



Thornhill
Academy
Enriching Lives, Inspiring Ambitions

Thornhill Academy

A – Z

KS4 Student Guide

(2025-2026)

For Examinations and Qualifications

A guide to everything you could possibly want to know about the examination process and more.

A

Absence from Examinations:

You must attend all examinations to which you are allocated on your individual timetable. Misreading the timetable will **NOT** be accepted as a satisfactory explanation for your absence.

If you are absent from an examination due to illness, please notify the school as early as possible by telephone on 0191 5007981. We will advise you if a formal medical certificate will be required.

Access Arrangements:



All arrangements with regards to extra time, reader, scribe, rest breaks and the use of laptop, etc., need to be approved by the Learning Support Department. These arrangements must be the students 'Normal Way of Working' in class and assessments etc.

No arrangements will be made until the Learning Support Department contacts the Examinations Office.

Access To Scripts (ATS):

Students can request access to their examination paper from the awarding bodies for general interest or to help with future learning. If you wish to request a review of marking, then a copy of the paper will be returned once the review has taken place. You cannot have a review once the examination paper has been returned to school. There is a charge for this service.

If you want to request an examination paper, then you must download the Access to Scripts form from the Key Information page on the school website and return it by the appropriate deadline along with the relevant charge.

Additional Answer Sheets:

Should you require additional answer sheets in an exam please ask an invigilator. All pieces of extra paper must have name, centre number, candidate number and then the question number you are answering written on it. Additional answer sheets must be placed **inside** the booklet.

Artificial Intelligence:

Pupils must submit work for assessments which is their own. It cannot be copied or paraphrased from another source such as an AI tool. AI misuse constitutes malpractice. The malpractice sanctions include disqualification and debarment from taking qualifications for a number of years. Your marks may also be affected if you have relied upon AI to complete an assessment. We will know this by either, the attainment you have demonstrated not accurately reflecting your own work and/or by submitting inaccurate bibliographies.

Attendance at the Examinations:

Punctuality is important. Exams usually start at 9.00am or 1.05pm and you must be ready at least 15 minutes before. Students who persistently arrive late for examinations will be reported to the Senior Leadership Team. If a student arrives very late (one hour after the published starting time) then a written report must be sent to the Awarding Body, who will determine whether to accept the examination paper completed by that student.

Authentication Form:

Students must complete and sign an awarding body authentication form and attach it to any non-examined assessment produced for their final qualification. Awarding bodies will refuse to mark any work not accompanied by the signed forms.

Awarding Bodies:

These are the organisations that provide qualifications for schools and schools. Awarding bodies used by Thornhill Academy are: AQA, Pearson (Edexcel), OCR, and WJEC (Eduqas).

B

Bags:

Bags must be left outside of sports hall or placed at the back or front of the exam room as directed by the invigilators. You are not allowed to keep them with you at your desk during the exam.

Please do **NOT** bring valuables with you when you are sitting examinations.

Bilingual Dictionaries:

Students wishing to use a bilingual dictionary must seek approval through the Learning Support Department. A clean copy should be provided to the Examinations Office for use in exams.

Black Pens:

Awarding bodies request that students use black ink to complete their answer papers, this is because they now scan papers onto a computer to send to the examiners for marking. Black ink is the only colour their scanners can read. Please do not use Blue, Red, Green or Pencil (unless otherwise instructed) to do your exam, or it may not get marked.

C

Calculators:

Calculators may be used in some examinations: your subject teacher will tell you if they are not allowed. School will provide a calculator for all examinations. In all cases, calculators are not allowed if they offer any of the following facilities: *language translators; symbolic algebra manipulation; symbolic differentiation or integration; remote communication with other machines or the World Wide Web; data banks; dictionaries; mathematical formulae or text.*



Candidate / Exam Number:

Your candidate number is the four-digit number printed on your individual timetable. You will be seated in the same seat for most exams. In the instance of small exams, you may be sat within the exam suite. **Please do not remove or deface your student desk or your information label, it must be clearly visible on your desk at all times and will be used throughout the exam season.**

Centre:

Centres can be schools, schools or other establishments that have been approved by an awarding body to offer qualifications, enter students for exams and conduct the awarding bodies' exams.

Our Centre number is **39561** you will need to write this on all of your exam papers.

Centre assessed marks:

Assessments are set by the awarding bodies with defined control levels for each stage and marked internally. Your teacher will inform you of your centre assessed marks before they are submitted to the awarding body.

Certificates:

Certificates are only issued if you have achieved a pass grade i.e. 9 to 1, Distinction to Pass etc.



Once awarded, some students receive more than one from different examination boards; students are entered under their legal names. They must check that all the personal information is correct especially the spelling of names on their Statement of Entries/Exam Timetables and inform school by the start of exams of any amendments and provide a legal document to allow changes (Passport/Birth Certificate). Once exam certificates are received in school, the candidate will be responsible for the cost of any amendments.

Collection after Certificates

Students will be informed of collection arrangements, they must not just turn up at school and expect to be issued with their certificates. Also, certificates will only be issued to a third party (usually parent/guardian) on presentation of written authorisation and proof of identity.

Safe Keeping and/or Replacement

Once awarded, the certificate must be kept in a safe place as they are difficult and expensive to replace. In some cases, certificates will only be replaced if proof of loss is provided and/or examination boards will only provide a 'Statement of Results'. Examination Boards will issue a 'Statement of Results', typically charging approximately £50 per statement.

The certificate will be required as proof by colleges and / or employers when applying for courses or employment. The Exams Office receive many requests each year from ex-students and prospective employers for proof of examination results for students who have lost their certificates.

Change of Address:

It is important that you inform school as a matter of urgency if you move address or change phone number. Letters about results etc. may not reach you.

Change of Name:

It is important that you inform school as a matter of urgency if you change your name. Evidence to confirm this must be provided i.e., Passport, Birth Certificate, Change of Name Deed, before the end of GCSE examinations.

Cheating:

Students caught cheating in examinations – including being in possession of or using a mobile telephone, watches, pagers, mp3 players, iPod, unauthorised aids or notes but also copying from or communicating with other Students – **will** be reported to the awarding bodies. (See Penalties)



Even if the items are in your pocket and you have no intention of using them you will still be reported to the awarding body concerned.

The range of Penalties includes loss of marks for a unit, loss of GCSE grade.
Please read the **JCQ Warning to Candidates and Information for Candidates Notices** found here
<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Clashes:

If you have an examination clash involving different subjects. You will be provided with the supervision arrangements for any examinations which clash. If you are in this position, you will have to go into supervision between the two examinations and may need to bring a packed lunch and a drink with you if this includes lunchtime. Your mobile telephone will be taken off you at the start of the first examination and you will not be allowed contact with other students in between examinations.

Conduct in the Examination Room:

You must be silent in the examination room, including the times when you come in and go out. Once you have entered an examination room, you are not allowed to leave unescorted until the end of the examination, and only then when you are given permission to do so.

You will not be allowed to leave an exam early even if you have finished

Should you require any assistance, please raise your hand clearly and wait for an invigilator to come to you.

Please do not write on your examination desk: this constitutes vandalism, and you will be charged for the removal of graffiti.



Contingency Days:

The DfE contingency day for 2025 are 11th June and 25th June. This means that all exam candidates must be available on these days to sit exams should local disruption arise during the 2025 Summer Examination Series. Where candidates chose not to be available for a rescheduled examination, they will not be eligible for special consideration.

The Joint Council of Qualifications (JCQ) have stated that for this academic year Wednesday 24th June 2026 has been designated by the Exam Boards as a 'contingency day' for examinations.

Copyright:

The copyright of any work created by you that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to you.

By submitting this work, you are granting the awarding body a non-exclusive, royalty-free licence to use your assessment materials (referred to as Assessment Licence)

If you wish to terminate the awarding body's rights for anything other than assessing your work, the awarding body must be notified by the Exams and Data Office. It is at the discretion of the awarding body whether or not to terminate such rights. If you want to exercise this right contact the Exams and Data Office.

D

Data Protection Form:

All students who have been granted access arrangements must complete and sign this form with Learning Support Department before arrangements can be put in place with the awarding bodies.

Dictionaries:



You may not use a dictionary in an exam unless dictionaries are specifically permitted by the subject specification or special arrangements have been approved by the awarding bodies.

If you think you might be entitled to the use of a dictionary, please see the Learning Support Department.

E

End of Examinations:

The invigilators will collect your exam papers before you leave the examination room. **Absolute silence must be maintained during this time and until you are outside the building – remember other examinations may be continuing as you leave.**

You may not take any examination materials (additional paper, answer booklets, question papers etc.) from any examination room.

Equality Act 2010:

Facilities exist for students with disabilities to access the curriculum and all relevant areas of the School. The School recognises its responsibility to provide equal access to education for all students irrespective of disability and confirms its commitment to ensure that no student will be treated less favourably as a result of disability.

Equipment:

All students will be provided with a basic stationary pack. These include pens, pencils, rubber, ruler, protractor and a calculator if required for examination, Pencil sharpeners & Compasses if required can be requested, by asking a n invigilator. Borrowing from other Students is **not** allowed.



Please note that the JCQ regulations state that a BLACK pen must be used in all examinations.

For diagrams, use an **HB pencil** and a **ruler**.

Gel pens, highlighters, correcting fluids and correcting pens may **NOT** be used in any answer booklets.

Exam rooms do have limited supply of equipment. Remember to return all equipment/ place into plastic wallets at the end of each exam.

Examination Dates:

The examination dates are nationally set by the awarding bodies and **NOT** by the school.

There will be days set as contingency days where candidates need to be available in case there are issues during the exam season.

THESE DATES CANNOT BE CHANGED

Examination Noticeboard:

The exam noticeboard is located by the Thumbprint Restaurant. Timetables and rooming lists will be placed here along with any other important exam information.

Examinations Office:



The Exams and Data Office is open Monday – Thursday from 8.00am until 3.30pm during term time and will be happy to help with any queries that you have during this time.

Examination Regulations:

It is your responsibility to familiarise yourself with the JCQ 'Notice to Students' regulations contained within this Guide. They are also displayed outside all examination rooms. 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.

Examination Room:

If there is anything wrong during your exam, you must report it during the exam to an invigilator, nothing can be done after you have left the exam room.

Extra Time:

Will only be granted to a student if they have evidence of need. Students will be assessed by the Learning Support Department, who will identify whether there is a need for students to have extra time.



Food and Drink:

Food is not allowed into the examination room.



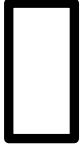
You are only allowed to take water into the examination room. This must be in a clear plastic bottle and all **labels must be removed**. You will not be able to leave the exam room to refill a bottle of water and invigilators cannot leave the exam room to do this for you. Therefore, please ensure that you have enough water to last you the whole exam.

Any other type of drink is not permitted – this is in case you spill your drink over your exam paper. If only water is spilt there is a greater chance that your exam paper can be saved.



Headwear:

Only headwear worn for religious beliefs can be left on during the exam. Hoodies, Sports caps, woolly hats, bandanas etc. will not be allowed. No writing or drawings on hands/arms will be allowed; this includes henna designs.



Identification:

Senior members of centre staff approved by the head of centre, who have not taught the subject being examined, may be present at the start of the examination(s). This is to:

- a) identify and settle candidates and instil discipline.
- b) check that the candidates have been issued with the correct question papers for the day, date, time, subject, unit/component and tier of entry if appropriate.
- c) check that the candidates have the necessary equipment and materials, i.e. calculators, preliminary material, anthologies or set texts where permitted.
- d) start the examination.

Illness:

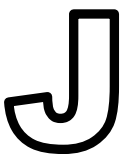
If you become ill during the examination weeks, advise the Exams and Data Office so that advice can be given on the best course of action. If you become ill during an examination, then please raise your hand so that an Invigilator can assist you.

Internal appeals:

Some qualifications contain components of non-examination assessment (NEA) which are internally marked and contribute to the final grade of the qualification. Candidates are informed on their mark in advance. For further information on our Internal Appeals procedures please speak to your teacher or consult the policy on website.

Invigilator:

An Invigilator is someone who watches over students in an examination to ensure that JCQ exam regulations are adhered to. You must follow all instructions given to you by an invigilator.



JCQ Joint Council for Qualifications:

Represents all the awarding bodies that offer GCSE qualifications. JCQ ensures that learners of all ages and level of ability have access to qualifications and is responsible for producing administration rules for general qualifications e.g. regulations on access arrangements.

JCQ Inspectors:

On the spot ad-hoc inspections are made to centres during the examinations period to ensure that all centre staff and students are adhering to the general regulations laid down by all awarding bodies.



Late Arrivals:

Any candidate arriving after 10.00am or 2.30pm (classed as very late in JCQ regulations) may be allowed into the examination room at the discretion of the Head of Centre; however, you should be warned that if you sit the examination then the awarding body may not accept your exam paper.

Location of Examinations:

All examinations will take place either within the Sports Hall or Exam Suite. It is essential to check the location of your examination carefully. Please allow enough time to find the correct room/location/seat number.



Malpractice:

Malpractice is any practice which is a breach of the JCQ regulations, or which compromises the integrity of any qualification or the validity of an examination result or certificate. This malpractice can occur during any exam or assessment, including the preparation and authentication of any non-examination assessment, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper. Examples of malpractice are: possession of a phone, watch, headphones, notes, talking, bad behaviour, plagiarism or graffitiing of an exam script and any posts on social media regarding exams. If you have/do any of these, you would get zero for the paper and may even get disqualified. Also see Penalties.

Mobile Telephones & other Electronic Equipment:

Mobile telephones and other electronic equipment are not allowed into examination or supervision rooms. The School and JCQ regulations forbid you to bring any of these devices into any examination room or any room being used for supervision, either before or after an examination, so you are strongly advised not to bring such devices with you on examination days. If you do bring in such devices, please **switch them off fully** and hand your device to the invigilator who will store it for the duration of the exam.



If a mobile telephone, or other electronic device is found in your possession in an examination or supervision room – even if it is turned off – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all students discovered to be in infringement of the regulations, they have advised that students discovered to have a communications device with them during an examination or supervision face disqualification from the subject concerned, see penalties section for more details. Please do not risk disqualification: either leave your mobile telephone at home or hand it in to the invigilator.

N

Non-Examined Assessments (Coursework)

Some subjects contain elements of coursework assessments. Please read the *Information for candidates - Coursework 2025-26* <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

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

P

Penalties:

The JCQ issues the following penalties depending on the offence that was committed:

1. Warning
2. Loss of all the marks for a section
3. Loss of all the marks for a component
4. Loss off all marks for a unit
5. Disqualification from a unit
6. Disqualification from all units in one or more qualifications taken during the exam series
7. Disqualification from the whole qualification
8. Disqualification from all qualifications taken in that exam series
9. Barred from entering for one or more examinations for a set period. Which could be up to 5 years.

Personal Data:

To be able to provide examinations and assessments, the exam boards (awarding bodies) need to collect and use information about you. Each awarding body whose qualifications you are entered for will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre, plus your exam (candidate) number. More information about this can be found at the end of this document.

Plagiarism:

There are many definitions of plagiarism, but they all have in common the idea of taking someone else's intellectual effort and presenting it as one's own. The Joint Council's *Guidelines for Dealing with Instances of Suspected Malpractice* defines plagiarism as: "*The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own.*"

Post Results Service: Students should be made aware that senior members of centre staff will be available immediately on results day to discuss any results and further information is provided closer to results day.

Prohibited Material:

The following items must not be brought into any examination room:

- books (unless set texts for specific examinations – please note, post-its and excessive annotations are not permitted in open book exams - **ALL BOOKS WILL BE CHECKED PRIOR TO THE EXAM STARTING**), notes, letters, diaries or other printed material.

- calculator cases or instruction books.
- mobile telephones, or other electronic devices.
- pencil cases unless transparent.
- glasses cases.
- headphones and personal stereos of any description.

Prompter:

A prompter may be permitted by the SENCo where a candidate has little or no sense of time, loses concentration easily or is affected by an obsessive-compulsive disorder which leads them to keep revisiting a question rather than moving on to other questions. If you feel you might be deserving of one, please contact the SENCo department in school.

R

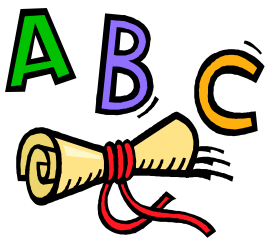
Reader:

A reader is a responsible adult who reads the instructions of the question paper and the questions to the candidate. Permission is required from an awarding body in advance, though it can be given at short notice for unexpected occurrences.

Read Aloud:

A student who **persistently** struggles to understand what they have read, may be able to have the arrangement allocated to read aloud during the exam. Students will be assessed by the Learning Support Department, who will identify whether there is a need for students to be awarded Read Aloud arrangements.

Results:



Students may collect their results from School on Thursday 20th August. Results for students will be available for collection on that morning in the Tom Cowie Centre; details will be provided in the summer term.

Students who cannot collect their results on the day **MUST** follow the procedures outlined below.

Collection by Third Party (student's representative)

The person collecting the results on behalf of a student must be in possession of a Candidate permission form or a letter, signed and dated by the student, stating the name of the person collecting the results on a student's behalf. The person collecting the results must bring photo ID e.g. passport, driving license etc.

Posting Results

If you are unable to collect your results and wish to have them posted, please discuss in advance with the Exams officer. Any change of address should be notified through the official change in details process. The school does not take any responsibility for results information sent out to addresses where this process has not been followed.

Collection by student or student's representative after Results Day

After Results Day statements of results will be available from the main school office or from the beginning of term in September 2025 between 9.00am - 3.00pm.

Please telephone 0191 5007981 to arrange a time for collection. Do not just turn up at school.

Under NO circumstances will examination results be issued over the telephone, by text, email or fax.

Reviews of Results (RoRs):

The awarding bodies offer the option of having a review of marking, at a fee, if a candidate or member of teaching staff is unhappy with the marks awarded. There is a choice of two different types of RoRs; these are:

- Clerical re-check (Service 1)
- Review of marking (Service 2)

Both services require written consent from the **candidate** (not a parent/carer).

A clerical check is simply when the relevant awarding body checks that all parts of the script have been marked; the totalling of marks and the recording of marks.

A review of marking is a post-results review by a senior examiner of the original marking to ensure that the agreed mark scheme has been applied correctly. This also includes a clerical re-check. **The paper is NOT re-marked.**

Heads of Departments will look at all grades and if school feels that you are very close to the next grade, they may ask that you complete relevant forms, to view your script and possibly request a Review of Result (RoR).

If you are not satisfied with the grade, you have achieved the first thing you may think about is getting your papers reviewed, however, a review of marking is very costly and not often effective. Therefore, it is important to consider the following:

- Are you close to the grade boundary?

Mark reviews usually only alter a grade by a few marks if any at all. If you are very close to a higher-grade boundary a review of marking may be worth considering. Speak to your Teacher for advice if you are unsure.

- Your grade can go down as well as up

A review of marking means having your entire paper reviewed therefore your grade can quite easily go down as well as up. If your grade does get lowered, you cannot refuse it and ask for the original higher grade to stand. You must be aware that this is the chance you take when asking for a marking review.

- Cost

RoRs are very expensive, and the likelihood is that your grade will not change.

If you want to request a RoR then you must complete the form and return it via main office/e-mail by the appropriate deadline. **The form must be completed by the candidate.**



Scribe:

Is a person who writes down what a candidate dictates when the candidate is unable to write. Permission is required from an awarding body in advance, though it can be given at short notice for unexpected occurrences.

Seating Plans:

Seating plans for each exam identifying which students are in each exam room will be displayed on the Exams notice board and outside each exam room.

Special Consideration:

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if a significant event has affected your performance on the day of the examination and you can provide appropriate evidence. Please see the Exams Office immediately if you feel that you may have been affected by a circumstance beyond your control.

Start of the Exam:

Candidates are under formal examination conditions from the moment they enter the exam room. **You MUST NOT talk to, attempt to communicate with or disturb other candidates in any way whilst in the exam room.**

The invigilator will announce clearly to you when you may complete the details on your answer booklet. **You MUST NOT write anything on your answer booklet before being told to do so.**

Statements of Entry:

Produced by school, statements of entry list all the exam units and GCSEs that you are entered for in a particular examination series. It is essential that you check all details on these statements very carefully to ensure that:

- a) you have been entered for the right examinations
- b) **all of your personal details are correct**, in particular with regards to spelling, (Please note students are entered under their Legal Names) as this is the information that will be printed on your examination certificates. Whilst it will be relatively simple to change now, once certificates have been issued substantial costs will be involved if you notice any errors.

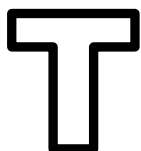
Student Info Label:

This is on your desk and displays your candidate (exam) number, exam timetable. **Please do not remove or deface your student ID label, it must always be clearly visible on your desk and will be used throughout the exam season.**

Supervision:

If you are required to go into supervision over a lunch period, you must bring a packed lunch and a drink with you on that day as you will not be allowed to use the dining hall. **Mobile telephones, pagers and electronic devices are not allowed into any supervision room and will be taken off you at the start of the first examination.**

You will be supervised immediately after your first examination. In supervision, you may revise for your next examination or talk quietly with fellow Students. Please be respectful of invigilators and ensure that classroom furniture and/or equipment and books are left as they were found – neat, clean and tidy. You must take your litter with you or place it in the bins provided.



Times:



Unless otherwise stated, all examinations at commence at **9.00 am** (morning papers) and **1.05 pm** (afternoon papers).

**YOU SHOULD BE READY TO ENTER THE EXAMINATION ROOM
AT LEAST 10 MINUTES BEFORE THE PUBLISHED STARTING TIME.**

Timetables:

You will be given your individual timetable for summer exams. Please check it carefully. If there are any errors (e.g. name, date of birth, sex, examination entry), please notify the Exams and Data Office immediately. Check carefully to see if the examination is in the morning or the afternoon. Take special note of any re-arrangements due to a timetable clash.

YOU ARE RESPONSIBLE FOR CHECKING YOUR EXAMINATION TIMETABLE.

Toilet:

It's very important you make sure you go to the toilet before your exam. You will not be allowed to go to toilet within first hour and last 20mins, unless you have a toilet pass or in an emergency.



UCI Number:

A UCI (unique candidate identifier) number is a number which every candidate is given and is used to link all entries and results for a candidate across an exam series and between different exam boards and centres. Your UCI number can be found on your certificates/result slips.

ULN Number:

A ULN (unique learner number) is a 10-digit number allocated to learners which will be theirs for life. Each learner will need a ULN so that they and educational providers, government agencies and awarding bodies can follow their learning progress.



Warning:

All the awarding bodies make it clear that their official examination sessions must be run under strictly fair conditions, with no form of cheating. This rule includes **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. **(See Cheating, Malpractice, Penalties and Plagiarism)**

Watches:

Following the invigilator's announcement, any mobile phones, watches, or other unauthorised items in the candidates' possession must be handed to the invigilator prior to the examination starting.

Word Processors:

Students who have been granted the use of a word processor in their written exams will use a School laptop/word processor that has had spell check/grammar removed as a condition of the JCQ Adjustments for Students with Disabilities and Learning Difficulties Regulations. Please remember to insert your name and candidate number onto the page header. Once your work is completed, please wait for assistance with printing. You will be asked by the invigilator to confirm that the work is yours.



X Marks:

On your results could indicate that you were absent, withdrawn from your unit or transferred to another centre.



Zero Mark:

In accordance with the penalty recommendations in the JCQ document *Suspected Malpractice in Examinations and Assessments*; a zero mark is awarded for the unit in question when a student is suspected of Malpractice.

All student information can be found on the school website, under Key Information/Exam Guidance or by using below link:

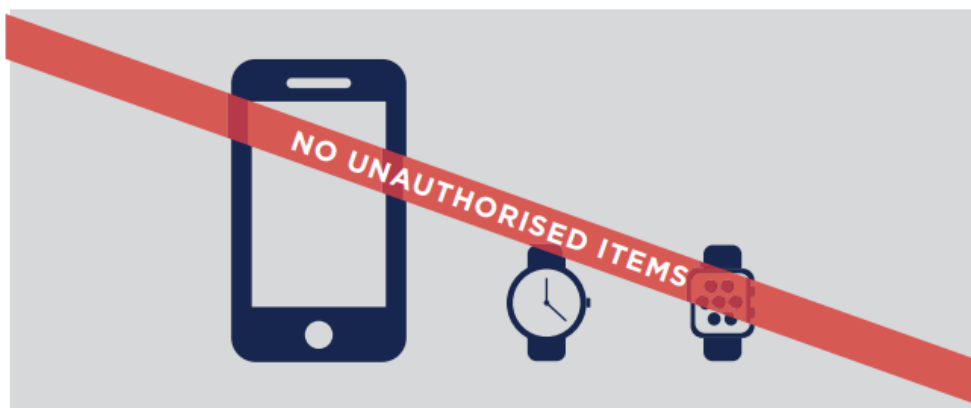
<https://www.thornhillschool.org.uk/page/?title=Exam+Guidance&pid=143>

Or JCQ Website via below link:

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

NO MOBILE PHONES NO WATCHES

NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

Warning to candidates



 Questions matter AQA	 City & Guilds	 Rewarding Learning CCEA	 NCFE	 Oxford Cambridge and RSA OCR	 Pearson	 WJEC
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1

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

2

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

3

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

4

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

5

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

6

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


7

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

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

While we like to share our experiences online, when it comes to exams, 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 content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework 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 assessments for a number of years

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



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

Y11 Provisional Timetable 2026 – You will receive a copy of your personal exam timetable by April 2026 and you must check all details carefully.

Exam Date	Exam Board	Qualification	Exam Code	Subject	Title	Exam T	Exam Dura
Jan-26							
07/01/2026	Cambridge OCR	Cambridge National	R038/01	Engineering	Engineering Design: Principles of engineering design	AM	1h 15m
Summer 2026							
TBC	WJEC	Music Practical		Music	Music Practical	TBC	TBC
TBC	WJEC	ART/Graphics/Photography		ART/Graphics/Photography	ART/Graphics/Photography	TBC	TBC
TBC	AQA	Drama Practical	8261	Drama Practical	Drama Practical	TBC	TBC
TBC	Pearson	French Speaking	1FR1	French Speaking	French Speaking	TBC	TBC
01/05/2026	Pearson	BTEC Tech Awards	BIT03/01	Digital Information Techno	Effective Digital Working Practices	PM	1h 30m
05/05/2026	Pearson	BTEC Tech Awards	BHS03/01	Health and Social Care	Health and Wellbeing	AM	2h
08/05/2026	Cambridge OCR	CAMBRIDGE NATIONAL	R184/01	Sport Studies	Contemporary issues in Sport:Written Paper	AM	1h 15m
08/05/2026	AQA	GCSE	8261/W	Drama	Drama	PM	1h 45m
11/05/2026	WJEC	GCSE	C720U10-1	English Literature	English Literature Component 1 (Eduqas)	AM	2h 00m
12/05/2026	AQA	GCSE	8062/ 11-17	Religious Studies A	Religious Studies A Paper 1	AM	1h 45m
12/05/2026	Cambridge OCR	CAMBRIDGE NATIONAL	R038/01	Engineering Design	Principles of engineering design:Written Paper	AM	1h 15m
12/05/2026	AQA	GCSE	8464/B/1F and 1H	Combined Science: Trilogy	Combined Science: Trilogy - Biology Paper 1 (both tiers)	PM	1h 15m
12/05/2026	AQA	GCSE	8461/1F and 1H	Biology	Biology Paper 1 (both tiers)	PM	1h 45m
13/05/2026	AQA	GCSE	8035/1	Geography	Geography Paper 1	AM	1h 30m
14/05/2026	Pearson	GCSE	1MA1 1H	Mathematics	Paper 1 (Non-Calculator) Higher Tier	AM	1h 30m
14/05/2026	Cambridge OCR	GCSE (9-1)	J560/01	Mathematics	Paper 1 (Foundation Tier) - Written Paper	AM	1h 30m
15/05/2026	Pearson	GCSE	1H10 10-13	History	Paper 1: Thematic study and historic environment	AM	1h 20m
18/05/2026	AQA	GCSE	8464/C/1F and 1H	Combined Science: Trilogy	Combined Science: Trilogy - Chemistry Paper 1 (both tiers)	AM	1h 15m
18/05/2026	AQA	GCSE	8462/1F and 1H	Chemistry	Chemistry Paper 1 (both tiers)	AM	1h 45m
19/05/2026	WJEC	GCSE	C720U20-1	English Literature	English Literature Component 2 (Eduqas)	AM	2h 30m
19/05/2026	NCFE	VTQ	603/7007/5	Health and Fitness	NCFE Level 1/2 Technical Award in Health and Fitness	PM	1 h 30 m
20/05/2026	Pearson	GCSE	1FR1 2F	French	Paper 2: Listening and understanding in French Foundation Tier	AM	0h 45m
20/05/2026	Pearson	GCSE	1FR1 2H	French	Paper 2: Listening and understanding in French Higher Tier	AM	1h 00m
20/05/2026	AQA	GCSE	8062/2A and 2B	Religious Studies A	Religious Studies A Paper 2	PM	1h 45m
21/05/2026	WJEC	GCSE	C700U10-1	English Language	English Language Component 1 (Eduqas)	AM	1h 45m
02/06/2026	AQA	GCSE	8464/P/1F and 1H	Combined Science: Trilogy	Combined Science: Trilogy - Physics Paper 1 (both tiers)	AM	1h 15m
02/06/2026	AQA	GCSE	8463/1F and 1H	Physics	Physics Paper 1 (both tiers)	AM	1h 45m
02/06/2026	Pearson	GCSE	1ST0 1F	Statistics	Paper 1 Foundation Tier	PM	1h 30m
02/06/2026	Pearson	GCSE	1ST0 1H	Statistics	Paper 1 Higher Tier	PM	1h 30m
03/06/2026	Pearson	GCSE	1MA1 2H	Mathematics	Paper 2 (Calculator) Higher Tier	AM	1h 30m
03/06/2026	Cambridge OCR	GCSE (9-1)	J560/02	Mathematics	Paper 2 (Foundation Tier) - Written Paper	AM	1h 30m
03/06/2026	AQA	GCSE	8035/2	Geography	Geography Paper 2	PM	1h 30m
04/06/2026	Pearson	GCSE	1H10 2A-2W	History	Paper 2: Period study & British depth study	AM	1h 50m
04/06/2026	Pearson	GCSE	1FR1 3F	French	Paper 3: Reading and understanding in French Foundation Tier	PM	0h 45m
04/06/2026	Pearson	GCSE	1FR1 3H	French	Paper 3: Reading and understanding in French Higher Tier	PM	1h 00m
05/06/2026	WJEC	GCSE	C700U20-1	English Language	English Language Component 2 (Eduqas)	AM	2h 00m
05/06/2026	WJEC	GCSE	C660U30-1	Music	Music Component 3 (Eduqas)	PM	1h 15m approx
08/06/2026	AQA	GCSE	8464/B/2F and 2H	Combined Science: Trilogy	Combined Science: Trilogy - Biology Paper 2 (both tiers)	AM	1h 15m
08/06/2026	AQA	GCSE	8461/2F and 2H	Biology	Biology Paper 2 (both tiers)	AM	1h 45m
08/06/2026	Pearson	GCSE	1FR1 4F	French	Paper 4: Writing in French Foundation Tier	PM	1h 15m
08/06/2026	Pearson	GCSE	1FR1 4H	French	Paper 4: Writing in French Higher Tier	PM	1h 20m
09/06/2026	Pearson	GCSE	1H10 30-33	History	Paper 3: Modern depth study	PM	1h 30m
10/06/2026	Pearson	GCSE	1MA1 3H	Mathematics	Paper 3 (Calculator) Higher Tier	AM	1h 30m
10/06/2026	Cambridge OCR	GCSE (9-1)	J560/03	Mathematics	Paper 3 (Foundation Tier) - Written Paper	AM	1h 30m
11/06/2026	AQA	GCSE	8035/3	Geography	Geography Paper 3	AM	1h 30m
12/06/2026	AQA	GCSE	8464/C/2F and 2H	Combined Science: Trilogy	Combined Science: Trilogy - Chemistry Paper 2 (both tiers)	AM	1h 15m
12/06/2026	AQA	GCSE	8462/2F and 2H	Chemistry	Chemistry Paper 2 (both tiers)	AM	1h 45m
12/06/2026	WJEC	Vocational/Technical Awards	5409UB0-1	Hospitality and Catering	Hospitality & Catering Unit 1 The Hospitality & Catering Industry (on paper)	PM	1h 20m
12/06/2026	Pearson	GCSE	1ST0 2F	Statistics	Paper 2 Foundation Tier	PM	1h 30m
12/06/2026	Pearson	GCSE	1ST0 2H	Statistics	Paper 2 Higher Tier	PM	1h 30m
15/06/2026	AQA	GCSE	8464/P/2F and 2H	Combined Science: Trilogy	Combined Science: Trilogy - Physics Paper 2 (both tiers)	AM	1h 15m
15/06/2026	AQA	GCSE	8463/2F and 2H	Physics	Physics Paper 2 (both tiers)	AM	1h 45m

REVISION PLANNER

You should aim for 1.5-2hrs per subject spread across the week.

Week Commencing

Key School Events (exams, assessments)

Focus Areas for the Week

English Literature	English Language	
Maths	RE	
Physics	Chemistry	Biology

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Before School						AM	AM
1							
2							
3							
4							
5							
After School						PM	PM
Evening							

Revision Strategies

Remember revision is about getting information 'out' from memory, not putting more information 'in'.



Practice questions/ answers



Flash cards (Leitner System)



Practice timed exam questions



Online (e.g. Seneca Learning)



Creating mind maps

REVISION PLANNER

You should aim for 1.5-2hrs per subject spread across the week.

Week

Commencing

Key School

Events

(exams, assessments)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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1							
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3							
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Revision Strategies

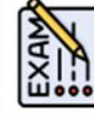
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Online (e.g. Seneca Learning)



Creating mind maps



CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to Mrs Ward by 08/12/2025

If there is anything you do not understand, you should ask Mrs Ward/Mr Clark/Mrs Onoka for clarification



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 in examinations/assessments
- What my personal data is used for by awarding bodies
- Copyright

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

- Coursework
- Non-examination assessments
- On-screen tests
- Privacy Notice
- 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