BOURNVILLE
ALL-THROUGH SCHOOL

CANDIDATE EXAM HANDBOOK
2025/26

This handbook is reviewed and updated annually

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Contents

Introduction

Bournville School is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Purpose of this handbook

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

Malpractice

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

  Refer to ICE 24 and the *Indicative sanctions against candidates* (Appendix 6, Suspected Malpractice: Policies and Procedures)

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

Things not to do on social media:
• Buy/ask for/share exam or assessment content
• Pass on rumours of what's in exams or assessments
• Share your work
• Work with others so that your assessment is not your own independent work

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

Research and using references

…Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2026.

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

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

> **If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating**.
>
> **Plagiarism**
>
> Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It could also include AI-produced material. **Plagiarism is a form of cheating which is taken very seriously**…
>
> You may also want to make reference to your centre's **Managing Behaviour Policy** (Exams) and/or **Malpractice Policy** (Exams)

Personal data

- *Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies…*
- *The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.*
- *Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programs and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.*

  Refer to GR 6

Copyright

- *Candidates may access Student Materials (including examination scripts) through the access to scripts arrangements set out in paragraph 5.13.*
  Refer to GR 6

Coursework assessments/non-examination assessments

- *Relevant JCQ information for candidates documents - coursework, non-examination assessments, social media (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically)*
- *The use of AI (e.g. what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice)*
- *When assessments will take place*
- *How candidates are informed about their assessments*
- *Any relevant deadlines that must be met (dependent on the assessment type)*
- *How work is marked/assessed, etc.*
- *When candidates are informed of their centre-assessed marks (also refer to the internal appeals procedure (internal assessment decisions) and requesting a review of the centre-assessed marks)*
- *Which, if any, work is externally marked/assessed, etc.*

  Refer to Instructions for conducting coursework, Instructions for conducting non-examination assessments and Information for candidates documents

  Refer to JCQ AI poster for students

  Refer to JCQ AI Use in Assessments: Protecting the Integrity of Qualifications (Centre engagement with and discussion of AI)

Written timetabled exams

- *Candidate statement of entry (to check that personal details and exam entries are correct)*
- *What to do if this information is incorrect*
- *Candidate exam timetable (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements, exam rooms, etc.*
- *The JCQ information for candidates documents – written examinations, social media (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically)*
- *Exam room posters – Warning to candidates, Unauthorised items (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically)*

Refer to GR 5.8

The centre will… notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments… ensure that the JCQ *Information for candidates* documents (coursework, non- examination assessments, on-screen tests, social media and written examinations) and awarding body privacy notices are distributed to all candidates whether electronically or in hard copy format prior to assessments and/or examinations taking place… (Candidates **must** also be made aware of the content of the JCQ *Unauthorised items* and *Warning to candidates posters.*

Contingency session - Summer 2026

Contingency Sessions will run, if needed, once the exam season is finished. These are usually in the week following the last exam and dates will be made known to pupils. Students should ensure that they are available for these if it is required that we use them

Refer to ICE 15

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

Centres must not vary the timetable if a timetabled examination clashes with any of the following: a. work experience; b. a school function or closure; c. a field trip; d. sporting events below international level; e. holidays and weddings; f. a candidate's personal arrangements; g. school transport arrangements.

If candidates are taking two or more examinations in a session and the total time is three hours or less, the centre may decide the order of the examinations within the timetabled session.

Candidates may also be given a supervised break of no more than 20 minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions at all times*. This means that candidates cannot use this time to revise

If candidates are taking two or more examinations timetabled for the same session and the total time is more than three hours including approved extra time allowances and/ or supervised rest breaks† , the centre may conduct one examination in a later or earlier session within the same day. There is no need to complete any paperwork for this. Prior permission from an awarding body is not required. The centre may determine the examination which is to be conducted in a later or earlier session within the same day

If the centre does this, the security of the examination must still be maintained. Candidates must be supervised in line with the requirements in points a) to d) below and in paragraph 7.8

'Centre supervision' means that a member of centre staff, or an invigilator, will always be in the same room as the candidate(s). The invigilator must not be the subject teacher for the rescheduled examination. Candidates may revise using their own resources whilst under centre supervision between examinations but must not: a. be in possession of an electronic communication or storage device or have access to the internet; b. have contact with any candidate who has sat the examination; c. be coached by a member of centre staff

Refer to ICE 7

Where you will take your exams

The location of your exams will be put on your timetable

You will always be in the same seat

If you are in an access room this may change depending on the exam/group size but we will try to limit this so as to keep you in the same room for all exams.

What time your exams will start and finish

Exams scheduled for the morning session will start at 9am.

Exams scheduled for the afternoon session will start at 1pm

for examinations that last less than one hour, candidates must be supervised, and question papers must be kept in the centre's secure storage facility until the awarding body's published finishing time for that examination

Supervision during your exams

- Exams are supervised by a team of invigilators
- invigilators must follow the rules of the JCQ

Exam room conditions

Refer to ICE 19

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

Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body.

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

Pupils may not leave the room without permission to do so. If they leave without permission they will be reported to the examination board.

Refer to ICE 23

Where you will sit in the exam room

All timetable will show the room & seat information for every exam.

Candidates will sit in the same seat.

If there are issues locating the seat location speak with an invigilator.

How your identity is confirmed in the exam room

All exam rooms hold a photo report of all candidates and all candidates will have an ID card on their desk.

 Candidate Identification Procedure.

Refer to ICE 16

What equipment you need to bring to your exams

All pupils will be provided with all equipment needed for their exam. Pupils do not need to bring anything with them.

Refer to ICE 18

Using calculators

If a calculator is permitted in the exam this will be provided by the centre.

Refer to ICE 10

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

Pupils must not bring anything in to the exam room – this includes but is not limited to:

Mobile phones

Watches – digital or analogue

Ear buds/earphones

Revision notes

Smart Glasses

Any breach of these regulations will be reported to the examinations board and may result in disqualification from your exams.

Food and drink in exam rooms

Pupils are allowed to bring a drink in to the exam room but it must be in a clear bottle with the label removed.

Food is not permitted.

Refer to ICE 18

What you should wear for your exams

Al students must be in full school uniform for all exams.

Where your personal belongings will be stored during your exam

All personal belongings will be locked away in a secure room for the duration of the exam.

What to do if you arrive late for your exam

If pupils are late to an exam they will be allowed into the exam room and will be allowed the full exam time however this is at the discretion of the centre up to 1hr. Anything after this will be reported to the exam board.

Refer to ICE 21

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

If a candidate is unwell and cannot attend school, parents/carers will need to contact school as soon as they are aware that they cannot make it in.

If a candidate is unwell and makes it into school they should speak to a member of staff to make them aware. Invigilators will be made aware of them being unwell so that if they need to leave the room they will be allowed to do so (accompanied by a member of the exams team)

If a candidate is unwell during the exam they must tell an invigilator who will advise a member of the exams team who will take them out of the room if needed.

What happens if you have an unauthorised absence from your exam

If a pupil is absent for an exam their parent/carer must notify the school as early as possible to make them aware.

The school reserves the right to recover the exam costs from the parents.

Refer to ICE 22

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

IN the event of an emergency all pupils must follow the instructions of the invigilators and/or the exams team.

All rooms have a copy of the emergency procedures that must be followed.

Refer to ICE 25

Candidates with access arrangements/reasonable adjustments

All pupils with any access arrangements will have discussed these with the SenCo who will ensure that the exams team are aware of all arrangements made for pupils.

Any arrangements will be known to the invigilators.

Results

Pupils will be made aware of the date for results collection.

Pupils will attend school between 9am & 11am to collect their results.

IF they are unable to come in to school on that date then they must make the exams manager aware of this before that date so that alternative arrangements can be made.

Refer to GR 5.12 and Post-Results Services information

Post-results services

All pupils are to sign a consent form for remarking of papers to allow the school to apply for a remarking of papers if required.

your school or college may request exam board 1 reviews of results to check your grade': Review of marking (including priority reviews) • Review of moderation • Clerical re-check Your school or college can also ask the exam board to provide a copy of your exam papers to help you/ them decide what to do

Tell your school or college if you have a university 1 place at risk as exam boards offer a priority review : of marking service.

All post results services requests must be made through the centre.

Refer to GR 5.13 and Post-Results Services information

Certificates

> Certificates will usually be available for collect around the end of November of the year that exams took place.
>
> They will be available for collection from main school reception
>
> If a student is unable to collet them themselves and is sending someone on their behalf then they must sent a note giving permission with that person. That person must bring ID with them at the time of collecting.
>
> Certificates will remain on main reception for around 12 months before being moved to secure storage within the exams office.
>
> Refer to GR 5.14

Internal appeals procedure

> The centres Internal appeals procedure can be found on the school website in the examination section.
>
> Refer to GR 5.3z), 5.7 and 5.13

Complaints policy

> The centres Complaints policy (exams) can be located under the examinations section of the school website.
>
> Refer to GR 5.8

JCQ Information for candidates - coursework

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

[Insert the document *Information for candidates - Coursework* 2025-2026 http://www.jcq.org.uk/exams-office/information-for-candidates-documents or direct candidates to the document on the centre's website and insert an appropriately worded message here]

> APPENDICES
>
> > **Delete this text box when the information contained below is understood**
>
> This section is provided to add any additional information or documentation that candidates need to be aware of in advance of their exams/assessments.
>
> You may choose to include relevant JCQ information for candidates documents and exam room posters here or signpost candidates to these in another way.
>
> All notices may not be relevant to your candidates, for example if your candidates will not be taking on-screen tests or do not undertake any qualifications that contain an element of coursework assessment.
>
> Where examples are not relevant, simply delete the page. Where you may have other documents that you want to include in the appendices, insert a page and give it the appropriate heading etc. (do remember to add/change the appendix number and **update** the **table of contents** page).

JCQ Information for candidates – non-examination assessments

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

[Insert the document *Information for candidates – non-examination assessments* 2025-2026 http://www.jcq.org.uk/exams-office/information-for-candidates-documents or direct candidates to the document on the centre's website and insert an appropriately worded message here]

JCQ Information for candidates – on-screen tests

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

[Insert the document *Information for candidates – on-screen* 2025-2026 http://www.jcq.org.uk/exams-office/information-for-candidates-documents or direct candidates to the document on the centre's website and insert an appropriately worded message here]

JCQ Information for candidates – written exams

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

[Insert the document *Information for candidates – written exams* 2025-2026
http://www.jcq.org.uk/exams-office/information-for-candidates-documents or direct candidates to the
document on the centre's website and insert an appropriately worded message here]

JCQ Information for candidates – social media

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

[Insert the current document *Information for candidates – social media 2024* (Check for any current update by JCQ) http://www.jcq.org.uk/exams-office/information-for-candidates-documents or direct candidates to the document on the centre's website and insert an appropriately worded message here]

JCQ *Unauthorised items* poster

This poster will be displayed outside each exam room. You **mus**t note that *"Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in* **DISQUALIFICATION** *from your examination and your overall qualification."*

[Insert the current *Unauthorised items* poster http://www.jcq.org.uk/exams-office/exam-room-posters or direct candidates to the poster on the centre's website and insert an appropriately worded message here]

JCQ *Warning to candidates* poster

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

[Insert the current *Warning to candidates* poster http://www.jcq.org.uk/exams-office/exam-room-posters or direct candidates to the poster on the centre's website and insert an *appropriately worded message* here]

JCQ AI poster for students

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

[Insert the current *AI and Assessments: A quick guide for students* poster https://www.jcq.org.uk/exams-office/malpractice/ or direct candidates to the poster on the centre's website and insert an *appropriately worded message* here]

CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to [insert name/role] by [insert date].

If there is anything you do not understand, you should ask [insert name/role] for clarification.

[Insert any other relevant information your centre may want a candidate to confirm/declare and include on the tear-off slip]

CANDIDATE CONFIRMATION

Delete this text box when the information contained below is understood

You may wish to confirm candidates have received, read and understood information contained in this handbook. There is no current JCQ requirement to do this, but it may be considered good practice to do so.

This page has been provided with a tear-off slip for candidates to complete and return. Edit this page accordingly.

Alternatively, you may decide to provide a document separately to the handbook, in which case delete this page and **updat**e the **table of contents**.

See CANDIDATE DECLARATION/CONFIRMATION FORM TEMPLATE which provides a more detailed declaration/confirmation

As an alternative you may decide to produce an electronic means of collecting confirmation from candidates.

✂ --

CANDIDATE EXAM HANDBOOK

NAME: Overwrite your name here

Date I received the handbook: DD / MM / YYYY

I have read the contents

I understand (Tick all of the boxes that apply)

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

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

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

By signing here, I am confirming all of the above

Candidate Signature: Overwrite your signature here

Date of signature: DD / MM / YYYY