



Year 11

EXTERNAL EXAMS GUIDANCE

2026



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Introduction



The information in this booklet is designed to help you and your family understand the examination regulations, including the procedures which must be followed in the event of any problems occurring.

As a centre for examinations, we must precisely follow the regulations set down by the Awarding Bodies (examination boards). These regulations are set to ensure the same standards are applied consistently across all centres and we are not allowed to deviate from them.

JCQ are the body who oversee all examination regulations and they have produced a number of documents for candidates. Both candidates and their families are strongly advised to read them carefully and you will find them at the end of this guide.

We have included a list of frequently asked questions on pages 16-22 but if you have any questions or need any advice, please do not hesitate to contact the school.

Examination Contingency Day

- Wednesday 24 June 2026 – all day

JCQ have designated the above day as contingency sessions for GCSE examinations. This is in the event of any national or local disruption to the May/June 2026 examination series. As a last resort, the affected examinations will be rescheduled for this date and candidates affected will be expected to make themselves available in such circumstances. Where candidates choose not to be available for the rescheduled examinations, they will not be eligible for special consideration and will be classed as absent from the examination.



CONTACT US

School telephone number	0151 644 8113
KS4 Year Leader	Mrs Hepke - hepkel@prentonhighschool.co.uk
Examinations Officer	Miss McSorley - mcsorleyl@prentonhighschool.co.uk
Examinations Administrator	Miss Kelly- kellyn@prentonhighschool.co.uk
Centre Number:	34727

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Before the Examinations



Examination Timetables

You will receive an individual examination timetable showing which subjects and tier you have been entered for. Some subjects have only one tier of entry and others have Foundation and Higher tiers. It is important that you check your entries are correct and notify the examinations office immediately if you think there is an error.

Please pay particular attention to your personal details including date of birth, legal names and spelling of names as these details will be included on certificates. If you do notice that your legal forename or legal surname is incorrect, please bring a form of suitable identification to the examinations office, such as birth certificate, passport or deed poll, before your first exam and we can update our records. Once certificates have been printed the examination boards will charge you for making any amendments to personal details.

At the top of your timetable you will also see your four-digit candidate number. You need to **learn this number** as you must write your candidate number on the front page of your examination papers.

Make sure you know the dates and times of your examinations. If you miss a timetabled examination you cannot take that paper at another time.

Unless otherwise notified:

- Morning examinations start at 9.00am
- Afternoon examinations start at 1.30pm

It is your responsibility to arrive on time for each examination.

Examination Clashes

Candidates may find that two subjects are timetabled at the same time and there is a clash. The school will make alternative timetable arrangements for these candidates and notify them accordingly. If you have a clash on your timetable and have not been informed, please come to the examinations office as soon as possible.

Equipment

Candidates are responsible for bringing the correct equipment to each examination. Candidates must not rely upon school to supply them with equipment. Borrowing from other candidates is NOT allowed under any circumstances during an examination. You may use a calculator in examinations unless you are told otherwise, however, all calculator cases/lids must be removed and make sure that batteries are new.

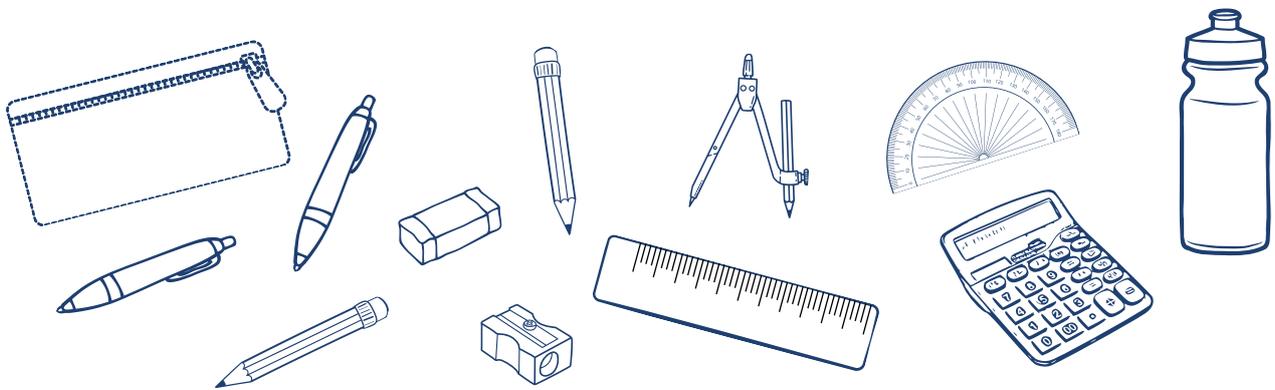
Equipment Continued

You must bring the following equipment to each examination:

- 2 pens – black only
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener
- Eraser
- Pencil cases must be see through or they will be removed by an invigilator

For some examinations you will also need the following:

- Compass
- Protractor
- Calculator – please see guidance below relating to JCQ examination regulations



Calculators MUST be:

- Of a size suitable for use on the desk;
- Either battery or solar powered;
- Free of lids, cases and covers which have printed instructions or formulas.

Candidates are responsible for the following:

- The calculator's power supply;
- The calculator's working condition;
- Clearing anything stored in the calculator.



Calculators MUST NOT:

- Be designed or adapted to offer any of the following facilities:
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;
- Be borrowed from another candidate during an examination for any reason;
- Have retrievable information stored in them, this includes;
 - databanks;
 - dictionaries;
 - mathematical formulas;
 - text.

During the Examinations



Examination Regulations

Please read the JCQ Information for Candidates documents at the back of this guide carefully. Examination regulations are very strict regarding the items that may be taken into the examination room and a breach of these rules could lead to disqualification from ALL subjects. The school must report any breach of regulations to the examination board.

The following items must not be in your possession during any examination:

- Notes/Revision materials relating to any subject
- Mobile Phones - **Phones must be switched off before being placed in your pouch: this must be stored in your bag or handed in to the invigilator.**
- iPods
- MP3/4 Players
- Any other potential technological/web enabled source of information
- Smartwatch
- Wrist watch (a clock is visible in all examination rooms)
- Headphones/Earpods – if any candidates wear their hair down or wear religious clothing e.g. a headscarf, they may be asked to show an invigilator or member of staff that no headphones are being concealed.

You must ensure your **pockets are empty** before coming in to each examination. If you are found with any unauthorised items once the examination has started, even if they are switched off and you do not intend to use them, the examination board must be informed and you risk disqualification from this and possibly all examinations.

You are under formal examination conditions from the moment you enter the examination room until you are permitted to leave and must remember the following:

- Do not attempt to communicate with or distract other candidates – students can now be disqualified from an exam before they have even opened the exam paper.
- No food is allowed.
- Water bottles are allowed but must be completely clear and have no labels, writing or measurements up the side.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that you need to know about.

During the Examinations

- Check that you have the correct question paper – check the date, subject, paper number and tier of entry if relevant. Do not write anything on your exam paper until you are instructed to do so by the invigilator.
- Make sure you add your signature if requested to do so on the front of an exam paper – exam boards can refuse to mark your exam paper if it has not been signed.
- If any text or diagrams have not printed clearly on your examination paper, put your hand up and tell an invigilator.
- Write your answers clearly and cross through any work you do not want to be marked. Do not draw graffiti or write offensive comments on examination papers – if you do the exam board may refuse to accept your paper for marking.
- Do not draw graffiti or write offensive comments on examination papers. If you do the examination board may refuse to accept your paper.
- You will not be allowed to leave the examination room early. If you have finished the paper early use any time remaining to check over your answers and make sure that you have completed your details correctly.
- At the end of the examination all work must be handed in. If you have used more than one answer booklet or any loose sheets of paper, ensure your name is on each one and ask an invigilator for a treasury tag so you can fasten them together in the correct order.
- Invigilators will collect examination papers and all examination materials before you are allowed leave the room. Absolute silence must be maintained during this time as you are still under examination conditions.
- Remain seated and in silence until told to leave the examination room.
- Please show consideration for other candidates who may still be working and leave the room in silence.
- Question papers, answer booklets and additional paper must not be taken from the examination room.

During the Examinations

- If the fire alarm sounds during an examination the invigilators will tell you what to do. If you do have to evacuate the room you must leave in silence and you will be escorted to a designated assembly point. Leave the examination paper and all possessions on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the examination room, do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident, plus any suspected cases of malpractice for those found communicating.

Attendance at Examinations

- If you know that you are going to be late, contact the school office (0151 644 8113) immediately so that they can notify the Examinations Officer and invigilators.
- You are responsible for checking individual timetables and arriving to school on the correct day and time, in full school uniform and fully equipped for each examination.
- For morning examinations, you need to get your mark for registration first before coming down to the examination.
- For afternoon examinations you need to go to lesson 4 as normal to get your mark. You should be lined up outside the examination room by 8.50am for morning examinations and by 1.20pm for afternoon examinations. You need to wait quietly until you are called in by the invigilator.
- You should check the seating plans on display in reception and remember the examination room and seat number.
- Candidates who arrive late for an examination may still be admitted but may not receive any additional time, and your examination paper might not be accepted by the examination board. If you arrive after an examination has finished, you will not be allowed to sit the paper.

Absence from Examinations

What to do if you are ill on the day of an examination:

- If you are ill and unable to attend an examination, it is vital you phone the school first thing in the morning (0151 644 8113) to inform us. Wherever possible, you will need to provide a valid doctor's note which can be sent to the examination board for consideration.

During the Examinations

- If you are feeling unwell, but still able to travel, we suggest you come to the examination and we can assess the situation once you are in school. In most cases, it is better to take the examination, if possible.
- Without a valid reason or supporting evidence, the examination boards will award zero marks for the missed exam and you may be asked to pay for the examination costs. Please note that misreading the timetable is not accepted as a satisfactory explanation of absence.
- If in doubt, telephone the school and the Examinations Officer can advise you.

Equipment

All equipment including pens, pencils, mathematical instruments etc. should be visible to the invigilators at all times. Make sure your pockets are empty before you come into the room.

- You must write in black ink.
- You must NOT use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- You are permitted to use highlighter pens and write notes on question papers which are not submitted for marking.
- If the use of a calculator is allowed, you should make sure that it conforms to JCQ examination regulations. If in doubt, check with your teacher well in advance of the examination date. Remove any cases/lids and make sure batteries are new.

Invigilators

Invigilators are employed by the school to ensure that the examinations are conducted according to JCQ regulatory requirements. They will also distribute and collect the examination papers/materials, tell candidates when to start and finish the examination, hand out additional writing paper if required and deal with any problems which may arise during the examination, for example if a candidate is feeling unwell.

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

Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room.

If you have a problem at any point during an examination, put your hand up clearly and tell the invigilator.

During the Examinations

Access Arrangements

Candidates will be informed of the approved arrangements that are in place for their examinations and any instances when these may not apply. Depending on the approved arrangements, candidates are seated in either the Sports Hall or the Skills Hub.

Special Consideration

If you feel that your performance in the examination was affected by circumstances beyond your control at the time of the assessment, school may be able to apply for special consideration. In order to qualify you must have fully prepared for the examination and have been present for the examination.

Special consideration **cannot be applied for you if:**

- You were able to develop your subject knowledge and understanding due to absence during the course
- long-term illness
- Joining the course late
- Teaching and learning being disrupted for any reason.

The Examinations Officer can offer further advice if required.

After the Examinations



Results Day – Thursday 20 August 2026

You can collect your examination results from 9.00am on Results Day. If you are unable to collect your results and would like someone else to collect them on your behalf (including parents) you must let the examinations office know in writing by Friday 10 July 2026. Unless we have been notified in advance, we will not issue your examinations results to anyone else.

Uncollected results will not be posted out.

Post Results Services

If your results are not as you expected there are various options available. It may be possible to have your examination paper reviewed, remarked or for you to receive a photocopy. It is important that you discuss any post results options with your subject teacher as marks can go both up and down and there is no option to revert to a previous, higher mark. Full details of the services available including costs and deadlines will be issued with your statement of results.

There will be a fee for all post results services as outlined by the examination boards. No applications will be submitted without candidate consent and payment having been received. If you require a remark, review or copy of an examination paper then the fee is payable for each individual unit/paper.

Examination Certificates

The examination boards issue certificates after the examinations have taken place. These will be issued at the annual KS4 Celebration Evening which candidates will be invited to. If you are unable to attend this event, you can contact school to arrange an alternative time to collect your certificates but please be aware centres are only required to keep original certificates for a period of 12 months.

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Examination Checklist



You must arrive at school in plenty of time for your examinations. It is much better to leave yourself a safety margin on timings in case of problems with the journey.

- Mobile Phones – candidates must not have mobiles phones in their possession when in the examination room. **Phones must be switched off before being placed in your pouch: this must be stored in your bag or handed in to the invigilator.**
- Do not take into the examination: digital equipment, reading pens, electronic communication/storage devices, iPods, watches, MP3/4 players or any other products with text/digital facilities – make sure your pockets are empty.
- You must bring 2 black pens, pencil, eraser and any other equipment needed for your examination. Do not use gel pens – many of the examination papers are now scanned and sent electronically for marking – gel pens do not scan well.
- Only clear pencil cases are allowed on your desk; any others should be left in bags.
- In an examination where you have the use of a calculator, the calculator lid/cover must not be on your desk – please leave in bags.
- Once you enter the examination room, there must be **absolutely no talking or communication between candidates**. If you have any questions, you should raise your hand once seated and an invigilator will come to you.
- You need to wear full school uniform for all examinations.
- No food is allowed in the examination hall (if you have a special requirement – please see the Examinations Officer before the examinations).
- Water bottles are allowed in the examination hall but these must be completely clear and free from labels, measurements and writing.
- If you have any problems at all during the examination, put your hand up immediately and speak to an invigilator. The invigilators will do all they can to help.

**PLEASE MAKE SURE YOU ARE CLEAR OF THE EXPECTATIONS IN THIS DOCUMENT.
ALL EXAMINATION RESULTS ARE AT RISK IF ANY OF THESE REGULATIONS ARE BROKEN.**

Frequently Asked Questions



Q. Why do I need to check the details on the Examination Timetable?

The details on your timetable will be used when certificates are printed. If the name or date of birth on your examination certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university in the future. You should also check the subjects and tiers which you are entered for are correct and that none are missing.

Q. My name has been misspelt on my timetable. What can I do?

Please bring a suitable form of identification to the examinations office confirming the correct spelling and we will amend our records. If you fail to do this before certificates are issued, examination boards will charge you to amend personal details. Names on certificates need to match your ID for future job/college applications.

Q. What do I do if there is a clash on my timetable?

When a clash of examinations occurs, depending on the length of these exams, this may mean sitting one exam after another, with a short supervised break in between. Prenton High School will adjust the starting time for one of your examinations. It is important to note that you will remain under strict supervision between examinations and you will not be allowed access to your possessions. We will advise you, as appropriate.

Q. What do I do if I think I have the wrong paper?

You will be asked to check that you have the right paper before the examination starts. If you think something is wrong put your hand up and inform the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

Candidate Numbers are on seating plans. Invigilators will be able to help you find your number.

Q. What do I do if I forget the Prenton High School for Girls Centre Number?

The Centre Number is 34727. It will be clearly displayed in the examination room.

Q. What do I do if I have an accident or I am ill before the Examination?

Inform the Examinations Officer as soon as possible so we can help or advise you (School Reception: 0151 644 8113). Depending on the nature of the illness/accident we may be able to offer additional assistance e.g. a laptop or scribe. You may need to obtain medical evidence (from your GP or hospital) if you wish us to make an application for Special Consideration on your behalf.

Q. What is Special Consideration?

If the request is accepted by the examination boards, special consideration is an adjustment to the marks or grades of a candidate. It is important to note that any adjustment is likely to be small and no feedback is ever provided. You will only be eligible for special consideration if you are fully prepared and present for an examination but your performance was affected by circumstances beyond your control at the time of the assessment. Examples of such circumstances are a recent personal illness, accident, bereavement or domestic crisis. The examinations office must be informed immediately, in order for the necessary paperwork to be completed (within 7 days of the last examination session for each subject). The candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the Examination?

Put your hand up and an invigilator will assist you. If you feel unwell before the examination starts, then let the invigilators know as it may be possible to move your seat so you are closer to an exit if you need to be taken out of the examination room. Try your best to finish your examination, even if feeling unwell.

Q. If I am late can I still sit the Examination?

Aim to arrive in plenty of time so that you feel calm and prepared for every examination. If you are late it may still be possible for you to sit the examination. You need to phone reception to notify school that you are on your way and you should get to school as soon as possible. A member of staff will escort you to the examination room. You must not enter an examination room, without permission, after an examination has started. You should also be aware that if you start the examination 'very late' - more than 60 minutes after the published starting time, Prenton High School for Girls must inform the Examination Board who may decide not to accept your examination paper. Please ensure that you allow enough time to get to school so that if you are delayed, e.g. through transport problems, you will still arrive on time.

Q. If I miss the Examination can I take it on another day?

No. Timetables are regulated by the examination boards and you must attend on the given date and time. You will put your final grades at risk if you do not attend and you may not get any grade at all.

Q. Do I have to wear school uniform?

Yes. Usual school procedures and consequences will apply.

Q. Can I leave the Examination early?

No. You are not allowed to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

Q. What equipment should I bring for my Examinations?

- You must bring at least 2 pens (black ink only).
- For mathematics, pencils must be used for diagrammatic work.
- For some examinations you will need a calculator, a 30cm ruler (marked with cm and mm), eraser, 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.

Q. What items are not allowed into the Examination room?

- Only authorised material is permitted in the examination room and candidates who are found to have any other materials in their possession will be reported to the relevant examination board. In such circumstances, a candidate would normally be disqualified from the paper or the subject concerned. If in doubt, ask an invigilator.
- Bags, coats and any other items not permitted under examination regulations should be left in lockers wherever possible. If this is not possible then the invigilator will tell you where to leave your possessions.
- You must make sure that any electronic devices left in bags are switched off or you still risk disqualification. Do not bring any valuables into school when you attend for an examination.
- No food is allowed in the examination room only clear water bottles with all labels removed.

Q. Why can't I bring my mobile phone into the Examination room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, MP3/4 Players, headphones, watch etc.) is regarded as malpractice and is subject to a severe penalty from the examination boards. You may risk one or all of your examinations and final grades if an item is found in your possession, including a phone pouch.

Q. How do I know how long the Examination is?

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. They will write the start & finish time on the boards at the front of the examination room. There will be a clock in the examination room.

Q. What do I do if the fire alarm sounds?

The invigilators will remind you of the emergency evacuation procedures at the start of each exam. If you do have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation. A full report will be sent to the relevant examination board including any cases of potential malpractice.

J.C.Q. Information for Candidates



The following documents have been produced by the Joint Council for Qualifications to support students and their families in preparing for their external examinations. Original copies can be downloaded by clicking on the hyperlinks, if you are viewing this as a digital version, or copies can be found on the following pages.

- [JCQ Information for Candidates - Written Examinations](#)
- [JCQ Information for Candidates - Social Media](#)
- [JCQ Information for Candidates - Coursework Assessments](#)
- [JCQ Information for Candidates - Non-Examinations Assessments](#)
- [JCQ Unauthorised Items Poster](#)
- [JCQ Warning to Candidates](#)
- [JCQ Preparing to Sit Exams](#)
- [JCQ AI and Assessments](#)
- [JCQ Guidance for Parents, Carers and Students - Access Arrangements](#)



On your exam day

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

Before sitting your exams, ensure you know:

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

What you will need:

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

What you cannot take into your exams:

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

Other important information:

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

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

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

EFFECTIVE FROM 1 SEPTEMBER 2025

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Information for candidates

Written examinations

With effect from 1 September 2025



Joint Council for
Qualifications ^{CIC}

This document has been written to help you.
Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
- 4 You **must not** take into the exam room any unauthorised material, including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) watches.

Any pencil cases taken into the exam room **must** be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.

- 5 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 6 **Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
- 7 You **must not** write inappropriate, obscene or offensive material.
- 8 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other permitted equipment needed for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spellcheckers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in its memory;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed;
 - (c) you think you have not been given the expected access arrangement(s).
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

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

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.

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Information for candidates

Non-examination assessments

With effect from 1 September 2025



This document tells you about some things that you **must** and **must not** do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

If there is something that you do not understand, you **must** ask your teacher.

Preparing your work — good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. They will then record the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** write up your **own account** of the assignment. Even if the information you have is the same, you **must** describe in your own words how that information was obtained. You **must draw your own conclusions from the data**.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it. **Do not** share it with anyone, including posting it on social media. You must always keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use any prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources, such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources, or generated from sources, which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material – you cannot copy it and claim it as your own work.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though – you **cannot** copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is known as **referencing**. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number. For example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/1/ontoday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2026.

Where computer-generated content has been used (such as an AI chatbot), your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026. You should also reference the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s) and computer-generated content for reference and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to. For example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

Plagiarism

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

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who will be very familiar with work on the topic concerned. They may have read the source you are using or even marked the work you have copied from.
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Sanctions for breaking the regulations

If it is discovered that you have broken the 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.

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Information for candidates

Coursework assessments

With effect from 1 September 2025



Joint Council for
Qualifications CIC

This document tells you about some things that you **must** and **must not** do when you are completing coursework.

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

If there is anything that you do not understand, you **must** ask your teacher.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources, such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources, or generated from sources, which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

If you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number. For example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://news.bbc.co.uk/1/hi/2002/02621000/2621915.stm>, downloaded 5 February 2026.

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You should also reference the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s) and computer-generated content for reference and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to. For example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

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- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources. They can detect changes in the grammar and style of writing or punctuation.

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. They will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must each** write up your **own account** of the assignment. Even if the information you have is the same, the description of how that information was obtained and the conclusions you draw from it should be in your own words.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Don't** leave it lying around where your classmates can find it. **Don't** share it with anyone, including posting it on social media. You **must always** keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

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Electronic tools used by awarding bodies can detect this sort of copying.

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Sanctions for breaking the regulations

If it is discovered that you have broken the rules, one of the following sanctions will be applied:

- you will be awarded zero marks for your work;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which sanction is appropriate.

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WHAT ARE ACCESS ARRANGEMENTS?

- Access arrangements allow students with specific needs, such as special educational needs or disabilities, to access an exam.
- They allow students to show what they know and can do without changing the demands of the exam.



HOW WILL THE PROCESS START?

- Parents and carers should let the SENCo know as soon as possible if their child has additional needs. Good and open communication is important.
- Students in further education should record their additional needs on the college's enrolment form.
- The SENCo will work with teachers and the student to identify possible arrangements.
- Various access arrangements are available. For example, support for students who have difficulties with reading, writing, speed of working or concentration.
- Not all students with additional needs will require access arrangements. This depends on whether their difficulty affects their access to exams. Additional needs or a diagnosis alone do not entitle a student to access arrangements.



WHO WILL MAKE THE ASSESSMENT?

- If a student has learning difficulties, the school or college's appointed assessor must conduct the assessment to determine the need for access arrangements, such as 25% extra time.
- If an external assessor diagnoses a learning difficulty (for example, dyslexia or dyscalculia), the assessment can only be used as evidence for access arrangements if the assessor has liaised with the school or college and received the necessary access arrangements paperwork in advance of the assessment taking place.
- Specialists (for example, a medical consultant or a psychiatrist) are responsible for providing a formal diagnosis. They are **not** responsible for decisions about access arrangements.
- The school or college must decide which access arrangements a student has for their exams.
- Teachers must give evidence to show that an access arrangement is needed. The school or college will record how effective the arrangement is in the classroom, in internal tests or in mock exams.



WHAT ELSE NEEDS TO BE DONE?

- The school or college will have to apply for some arrangements.
- If a student has complex needs, a school or college can discuss their needs with the exam board.

FINALLY

Schools and colleges **must** follow the rules. They are inspected and if they are found to be breaking the rules, this will be malpractice.

**If you have any questions about access arrangements,
please speak to the school, college or SENCo.**

Warning to candidates



AQA City & Guilds CCEA NCFE OCR Pearson WJEC

AQA	City & Guilds	CCEA	NCFE	OCR	Pearson	WJEC
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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.



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.

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?

- 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
- 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
- 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



Information for candidates

Using social media and examinations/assessments

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



JCQ Things to do on social media:

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

JCQ 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

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

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

Please take the time to familiarise yourself with the JCQ rules:

jqc.org.uk/exams-office/information-for-candidates-documents

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2026 Examination Timetable

DATE	DAY	SESSION	SUBJECT	COMPONENT	DURATION
08/05/2026	Friday	AM	Sociology	Paper 1	1h 45m
11/05/2026	Monday	AM	English Literature	Paper 1	1h 45m
12/05/2026	Tuesday	AM	Religious Studies	Paper 1 - Christianity / Islam	1h 45m
12/05/2026	Tuesday	PM	Biology (Combined Science Trilogy)	Paper 1	1h 15m
12/05/2026	Tuesday	PM	Biology (Triple Science)	Paper 1	1h 45m
13/05/2026	Wednesday	AM	Geography	Paper 1	1h 30m
13/05/2026	Wednesday	PM	Computer Science	Paper 1	1h 30m
14/05/2026	Thursday	AM	Maths (Foundation)	Paper 1 - Non Calculator	1h 30m
14/05/2026	Thursday	AM	Maths (Higher)	Paper 4 - Calculator	1h 30m
15/05/2026	Friday	AM	History	Paper 1	1h 20m
15/05/2026	Friday	PM	Sociology	Paper 2	1h 45m
18/05/2026	Monday	AM	Chemistry (Combined Science Trilogy)	Paper 1	1h 15m
18/05/2026	Monday	AM	Chemistry (Triple Science)	Paper 1	1h 45m
19/05/2026	Tuesday	AM	English Literature	Paper 2	2h 15m
19/05/2026	Tuesday	PM	Computer Science	Paper 2	1h 30m
20/05/2026	Wednesday	AM	French	Listening	H = 1h 00m
20/05/2026	Wednesday	PM	Enterprise & Marketing	Enterprise & Marketing Concepts	1h 15m
20/05/2026	Wednesday	PM	Religious Studies	Paper 2	1h 45m
21/05/2026	Thursday	AM	English Language	Paper 1	1h 45m
22/05/2026	Friday	AM	Physical Education	Paper 1	1h 15m
HALF TERM					
01/06/2026	Monday	AM	Physical Education	Paper 2	1h 15m
02/06/2026	Tuesday	AM	Physics (Combined Science Trilogy)	Paper 1	1h 15m
02/06/2026	Tuesday	AM	Physics (Triple Science)	Paper 1	1h 45m
03/06/2026	Wednesday	AM	Maths (Foundation)	Paper 2 - Calculator	1h 30m
03/06/2026	Wednesday	AM	Maths (Higher)	Paper 5 - Non Calculator	1h 30m
03/06/2026	Wednesday	PM	Health and Social Care	Principles of Care	1h 15m
03/06/2026	Wednesday	PM	Geography	Paper 2	1h 30m
04/06/2026	Thursday	AM	History	Paper 2	1h 50m
04/06/2026	Thursday	PM	French	Reading	H = 1h 00m
05/06/2026	Friday	AM	English Language	Paper 2	1h 45m
05/06/2026	Friday	PM	Music	Appraising	1h 45m
08/06/2026	Monday	AM	Biology (Combined Science Trilogy)	Paper 2	1h 15m
08/06/2026	Monday	AM	Biology (Triple Science)	Paper 2	1h 45m
08/06/2026	Monday	PM	Further Maths	Paper 1	1h 45m
08/06/2026	Monday	PM	French	Writing	F = 1h 15m / H = 1h 20m
09/06/2026	Tuesday	AM	Spanish	Listening	F = 0h 45m / H = 1h 00m
09/06/2026	Tuesday	PM	History	Paper 3	1h 30m
10/06/2026	Wednesday	AM	Maths (Foundation)	Paper 3 - Calculator	1h 30m
10/06/2026	Wednesday	AM	Maths (Higher)	Paper 6 - Calculator	1h 30m
11/06/2026	Thursday	AM	Geography	Paper 3	1h 30m
11/06/2026	Thursday	PM	Food Preparation & Nutrition	Paper 1	1h 45m
12/06/2026	Friday	AM	Chemistry (Combined Science Trilogy)	Paper 2	1h 15m
12/06/2026	Friday	AM	Chemistry (Triple Science)	Paper 2	1h 45m
15/06/2026	Monday	AM	Physics (Combined Science)	Paper 2	1h 15m
15/06/2026	Monday	AM	Physics (Triple Science)	Paper 2	1h 45m
15/06/2026	Monday	PM	Further Maths	Paper 2	1h 45m
16/06/2026	Tuesday	AM	Spanish	Reading	F = 0h 45m / H = 1h 00m
17/06/2026	Wednesday	AM	Spanish	Writing	F = 1h 15m / H = 1h 20m
24/06/2026	Wednesday	All Day	CONTINGENCY DAY		

***The exam contingency day has been set by JCQ in the event of widespread local or national disruption to exams. All students must be available until this final date of 24/06/2026**

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Good Luck Year 11...
You've got this!

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