



EXAM CANDIDATE HANDBOOK

2024-2025

Guidance for Students & Parents/Carers

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INTRODUCTION

Presdales is committed to making the examination experience as stress free as possible, ensuring all candidates have the opportunity to perform to the best of their ability. This handbook has been produced to ensure that candidates are fully briefed on the exam and assessment processes in place and are made aware of the required JCQ/awarding body instructions and information for candidates.

We hope you find this useful, but should you have any further queries please contact Mrs Waite in the Exams Office.

CONTACT INFORMATION

Head of Centre

Head Teacher – Mr Warren

Email: mwarren@presdales.herts.sch.uk

Examinations Office

Exams Officer – Mrs Waite

Email: ewaite@presdales.herts.sch.uk Tel: 01920 449672

Exams Administrator – Mrs Galletly

Email: jgalletly@presdales.herts.sch.uk

Website

Please see Exams section of school website: <https://presdales.herts.sch.uk/exam-boards-and-codes/>

Examinations Boards' Websites for General Information

AGA	https://www.aqa.org.uk/
Edexcel	https://www.edexcel.com/
OCR	https://www.ocr.org.uk/
WJEC	https://www.wjec.co.uk/

Joint Council for Qualifications

The JCQ is a membership organisation comprising the majority of exam boards in the UK, issuing strict rules, regulations and guidance on exam administration. They have several Information for Candidates documents available on their website, which we advise you to familiarise yourself with.

[JCQ Information for Candidates Documents](#)

KEY DATES 2024-2025

October	Before half term	Students issued with individual mock timetables
November	22	Occasional Day
	27	First day of mock exams
December	13	Last day of mock exams
	Before end of term	Provisional summer timetable published on school website
January	13	Mock exams results day
	27	Students issued with statement of entries (deadline for returning 31 st Jan)
February	10	Final summer GCSE entries sent to Exam Boards
	24	Student timetables available on edulink
May	8	Year 11 study leave starts
	8	First Public GCSE Exam
	12	Year 13 study leave starts
	12	First Public A-Level Exam
June	11	Contingency afternoon – all candidates must be available on this date
	19	Last Public GCSE Exam
	24	Last Public A-Level Exam
	25	Contingency day – all candidates must be available up to and including this date
August	14	A-level Results day
	21	GCSE Results day
December	15	Speech Day/Certificate Collection

ENTRY INFORMATION

In January candidates will be given a Statement of Entry which include their personal details and all the qualifications they are entered for in the Summer exam series. Please check these details **VERY CAREFULLY** and advise the Exams Office of any errors as soon as possible.

Centre and Candidate Details

These detail are required by candidates and are filled in on front of all exam scripts:

Centre Number: 17267

Candidate Name: legal name, as appears on birth certificate/passport is used to register candidates and must be used for all exams, not preferred name. This is name that will be printed on Exam Certificates and therefore candidates should be able to prove their legal identity.

Candidate Number: each candidate has a four-digit candidate number allocated by the school. If you have sat exams at another school, you will be allocated a new candidate number for the exams you sit at Presdales.

Unique Candidate Identifier (UCI): - is made up of 12 numbers and 1 letter and links all your qualifications together, if you transfer school this is the number which will identify you. It will be printed on your statement of entry and statement of results, is used for administration purposes and it is not necessary for you to remember it.

EXAM DATES & TIMETABLES

The [Exams Information](#) page on our school website is constantly updated with any internal and external exam dates and timetables. An outline of the [Summer timetable](#) will be available from December. This is also where you can find all the course details for the qualifications we offer.

Students will be able to view their individual exams timetables via Edulink from March. These will only show timetabled written exams. GCSE/A level Art, Photography and MFL Speaking exams will not appear on individual timetables. Subject teachers will communicate the details of these exams to their class.

It is YOUR responsibility to check your timetable carefully.

- Ensure that you use the most up to date version of your individual timetable if changes have been made to your entries.
- Check that arrangements for exam clashes are shown.
- Check the finish time of your afternoon exams - you may have to organise transport home if it does not finish in time for you to catch the school buses.
- See the Exams Officer immediately if you have any queries

Exam Clashes

A “clash” means that according to the official exam board timetable you have multiple exams on the same day at the same time. Unfortunately, this is due to how the exams have been timetabled at the national level and so is not something that we are able to change.

If you think that you may have an exam clash, and you have not spoken to Mrs Waite you must contact her immediately.

If an exam has been re-scheduled to another session on the same day, you will have to be supervised from the end of one exam until the start of the next one. You will be allowed to revise using your own books and notes, however, you must not be in possession of a mobile phone, watch or any other electronic device; have access to the internet; have contact with any students or teachers outside of the supervision room

You should bring a packed lunch, snacks and plenty to drink between the sessions as you will not be able to visit the canteen.

At the end of your first clash exam you must wait in your seat for the INVIGILATOR to take you to a supervised area where you will remain until your second exam.

Contingency Day

The awarding bodies will designate dates in June to be used as a contingency for exams within the timetable, this in the event of national or local disruption. All candidates need to ensure they are available up to and including on this date in case of rescheduling.

THEY ARE NOT USED FOR SCHOOLS TO RESCHEDULE EXAMS THAT CANDIDATES HAVE MISSED.

The contingency days for 2025 are:

11th June – afternoon session

25th June – all day

NOTICES & WARNINGS

At the end of this Handbook, you will find copies of the two JCQ Notices and Warnings to candidates which are displayed outside every exam room. You **MUST** read and familiarise yourself with these notices, failure to follow these could result in disqualification. If you have any questions, please contact Mrs Waite in the Exams Office.

MALPRACTICE

To maintain the integrity of qualifications, strict Regulations are in place. Malpractice means any act or practice which is in breach of the Regulations.

Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding bodies. Personal data about the candidate will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about the candidate may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ published document [Suspected Malpractice - Policies and Procedures](#)

JCQ provides information regarding what constitutes malpractice, examples include:

- Bringing unauthorised material into the exam room
- collusion: working collaboratively with other candidates, beyond what is permitted
- copying from another candidate (including the use of technology to aid copying)
- allowing work to be copied, e.g. posting work on social networking sites prior to an examination/assessment
- disruptive behaviour in the exam room or during an assessment session (including the use of offensive language)

- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication
- where notes are permitted, bringing them into the exam in the wrong format or inappropriately annotated texts (in open book examinations)
- the inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios
- plagiarism: unacknowledged copying from or reproduction of third party sources (including the internet and AI tools); incomplete referencing
- use of social media for the exchange and circulation of real or fake assessment material

Malpractice can occur as soon as an exam candidate enters the exam room, during the exam and after the exam as they are leaving the exam room. Any breach will be reported to the awarding body and may lead to an exam candidate being penalised. It is very important that you are aware of the following points to ensure you do not commit any malpractice during a written exam:

- you must not open an exam question papers until instructed to do so by the invigilator
- you must only write what is required to be completed when instructed to do so
- you must not add any extra notes or drawings to the front of your exam paper
- you must not draw or doodle on your exam papers
- you must not write inappropriate or offensive language/comments on your exam papers or any additional sheets used during your exam
- you must not write on your skin during the exam or come into an exam with anything drawn or written on your skin

Candidates must ensure they are fully aware of the information contained in this handbook and the [JCQ Information for Candidates on Written Examinations](#) to ensure that they do not commit any malpractice which could lead to disqualification.

Social Media

Candidates must **NOT** do any of the following 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

Please see JCQ Using Social media guide in Appendix 4.

Research and using references

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

Please see JCQ Using AI guide in Appendix 5.

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It is a form of cheating which is taken very seriously and will be reported as malpractice to the relevant exam board.

Reporting Malpractice

If a candidate or a parent/carer has a concern or reason to believe that malpractice has or will occur in an exam or assessment, this should be raised initially with the Exams Officer or Head of Centre as soon as possible.

There may be times when it may be more appropriate to refer the issue directly to the board of Trustees, most often when the allegation is against the Head of Centre. The Exams Officer/Head of Centre or board of Trustees follow the school's Malpractice Procedure, a copy of which can be found on the school website.

We encourage anyone who has information regarding malpractice to come forward and report the matter. If you want to remain anonymous, this will be respected, unless an awarding body is legally obliged to report the identity of the person making the allegation.

NON-EXAMINATION ASSESSMENTS (NEA)

If candidates are studying for a qualification which includes a coursework/NEA element, the subject teacher will inform students of all the relevant dates and deadlines.

Candidates must familiarise themselves with the [JCQ Information for Candidates on NEA](#)

An authentication statement must be signed by the candidate, confirming the work is their own and where applicable have referenced the use of AI tools.

In line with JCQ guidance, students will be issued with their NEA mark prior to the mark being submitted to the Awarding Body for external moderation. This is to allow students the opportunity to appeal their mark should they feel they have sufficient grounds to do so. Please refer to the school's Internal Appeals Procedure which you will find on the Policy page of our school website.

COPYRIGHT & PERSONAL DATA

Copyright -The copyright of any work created by candidates that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate. By submitting their work, candidates are granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence). If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights.

Personal Data -The awarding bodies collect information about exam candidates.

To understand what information is collected and how it is used, please see awarding bodies websites.

RESULTS

Exams results are issued to students in August, see Key Dates.

We strongly advise students to attend with their parents/carers to collect results. This is particularly important for any students who wish to stay on with us at sixth form as you will need to enrol with us straight away after receiving your results. We will have a Presdales School team, consisting of Head Teacher, Deputy Head Teacher and Heads of Departments on hand to offer you guidance and support. No results will be given out by telephone or via email under any circumstances. If you are unable to attend results day, you are required to complete a candidate permission form to allow a nominated person to collect them on your behalf. Alternatively, you can provide the Exams Officer with a stamped, self-addressed envelope before the end of term in July, your results will then be posted to you on results day.

POST RESULTS SERVICES

If your results are not as you expected there are various options available within the Post Results Services, however it is important that you discuss any review of marking options with your subject teacher before applying as marks can go up or down and there is no option to revert to a previous, higher mark.

You can request to receive a copy of your exam paper with no charge, however you must complete an Access To Scripts approval form which is provided on results day to authorise your request.

The deadlines for applications for a Review of Marking are final and it should be noted that scripts are destroyed after a certain time so these services must be applied within the specified timescale. There will be a fee for all clerical checks and reviews of marking as outlined by the Exam Boards. Applications will not be submitted to the Board without payment having been received via WisePay/BACS. If you require a review of a subject involving more than one paper, the review fee is payable for each paper. It is most important that you consult with a relevant subject teacher before applying for Post Review Services. Further Details will be sent to you nearer the time showing you the options and fees. [JCQ Information Page on Post Results Services](#)

CERTIFICATES

Certificates will be presented at Presdales School Awards Presentation in December. Your certificate will show your legal name.

If you are unable to attend the Presentation, you can collect your certificates from the school reception after the Christmas break. When collecting you will need to sign for your certificates and if you send someone else to collect them on your behalf they will need to sign on your behalf and note their relationship status to you.

Certificates will **NOT** be posted out to candidates and **MUST** be collected in person from school.

PLEASE KEEP YOUR CERTIFICATES SAFE AS THEY ARE VERY IMPORTANT DOCUMENTS THAT YOU WILL NEED TO KEEP FOREVER.

Awarding bodies guidance is that unclaimed certificates should be destroyed 12 months from the date of issue. If you do not collect your certificates within this period, they may no longer be available to you. After this period, awarding bodies will be able to issue you a statement of your results (not a full certificate as originally issued) and will charge you for this service. You should apply directly to the awarding body for this service.

COMPLAINTS POLICY & PROCEDURE

Please refer to the Policy page of our school website [here](#) where you will find all exam related policies including those relating to complaints and appeals.

EXAM DAY PROCEDURE

Start Times

Exams start times are as follows:

Morning exams - 9am

Afternoon exams – 13:45pm

Candidates should aim to arrive at school at least **30 minutes** before the start of your exam, this is to allow time for you to check the daily seating plans, go to your locker to put away any belongings and go to the toilet before making your way to your exam venue. Do not leave coats and bags outside of the exam room, you must place them in your locker. **You should be outside your exam room 15 minutes before the start time of your exam.**

Please note that public exams do not run to the timings of the normal school day. Exams can and will run into and over break times, lunch times and after school. You must check your timetable carefully and note any afternoons where you are finishing late. If you use School Transport, you will need to arrange alternative transport home on these days.

Please be aware that students are not given time warnings at the end of exams, it is their responsibility to be aware of their exam finish time and manage their time accordingly. The start and finish time of each exam is always displayed clearly at the front of the exam room.

Venues & Seating Plans

The room and seat number for each of your exams will be shown on your individual timetable which you can view via your Edulink app.

Daily seating plans will be displayed outside each exam venue.

If you are sitting an exam in the Hall or the Gym, you will line up quietly outside, behind the letter which corresponds to the row you are sitting in. If you are sitting an exam in any other room, you will line up quietly outside the room. All students will be called into the exam room by name in row order according to the seating plan.

Candidate Identification

All candidates sitting exams at Presdales will be identified by a photo ID card which will be placed on your exam desk for each of your exams. In addition to your photograph, the ID card will also show your name, candidate number, and any exam access arrangements (if applicable). Please check that you have the correct ID card on your desk when you sit down. If anything is incorrect on the card or if it is not the correct card, please put up your hand and inform an invigilator of the issue. **Do not remove the ID card from the exam room when you finish your exam.**

External Candidates – will be asked to bring in proof of identification (passport or driving licence) prior to the exam season starting. We will also ask you to provide a photograph to be used for your photo ID card. On exam days, please arrive at Reception 20/25 minutes prior to you the start time of your exam. You will need to sign in and then wait to be collected by a member of exam staff who will escort you to your exam venue. When your exam has finished you will be escorted back to Reception where you must sign out before leaving.

Invigilation

Exams are supervised by a team of experienced invigilators. Our invigilators must follow the strict guidelines set by JCQ.

Please note that invigilators cannot discuss the examination paper with candidates or explain the questions during the exam.

If your exam involves 1:1 invigilation, a roving invigilator will enter your exam room at least once during your exam. If you require a scribe, there will also be an invigilator present in your exam room in addition to the scribe.

Exam Conditions

Candidates must not enter the exam room until directed to do so by the Exams Officer, a member of SLT or an Invigilator. An exam announcement for all candidates will be given by an invigilator in the exam venue before the exam begins.

Remember:

- You are under exam conditions from the moment you enter the exam room until you are given permission to leave the room.
- Candidates must listen to and follow the instructions of the invigilator at all times.
- Candidates must not talk to, attempt to communicate with or disturb other candidates once you have entered the exam room.
- Centre number, exam board, subject title, tier, paper number; date and the actual starting and finishing times of each exam will be displayed on the exam screen/whiteboard at the front of the exam room.
- Your Candidate Number is clearly displayed on your ID Card.
- A clock will be displayed in your exam room.
- The invigilator will announce when you can start your exam, your exam will formally start at this point.
- The duration of your exam will be displayed on the exam room screen/whiteboard.
- Please remain quiet when outside of the exam room as other candidates may still be working.

Question Papers & Answer Booklets

Please remember that it is your responsibility to check you have the correct question paper and you are sitting the correct exam – check the day, date, subject, unit/component and tier of entry (if appropriate). **Please raise your hand and notify an invigilator immediately if you think you have been given the wrong exam paper, even if this is after you have started your exam.**

Additional Sheets: – if you run out of space when answering questions, you can request additional sheets from an invigilator. Please ensure you complete all centre and candidate details on any additional sheets. Additional sheets should be tucked inside the answer booklet, with the exception for AQA exams where a treasury tag will be used to secure additional pages.

Items permitted in Exam

Only authorised items can be brought into the exam room: **black** pens, pencils, pencil sharpener, rubber, compass, ruler, protractor, highlighter and a calculator (lid removed) in a **clear** pencil case only. You must bring all your equipment to every exam.

Do not use any of the following - correcting pens, fluid or tape, erasable pens, gel pens. Highlighters can only be used on question papers and must not be used on your answers

Water bottles must be clear/transparent with labels removed, opaque or metal water bottles are not allowed. No other drinks or food will be allowed in the exam room unless you have a medical need that has been previously discussed with the Exams Officer.

If you bring a pack of tissues into the exam room you must remove the packaging. There are tissues provided in each exam room so if you require a tissue during an exam please ask an invigilator.

Calculators

The instructions on the question paper will state whether or not calculators are allowed. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used. Where calculators are allowed, candidates are responsible for making sure that they meet the awarding bodies' regulations and must be free of lids, cases and covers which have printed instructions or formulae. You must place the calculator lid on the floor under the desk if you accidentally take it into an exam.

Calculators must not be designed or adapted to offer any of these facilities:

- Language translators
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other machines or the internet

During an examination a calculator must not give access to pre-stored information. This includes:

- databanks
- dictionaries
- mathematical formulae
- text

A calculator must not be borrowed from another candidate during an examination. An invigilator may give a candidate a replacement calculator.

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

Unauthorised Items

You **MUST** be familiar with the two JCQ Posters which are displayed outside of every exam room: -

- [Unauthorised Items Poster](#)
- [JCQ Warning to Candidates Poster](#)

Candidates must **NOT** be in possession of the following items:

- AirPods, Earphones or earbuds;
- Mobile phones;
- iPods, MP3/4 players or similar device;
- Watches;
- Smart glasses;
- Any other smart devices.

If you enter the exam room with an unauthorised item, you must put up your hand to attract an invigilator's attention and hand the item in immediately. Failure to do this is **malpractice** which will be reported to the relevant exam board and could result in disqualification.

What to wear

Year 11 – you are required to wear your Presdales School Uniform (NOT PE Kit) for all your exams, however you will be permitted to wear your Leavers Hoodie. Please note that some exam venues get very hot in Summer so you **MUST** wear your school shirt underneath your hoodie/jumper so that you are able to remove it if necessary.

Year 12 & Y13 – you should wear your normal Sixth Form clothing; Leavers Hoodies can also be worn but you must be wearing a suitable top underneath it.

You are not allowed to have your hoods up in an exam room.

Personal Belongings

If you have brought any items into school on the day of your exam that are not allowed in the exam room, you must store them in your school locker. If you don't have a locker, please see Dr Cook in First Aid before the exam series starts to arrange for one. **Personal belongings cannot be left outside your exam room.**

Extra Time

If you are entitled to extra time you will **not** be allowed to leave the exam room until the end of your scheduled exam time including the extra time (unless this is part of your access arrangements).

End of Exam

At the end of the exam an invigilator will make an announcement informing you to stop working and put down your pens, you must do this immediately. Please check that you have completed the front of your exam paper with all of the correct details before leaving your exam.

No candidate will be allowed to leave the room until the end of the published exam time. Candidates must remain seated until all papers have been collected and the invigilator instructs you to leave. When you leave the exam venue you should walk out in complete silence, and refrain from talking until you are well away from the exam room so that you do not disturb other exam candidates who are still working.

EXAM DAY ISSUES - FAQ

What if I forget to go to an exam?

You can only take an exam at the published time, so if you forget, you have missed the examination.

If you fail to attend your exams or fail to complete your NEA/Coursework element of your exam, you will be invoiced for the full cost of the exam. There will be no exceptions made.

You will not be able to sit your exam at an alternative date/time.

What if I am late for an exam?

Please make every effort to be on time for your exams. If you find that you are running late, don't panic! Please call the School Office on 01992 462210 to let us know as soon as possible.

When you arrive at school you should come in via the main reception and inform the staff there that you are late for an exam and to let the Exams Officer know, you will then be collected from reception and escorted to your exam. If you have a mobile phone, you should switch it off and hand it straight into a member of staff.

If you arrive within one hour (45 minutes in the afternoon) of the published start time of an exam, you are considered 'late' you can still sit the paper and are entitled to the full time allowed.

If you arrive more than one hour (45 minutes in the afternoon) after the published start time, you are considered 'very late', you can still sit the exam and are entitled to the full time allowed but, the Examination Board must be informed and may refuse to accept your paper. In this case you will need to prove that you have not had access to the internet whilst making your way into school. The best way to do this is:

- Avoid public transport if possible
- Ask your parent/carer to drive you to School and ensure you give them all internet enabled devices you may be carrying e.g. mobile phone, smartwatch etc.
- You and your parent/carer will be asked to sign a letter confirming that you have not had internet access.
- You and your parent/carer will be asked to make a written statement giving the details of your movements pre-your exam.

What if I am ill on the day of an exam?

If you are feeling slightly ill, then you should try to sit the examination. Please let the Exams Officer, your head of year or a member of senior staff know before your exam. We will do what we can to help you – for example seat you close to an exit in case you need to leave the room.

If you are very unwell, your parent/guardian should telephone the Exams Office by 8.30am on the morning of the examination. If you are so ill that you cannot sit the exams at all, a letter from your doctor will be required which must be given to the Exams Officer within two days of the missed exam. **You will not be able to sit your exam on an alternative date/time.**

If you have missed an exam due to a genuine illness or feel you have been disadvantaged due to suffering from a recent injury or illness, the Exams Officer can apply for a Special Consideration and the Examination Board may award a grade, based on coursework or other written units, but only if a percentage of the overall award has been completed.

What if I feel unwell during the exam?

If you feel unwell during an exam, put up your hand and let the invigilating team know as soon as possible what is wrong so that they can take action to assist you. You can leave the exam room under supervision and return when you have recovered. You will be allowed any time you have missed.

Remember – if you have a cold or suffer from hay fever to bring plenty of tissues with you. If you need to take essential medication during an examination, please advise the Exams Officer in advance.

What if the Fire Alarm sounds?

If a fire alarm sounds during an exam, the invigilator will tell you to stop working, put your pen down and sit in silence to await further instructions. You will either be evacuated in an orderly manner, you must not communicate with any other candidate while doing so, or for a false alarm you will remain seated in the exam room whilst the alarm is silenced.

In either case, the length of time of the disruption will be noted and you will be given that time at the end of the examination. The Examination Board will be informed of the disruption.

What if I need to go to the toilet during the exam?

You will only be entitled to a toilet break if you have been issued a Toilet Pass. If you really need to go to the toilet during the exam, raise your hand to get an invigilators attention. The invigilator will then accompany you to the toilet.

Remember – going to the toilet not only disturbs other people in the room, it also breaks your concentration so try to go before the start of your examination.

What if the school is closed due to exceptional circumstances e.g. power cut?

The exam will still take place as it is not possible to change the date or time of the exam. If for any unexpected reason Presdales is unable to be used as a centre, you will be notified of the alternative site arrangements via email as soon as possible prior to the start time of your exam.

APPENDICES

Appendix 1 - JCQ On your exam day checklist

Appendix 2 - JCQ Unauthorised Items poster

Appendix 3 - JCQ Warning to Candidates poster

Appendix 4 - JCQ Using Social Media

Appendix 5 - JCQ Using AI

On your **exam day**

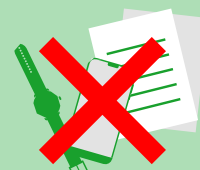
This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Before sitting your exams, ensure you know:

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

What you cannot take into exams:

- ☐ **any type of phone**
- ☐ **revision notes**
- ☐ **any type of watch (this includes analogue, digital and smart watches)**



What you will need:

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



Other important information:

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

Contingency sessions:

- ☐ **There are contingency sessions within the Summer 2025 exam timetable – the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. Make sure you are available on all three dates even if you do not have an exam.**

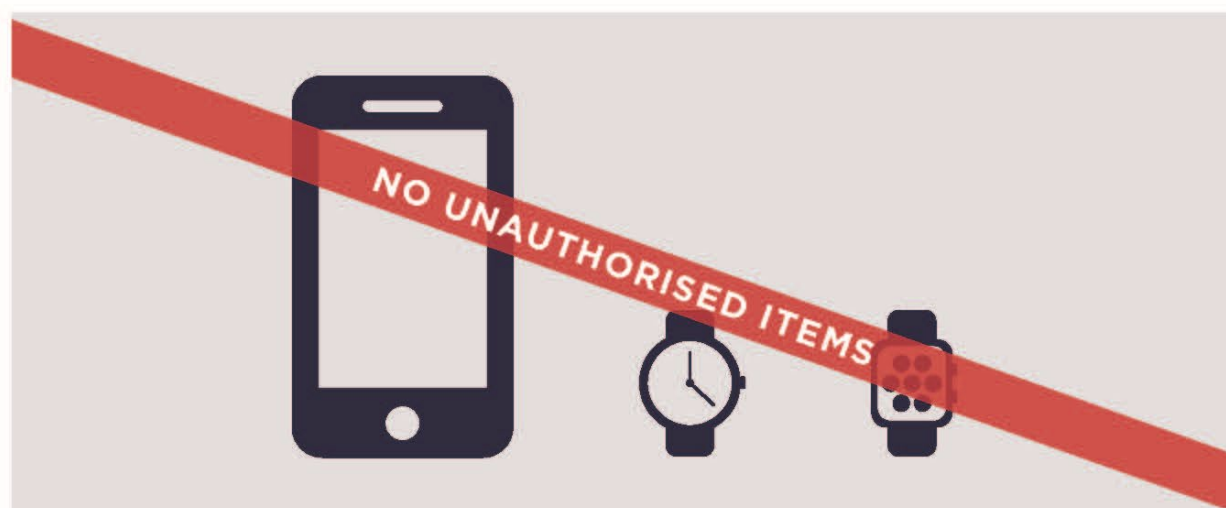
If you have any questions about your exams, please ask your teacher or exams officer.



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

NO MOBILE PHONES NO WATCHES

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED 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.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

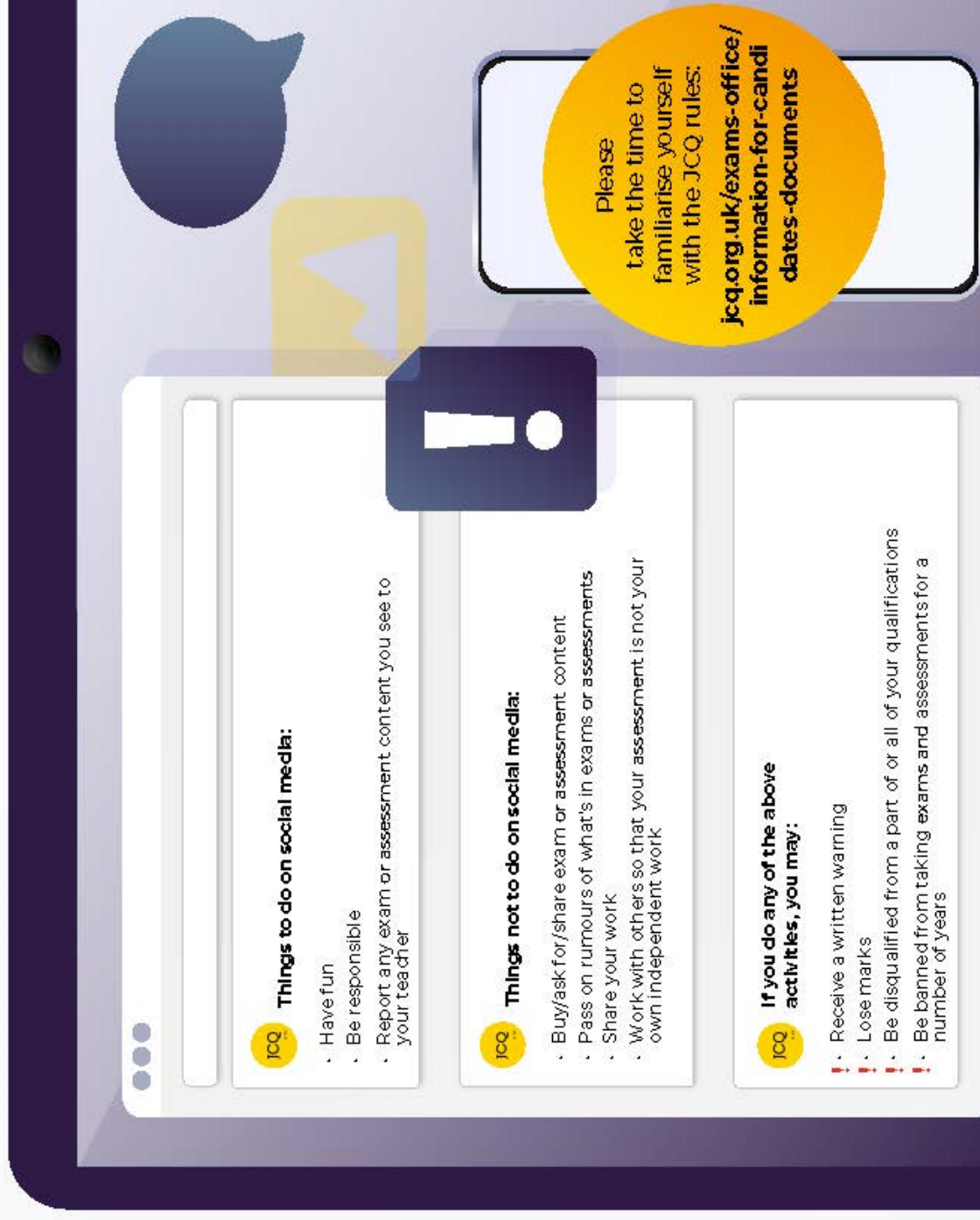
1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt 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.

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



AI and Assessments

A quick guide for students



What is AI?

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



How can AI be misused in assessments?

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

THIS IS CHEATING!

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



1 Know the rules

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

2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

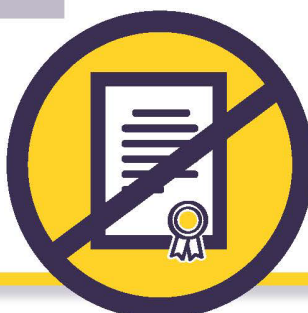
– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

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

DON'T RISK IT!



REMEMBER
Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly