☐ Coursework
- ☐ Non-examination assessments
- ☐ On-screen tests
- ☐ Social media
- ☐ Written exams

By signing here, I am confirming all of the above

Candidate Signature: Overwrite your signature here

Date of signature: DD / MM / YYYY