CANDIDATE EXAM HANDBOOK

2026/27

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Introduction

Arthur Mellows Village College 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

What is Malpractice and what are the possible consequences?

- To maintain the integrity of qualifications, strict Regulations are in place
- Malpractice means any act or practice which is in breach of the Regulations
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information regarding what constitutes malpractice:
    - Introduction of unauthorised material into the examination room
    - Breaches of examination conditions
    - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
    - Offences relating to the content of candidates' work
    - Undermining the integrity of examinations/assessments
    - Refer to ICE 26 and the Indicative sanctions against candidates (Appendix 6, Suspected Malpractice: Policies and Procedures)

Refer to relevant Information for candidates documents, such as social media, as example:

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 AI has been used, 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/), 25/01/2027. You should also acknowledge the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s)/prompts used to generate the AI content and the AI generated content itself 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 from other sources 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 not crediting the source. This includes outputs from AI tools. **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.
- Candidate notice and opt-out A candidate may notify the awarding body, by giving notice to the centre, that they wish to opt out of the awarding body's use of their Student Materials for the purposes set out above.

Refer to GR 6

Copyright

- Candidates should be informed that they may access Student Materials (including examination scripts) through the access to scripts arrangements set out in paragraph 5.13 (post-results services).

Refer to GR 6

Coursework assessments/non-examination assessments

- Relevant JCQ information for candidates documents – AI (Artificial Intelligence and assessments, coursework, non-examination assessments, social media (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically) which must be read and understood **prior to beginning** their work
- 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)
- Reading and understanding the Candidate declaration (form) **prior to beginning** their work and understanding the declaration **must not** be signed until they have completed their work and handed it in for final assessment
- When assessments will take place
- How candidates are informed about their assessments
- Any relevant deadlines that must be met (dependent on the assessment type)
- How work is marked/assessed, etc.
- When candidates are informed of their centre-assessed marks (also refer to the internal appeals procedure (internal assessment decisions) and requesting a review of the centre-assessed marks)
- Which, if any, work is externally marked/assessed, etc.

Written timetabled exams

You will receive a written candidate statement of entry for your Summer exams in February 2027. This should be checked carefully to ensure all entries and personal details have been made correctly. If you have any discrepancies or queries on your statement of entry, you must see Miss Dale in the Exams Office immediately.

Do not worry if you have any exam clashes on your statement of entry as these will be resolved when the exams are seated. Some subjects have one tier of entry; however, some have Foundation and Higher tiers.

You will then receive a final candidate exam timetable in March 2027 showing full details of each exam/assessment you are taking, including the date and time of each exam, the exam room and the seat number. Once again, this timetable should be checked carefully and if you have any queries please see Miss Dale in the Exams Office.

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 (AI (Artificial Intelligence and assessments), coursework, non- examination assessments, on-screen examinations, 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.*

Refer to GR 5.8

Contingency sessions - Summer 2027

The awarding bodies have designated the morning and afternoon of 23rd June 2027. Make sure you are available on all three dates even if you do not have an exam as 'contingency days' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland:

https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland

The designation of a 'contingency day' within the common examination timetable is in the event of national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

In the event of national disruption to a day of examinations in Summer 2027, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the contingency day. Centres will be alerted if it is agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the rescheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of this contingency arrangement so that they may take it into account when making their plans for the Summer. However, the awarding bodies will not insist upon candidates being available throughout the entire timetable period as a matter of course.

Refer to ICE

On-screen examinations

Please see the JCQ Information for Candidates - On Screen Tests (Appendix 3)

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

to Information for candidates – on-screen examinations

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

'Clash candidates' are candidates who have two or more examinations timetabled at the same time. These candidates must always be kept under centre supervision during any breaks between examinations.

In most cases, and where the total exam time does not exceed 3 hours in any one session, exams will be taken back-to-back with a short supervised 5-minute break in between.

Where the two exams that clash exceed the 3-hour limit, the candidate will take the first exam as normal and then be supervised by a member of staff where they can eat, drink and study/revise before taking the second exam in the next session.

In very rare circumstances a candidate may need to be isolated overnight to resolve an exam clash. In this instance a letter would be issued to the candidate's parents giving full details of the exam clashes and requesting the return of a signed form to ensure the candidate would be fully supervised at home with no access to internet or other candidates. Refer to ICE 7,8

Where you will take your exams

Our exam rooms are the Assembly Hall, the Auditorium, GP1, GP2 and EX rooms 1-5. Occasionally other exams rooms will also be used.

What time your exams will start and finish

In most cases exams will start at 9:00am and 1:30pm. It may be necessary to slightly change start times to fit in with the school day.

- You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.

Supervision during your exams

The school employs external Invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all Invigilators and always follow their instructions.

Subject specialist teachers will not normally be present at the start of an examination.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that Invigilators cannot discuss the examination paper with you or explain the questions.

- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by Invigilators and members of the Senior Leadership Team.

Exam room conditions

You will be called into the exam room in row order by the Exams Officer or a Senior Invigilator.

Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave.

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

Candidates must listen to and always follow the instructions of the Invigilator in the exam room.

The centre number, subject title, paper number; and the start and finish times, and date of your exam will be displayed on the board.

Candidates must complete the front of their exam paper/answer books when instructed by the Invigilator, ensuring that their first name and surname and other requested information matches their entry information. Candidates must only do this when the invigilator's announcement instructs them to.

Candidates are responsible for producing legible handwriting in their exams.

Please do not write on examination desks. This is regarded as vandalism, and you will be asked to pay for any damage.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by Invigilators and members of the Senior Leadership Team. Refer to ICE 19

Refer to ICE 23

Where you will sit in the exam room

Your final exams timetable will show the seat you will sit in for each exam. The exam rooms are clearly set up to help you find your seat. If you are unsure of where you are sitting you can find a seating plan on display outside each exam room just prior to the exam or by looking at the exam display boards in the Administration corridor. Once in the exam room, if you cannot find your seat, you can speak to an Invigilator who will be able to help you.

How your identity is confirmed in the exam room

When you get to your exam seat, you'll find a photo card with your name and all the information you need for that specific exam. Unlike previous years, you won't need to remember to bring anything with you – it'll all be there waiting for you.

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (UCI) (involving 12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (22315) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes, and it is not necessary for you to remember it.

Refer to ICE 16

What equipment you need to bring to your exams

For most examinations you should bring the following:

- At least two pens (black ink only, no gel pens)
- Two x **HB** pencils
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compass, protractor, coloured pencil crayons (not gel pens)

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination. Invigilators will have some spare equipment but not enough for all candidates.

Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates.

All items of equipment, pens, pencils, mathematical instruments, etc. should be always visible to the Invigilators. You must use either a transparent pencil case or clear plastic bag.

For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations and turn on exam mode. If in doubt, check with your teacher. **Remove any covers or instructions and make sure batteries are new.**

Refer to ICE 18

Using calculators

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

Taken from ICE 2026 -2027:

10.3 The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.

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

10.5 Candidates must be told these regulations beforehand and be familiar with the Information for candidates documents.

10.6 During an examination, a calculator must not be able to offer any of these facilities: a. language translation; b. symbolic algebra manipulation; c. symbolic differentiation or integration; d. communication with other machines or the internet.

10.7 During an examination, a calculator must not give access to any information stored prior to that examination. This includes: a. databanks, such as the periodic table (with the exception of scientific constants); b. dictionaries; c. mathematical formulae; d. text.

10.8 A calculator must not be borrowed from another candidate during an examination.

10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements. 28

10.10 An invigilator may give a candidate a replacement calculator.

10.11 Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

10.12 A series of FAQs on the use of calculators in examinations may be found at: jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

What you must <u>not</u> bring into the exam room

Examination regulations are very strict regarding items that may be taken into the examination room. (See Information for Candidates – Appendix 4). If you break these rules, you will be disqualified from the examination.

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate Examinations Board. In such circumstances, a student would normally be disqualified from the paper, or the subject concerned.
- Bags, coats, and any other items not permitted under examination regulations are not allowed in the examination rooms. Please leave all bags in your lockers. No food is allowed in the examination room.
- Mobile telephones must not be brought into the examination room even if they are turned off.

- Earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods)
- Do not write on your hands or arms before or during the exam as this can be viewed as cheating.

MOBILE TELEPHONES / SMART WATCHES / WATCHES MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM. If a mobile phone (or any other type of electronic communication or storage device) or a smart watch/watch is found in your possession during an examination (even if it is turned off), it will be taken from you and a report made to the appropriate Examination Board. No exceptions can be made.

Being in possession of any unauthorised items is regarded as cheating and is subject to severe penalty from the Awarding Bodies.

Food and drink in exam rooms

No food is allowed in the examination rooms. Water may be taken into the examination room in a clear plastic bottle **labels removed**. Refer to ICE 18

What you should wear for your exams

Full school uniform must be worn by **all students**, including Sixth Form, attending school for examinations. Normal school regulations apply to uniform, hair, jewellery, make-up, etc. and this includes Sixth Form students.

Where your personal belongings will be stored during your exam

You will be asked by the Invigilator to hand in any unauthorised equipment. You should ensure mobile phones are switched off. A mobile phone / watch / headphones will be safely stored in a clear numbered bag and the corresponding number will be given to the candidate. Any such equipment can then be reclaimed after the exam has finished. We cannot be held responsible for this equipment whilst it is in our possession. Therefore, it is best to store any personal belongings in your locker before the exam

What to do if you arrive late for your exam

Candidates who arrive late for an examination may still be admitted. If special consideration applies, then you must speak to the Examinations Officer (see Absence from Examinations).

A candidate will be considered very late if he/she arrives:
a) more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e., **after 10.00am for a morning examination** or **after 2.30pm for an afternoon examination**.
b) after the awarding body's published finishing time for an examination that lasts less than one hour.

In the case of the candidate arriving very late, then this MUST be reported to the Exam Board who may not accept the script.

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

Inform school at the earliest possible point so we can help or advise you.

In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf.

- If you feel ill during your exam put your hand up and an Invigilator will assist you. You should inform an Invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

What happens if you have an unauthorised absence from your exam

Absence from Examinations:

- If you experience difficulties during the examination period (e.g., illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration.
- For the award of a grade by special consideration, usually where a student misses part of an examination through illness or personal misfortune, a minimum of 25% of the examination (including coursework) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees (approx. £50.00 per GCSE and £120.00 per A-Level subject) should a candidate fail to attend an examination without good reason and without informing the school.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

Refer to ICE 22

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

If the fire alarm sounds during an examination the Invigilators will tell you what to do. Do not panic. If you must evacuate the room, you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated examination assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the Invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the Awarding Body detailing the incident.

Refer to ICE 25

Candidates with access arrangements/reasonable adjustments

Mrs Baxter is the SENCo (Special Educational Needs Co-ordinator) at Arthur Mellows Village College and she will advise the Exams Office of any access arrangements required by exam candidates.

- Some students qualify to receive an allowance of 25% extra time. The Invigilators will include the additional time when they display the finishing time of your examination on the board.
- Depending on the access arrangement in place, candidates may be seated in smaller exam rooms to facilitate their arrangement.

Results

- Results will be available for collection from School on 12th August 2027 for GCE Thursday 19 August 2027 for GCSE.
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day. The person you nominate to collect your results will be required to give evidence of their identity.
- Candidates who do not collect their results on the above dates will have to provide a stamped addressed envelope for the administration staff to forward through the normal post.
- No results will be given out by telephone under any circumstances.

to GR 5.12 and Post-Results Services information

Post-results services

The following services are available:

1. Access to scripts - Request a candidate's script, without having its marking reviewed.

2. Clerical re-check - Request a clerical re-check of the marks: this does not include any review of marking. There is a fee for this service.

3. Review of marking - Make a request for the marking of a script to be reviewed. There is a fee for this service.

Requests for post-results services from internal candidates must be made through the centre.

An 'Enquiries about Results' form is available from the Exams Officer on or after results day. A signature will be required to give consent for the review of any marking required as the results may go down as well as up.

Refer to GR 5.13 and Post-Results Services information

Certificates

GCSE certificates will be handed to those students attending Sixth Form at AMVC during school time during December and will also be available for collection for students who have left the College.

A-Level certificates will be available for collection during December.

Certificates will not be given to anyone other than the candidate without the candidate's written authorisation. Due to the value of certificates, they are not posted to students and must be collected.

Arthur Mellows Village College is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate Examination Boards. This will require proof of identity (such as a birth certificate) and a substantial fee per Examination Board. You are therefore urged to collect your certificates as soon as possible thereafter and to keep them safely.

Refer to GR 5.14

Internal appeals procedure

Arthur Mellows Village College is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Arthur Mellows Village College ensures that all centre staff follow a robust Non-Examination Assessment Policy for the management of GCE and GCSE non-examination assessments. This policy (available on our website) details all procedures relating to non-examination assessments, including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Arthur Mellows Village College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking.

1. Arthur Mellows Village College will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.

2. Arthur Mellows Village College will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment. This must be requested in writing within 2 calendar days of being informed of marks.

3. Arthur Mellows Village College will, having received a request for copies of materials, promptly make them available to the candidate within 3 calendar days.

4. Requests for reviews of marking **must** be made in writing within 3 calendar days of receiving copies of the requested materials by completing the **internal appeals form**. (This is available on the Arthur Mellows Village College website and can be collected from the Exams Office).

5. Arthur Mellows Village College will allow 4 calendar days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.

6. Arthur Mellows Village College will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.

7. Arthur Mellows Village College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

8. The candidate will be informed in writing of the outcome of the review of the centre's marking.

9. The outcome of the review of the centre's marking will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Arthur Mellows Village College and is not covered by this procedure.

Refer to GR 5.3x 5.7 and 5.13Refer to GR 5.3x), 5.7, 5.8 and 5.13

Complaints policy

If a candidate (or their parent/carer) has a concern or complaint about the Centre's delivery or administration of a qualification they are following, the Centre encourages the candidate to try to resolve this informally in the first instance. Most concerns can be quickly resolved by the exams team. This can often be achieved by the candidate emailing the exams team directly at exams@arthurmellows.org so that they are able to look into the matter.

For full details of the Centre-wide complaints policy, including stage 3 and stage 4 complaints, please see the Centre's Complaints Policy

Refer to GR 5.8

Appendix 1

JCQ Information for candidates - AI (Artificial Intelligence and assessments)

You **must** read this information, **prior** to beginning your assessments, to help you stay within examination/assessment regulations when using artificial intelligence.

AI (Artificial Intelligence and assessments)- www.jcq.org.uk/exams-office/information-for-candidates/

Appendix 2

JCQ Information for candidates – Coursework assessments

You **must** read this information, **prior** to beginning your work, if you are undertaking qualifications that contain elements of coursework assessment and before. If there is anything that you do not understand, you **must** ask your teacher.

Information for Candidate's- www.jcq.org.uk/exams-office/information-for-candidates/

Appendix 3

JCQ Information for candidates – Non-examination assessments

You **must** read this information, **prior** to beginning your work, if you are undertaking qualifications that contain components of non-examination assessment. If there is anything that you do not understand, you **must** ask your teacher.

Non-examination assessments www.jcq.org.uk/exams-office/information-for-candidates/

Appendix 4

JCQ Information for candidates – On-screen examinations

You **must** read this information **prior** to taking any externally assessed on-screen examinations as part of your qualification(s). If there is anything that you do not understand, ask your teacher.

On-screen examinations www.jcq.org.uk/exams-office/information-for-candidates/

Appendix 5

JCQ Information for candidates – Social media

You **must** read this information, **prior** to beginning your assessments/exams, to help you stay within examination/assessment regulations when using social media.

Social media www.jcq.org.uk/exams-office/information-for-candidates/

Appendix 6

JCQ Information for candidates – Written examinations

You **must** read this information **prior** to taking any externally assessed written examinations. If there is anything that you do not understand, ask your teacher.

Written examinations www.jcq.org.uk/exams-office/information-for-candidates/

Appendix 7

JCQ *Unauthorised items* poster

You **must** read this information **prior** to taking any externally assessed on-screen or written examinations. If there is anything that you do not understand, ask your teacher.

This poster will be displayed outside each exam room. **Before** you enter the exam room, you **mus**t remind yourself that *"Possession of unauthorised items* (such as a mobile phone, smart glasses, any type of watch or any storage or web-enabled device) *is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification."*

Unauthorised items poster www.jcq.org.uk/exams-office/instructions-for-conducting-examinations-ice/ or direct candidates to the poster on the centre's website and insert an appropriately worded message here]

Appendix 8

JCQ *Warning to candidates* poster

You **must** read this information **prior** to taking any externally assessed on-screen or written examinations. If there is anything that you do not understand, ask your teacher.

This poster will be displayed outside each exam room. **Before** you enter the exam room, you **mus**t remind yourself of all the warnings.

Warning to candidates poster www.jcq.org.uk/exams-office/instructions-for-conducting-examinations-ice/

Appendix 9

JCQ AI poster (for students)

This is a quick guide to help you to better understand the rules of AI and Assessments.

AI and Assessments: A quick guide for students www.jcq.org.uk/exams-office/information-for-candidates/

Appendix 10

JCQ Information for candidates – Preparing to sit exams

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.

Preparing to sit exams www.jcq.org.uk/exams-office/information-for-candidates/

If there is anything you do not understand you should contact Miss Dale- Exams Officer for clarification.