



Morecambe Bay
Academy

EXAMINATIONS 2026-27

Guidance for Students and Parents/Carers

CENTRE NO: 46129

PREPARED BY
Mrs R Govindbhai
Examinations Officer



Introduction

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

It is our aim to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in event of any problems occurring.





Please remember; we're here to help

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

- Your Subject Teacher
- Head of Year
- Head of Sixth Form
- Examinations Officer
- Attendance Improvement Manager



School Telephone Number:
01524 410207
GOOD LUCK!

The JCQ and Examination Regulations

The JCQ (Joint Council for Qualifications) primarily serves as a representative body for the eight largest UK awarding bodies that offer qualifications like GCSEs and A-levels. The JCQ's work indirectly benefits students by ensuring consistent and fair examination administration and developing regulations for access arrangements and special considerations.

Candidates and parents/carers should appreciate that JCQ regulations apply across thousands of centres which range in type.

The head of centre is responsible for ensuring that all centre staff adhere to the JCQ regulations in order to maintain the integrity and security of the examination system within their centre.

The head of centre at your centre signs an annual declaration which states that they will follow the regulations as set out by the JCQ on behalf of its member awarding bodies. Failure to adhere to these regulations is defined as malpractice or maladministration and may lead to sanctions which may include a centre being barred from delivering qualifications and examinations.

Candidates and parents/carers must understand that any requests that they make to the centre can only be considered in line with JCQ regulations.

The school delivers qualifications offered by AQA, Edexcel/Pearson, Eduqas, OCR and WJEC.

Examination Entries

The exams officer will notify candidates of their examination entries and the dates and times of their examinations/assessments based on the entry information which they have received from teaching staff. All candidates receive a personalised timetable indicating the subjects/examinations that they are being entered for. In addition to teaching staff, candidates are required to check that their exam timetable reflects the subjects which they have studied and the exams they are expecting to take, including, if applicable, that they have been entered for the correct tier of entry. If there are **any errors or omissions** you must tell the exams officer immediately.

Candidate Name

Candidates are entered for examinations under the name format of First Name + Middle Name + (Legal) Surname, e.g. Adam John Smith. Certificates will be issued in this format. If your exam timetable or statement of entry states an incorrect name you must tell the exams officer immediately. If mistakes are not reported, you may receive incorrect certificates and have to pay the examination boards a fee for the amendment.

Candidate Name

Each candidate has a four-digit candidate number. Your candidate number will be shown on your Exam Timetable, Statement of Entry and Examination Identity Card (which will be on your desk for every written exam). It will appear next to your name on examination registers. This is the number you will enter on all of your examination papers. **Please learn it.**

Centre Number

The centre number is **46129**. You will need to enter this on all of your examination papers. This number will be clearly displayed in the examination room.

Examination Periods

The main period for written examinations is from the beginning of May until the end of June. Practical examinations, performances, language speaking tests, controlled assessments and on-screen examinations for the summer session may be timetabled earlier than May and these may appear as 'TBA' on your Exam Timetable. Check the dates with your subject teacher. If you think something is wrong, see the exams officer, based next to classroom G3, immediately.

Holidays should not be taken during any of the written or assessment examination sessions.

GCSE/L1/2 TIMETABLE SUMMER 2027

Date	Session	Length	Board	Qualification	Code	Subject	Title
04-May	AM	2:00	Edexcel	Tech Awd	BEN03	Enterprise	Marketing and Finance for Enterprise
05-May	AM	2:00	Edexcel	Tech Awd	BHS03	Health and Social Care	Health and Wellbeing
05-May	PM	2:00	Edexcel	Tech Awd	BTT03	Travel and Tourism	Influences on Global Travel and Tourism
10-May	AM	1:30	OCR	GCSE	J277/01	Computer Science	Paper 1: Computer Systems
11-May	AM	1:45	AQA	GCSE	8461/1F	Biology	Paper 1 Tier F
11-May	AM	1:45	AQA	GCSE	8461/1H	Biology	Paper 1 Tier H
11-May	AM	1:15	AQA	GCSE	8464/B/1F	Combined Science	Biology Paper 1 Tier F
11-May	AM	1:15	AQA	GCSE	8464/B/1H	Combined Science	Biology Paper 1 Tier H
12-May	AM	2:00	Eduqas	GCSE	C720U10-1	English Literature	Component 1: Shakespeare and Poetry
12-May	PM	1:45	Edexcel	GCSE	1BS0 01	Business	Paper 1: Investigating Small Business
14-May	AM	1:30	Edexcel	GCSE	1MA1 1F	Mathematics	Paper 1 (Non-Calculator) Tier F
14-May	AM	1:30	Edexcel	GCSE	1MA1 1H	Mathematics	Paper 1 (Non-Calculator) Tier H
17-May	AM	1:45	AQA	GCSE	8462/1F	Chemistry	Paper 1 Tier F
17-May	AM	1:45	AQA	GCSE	8462/1H	Chemistry	Paper 1 Tier H
17-May	AM	1:15	AQA	GCSE	8464/C/1F	Combined Science	Chemistry Paper 1 Tier F
17-May	AM	1:15	AQA	GCSE	8464/C/1H	Combined Science	Chemistry Paper 1 Tier H
17-May	PM	1:15	OCR	Cam Nat	R180/01	Sport Science	Reducing the risk of sports injuries and dealing with common medical conditions
18-May	AM	1:45	Eduqas	GCSE	C112U10-1	Geography	Component 1: Investigating Geographical Issues
19-May	AM	2:30	Eduqas	GCSE	C720U20-1	English Literature	Component 2: Post-1914 Prose/Drama, 19th Century Prose and Unseen Poetry
19-May	PM	1:30	OCR	GCSE	J277/02	Computer Science	Paper 2: Computational thinking, algorithms and programming
20-May	AM	1:20	Edexcel	GCSE	1HI0/10	History	Paper 1: Thematic study and historic environment
20-May	PM	0:35	AQA	GCSE	8688/LF	Polish	Listening Test Tier F
20-May	PM	0:45	AQA	GCSE	8688/LH	Polish	Listening Test Tier H
20-May	PM	0:45	AQA	GCSE	8688/RF	Polish	Reading Test Tier F
20-May	PM	1:00	AQA	GCSE	8688/RH	Polish	Reading Test Tier H
21-May	PM	1:45	Edexcel	GCSE	1BS0 02	Business	Paper 2: Building a Business
24-May	AM	1:45	Eduqas	GCSE	C700U10-1	English Language	Component 1: 20th Century Literature Reading and Creative Prose Writing
25-May	AM	1:45	AQA	GCSE	8463/1F	Physics	Paper 1 Tier F
25-May	AM	1:45	AQA	GCSE	8463/1H	Physics	Paper 1 Tier H
25-May	AM	1:15	AQA	GCSE	8464/P/1F	Combined Science	Physics Paper 1 Tier F
25-May	AM	1:15	AQA	GCSE	8464/P/1H	Combined Science	Physics Paper 1 Tier H
26-May	AM	0:35	AQA	GCSE	8652/LF	French	Listening Test Tier F
26-May	AM	0:45	AQA	GCSE	8652/LH	French	Listening Test Tier H
26-May	AM	0:45	AQA	GCSE	8652/RF	French	Reading Test Tier F
26-May	AM	1:00	AQA	GCSE	8652/RH	French	Reading Test Tier H
26-May	PM	1:30	Eduqas	GCSE	C112U20-1	Geography	Component 2: Problem Solving Geography

GCSE/L1/2 TIMETABLE SUMMER 2027

Date	Session	Length	Board	Qualification	Code	Subject	Title
27-May	AM	1:30	Edexcel	GCSE	1MA1 2F	Mathematics	Paper 2 (Calculator) Tier F
27-May	AM	1:30	Edexcel	GCSE	1MA1 2H	Mathematics	Paper 2 (Calculator) Tier H
27-May	PM	1:15	Eduqas	GCSE	C860U30-1	Music	Component 3: Appraising
28-May	AM	1:50	Edexcel	GCSE	1HI0/2N	History	Paper 2: Period study & British depth study
HALF TERM							
08-Jun	PM	1:10	AQA	GCSE	8652/WF	French	Writing Test Tier F
08-Jun	PM	1:15	AQA	GCSE	8652/WH	French	Writing Test Tier H
08-Jun	AM	2:00	Eduqas	GCSE	C700U20-1	English Language	Component 2: 19th and 21st Century Non-Fiction Reading & Persuasive Writing
09-Jun	PM	1:30	Edexcel	GCSE	1HI0/33	History	Paper 3: Modern depth study
10-Jun	AM	1:45	AQA	GCSE	8461/2F	Biology	Paper 2 Tier F
10-Jun	AM	1:45	AQA	GCSE	8461/2H	Biology	Paper 2 Tier H
10-Jun	AM	1:15	AQA	GCSE	8464/B/2F	Combined Science	Biology Paper 2 Tier F
10-Jun	AM	1:15	AQA	GCSE	8464/B/2H	Combined Science	Biology Paper 2 Tier H
10-Jun	PM	1:30	Eduqas	GCSE	C112U30-1	Geography	Component 3: Applied Fieldwork Enquiry
11-Jun	PM	1:00	AQA	GCSE	8688/WF	Polish	Writing Test Tier F
11-Jun	PM	1:15	AQA	GCSE	8688/WH	Polish	Writing Test Tier H
14-Jun	PM	1:30	OCR	Cam Nat	R093/01	iMedia	Creative iMedia in the media industry
14-Jun	AM	1:30	Edexcel	GCSE	1MA1 3F	Mathematics	Paper 3 (Calculator) Tier F
14-Jun	AM	1:30	Edexcel	GCSE	1MA1 3H	Mathematics	Paper 3 (Calculator) Tier H
14-Jun	PM	1:20	WJEC	L1/2 Voc Awd	5409UB0-1	Hospitality and Catering	The Hospitality and Catering Industry
15-Jun	PM	2:00	Eduqas	GCSE	C600U10-1	Design and Technology	Design and Tech in the 21st Century
15-Jun	AM	1:45	AQA	GCSE	8462/2F	Chemistry	Paper 2 Tier F
15-Jun	AM	1:45	AQA	GCSE	8462/2H	Chemistry	Paper 2 Tier H
15-Jun	AM	1:15	AQA	GCSE	8464/C/2F	Combined Science	Chemistry Paper 2 Tier F
15-Jun	AM	1:15	AQA	GCSE	8464/C/2H	Combined Science	Chemistry Paper 2 Tier H
18-Jun	AM	1:15	AQA	GCSE	8464/P/2F	Combined Science	Physics Paper 2 Tier F
18-Jun	AM	1:15	AQA	GCSE	8464/P/2H	Combined Science	Physics Paper 2 Tier H
18-Jun	AM	1:45	AQA	GCSE	8463/2F	Physics	Paper 2 Tier F
18-Jun	AM	1:45	AQA	GCSE	8463/2H	Physics	Paper 2 Tier H
23-Jun	All day	CONTINGENCY DAY					

The designation of contingency sessions within the common timetable is in event of national or significant local disruption to examinations in the United Kingdom. Candidates are reminded that they must remain available until Wednesday 23rd June, should an awarding body need to invoke its contingency plan.

GCE/LEVEL 3 TIMETABLE SUMMER 2027

Date	Session	Length	Board	Qualification	Code	Subject	Title
10-May	AM	2:30	AQA	GCE	7702/1	English Language	Component 1: Language, the individual and society
10-May	PM	1:30	Edexcel	BTEC National AAQ	60309T	Health and Social Care	Human Lifespan and Development
10-May	PM	1:30	OCR	Cam Tech	5827/5829	Sport and Physical Activity	Unit 1: Body systems and the effects of physical activity
11-May	AM	1:45	Eduqas	GCE	A110U10-1	Geography	Component 1: Changing Landscapes and Changing Places
12-May	AM	1:30	Eduqas	App Cert & Dip	4543UB0-1	Criminology	Unit 2: Criminological Theories
12-May	PM	1:00	OCR	Cam Tech	5827/5829	Sport and Physical Activity	Unit 3: Sports organisation and development
12-May	PM	2:30	AQA	GCE	7042/1F	History	Paper 1F: Industrialisation and the people: Britain, c1783 - 1885
12-May	PM	1:30	OCR	Cam Ad Nat	F180	Applied Science	Fundamentals of Science
13-May	AM	2:30	AQA	GCE	7717/1A	English Literature	Literary genres: Aspects of tragedy
13-May	AM	1:15	OCR	Cam Ad Nat	F200	IT Data Analytics	Fundamentals of data analytics
13-May	PM	2:00	Edexcel	GCE	9BS0 01	Business	Paper 1: Marketing, people and global businesses
14-May	PM	2:30	Eduqas	GCE	A200U10-1	Sociology	Component 1: Socialisation and Culture
17-May	AM	2:30	AQA	GCE	7687/1	Polish	Paper 1: Reading and writing
17-May	AM	2:30	AQA	GCE	7702/2	English Language	Component 2: Language diversity and change
18-May	AM	2:15	Eduqas	GCE	A290U10-1	Psychology	Component 1: Past to Present
19-May	AM	2:00	Edexcel	GCE	9BS0 02	Business	Paper 2: Business activities, decisions and strategy
20-May	AM	3:00	AQA	GCE	7717/2B	English Literature	Texts and genres: Elements of political and social protest writing
20-May	AM	1:45	Pearson	AAQ	60322T	Early Childhood Development	Children's Development
20-May	PM	2:00	Eduqas	GCE	A110U20-1	Geography	Component 2: Global Systems and Global Governance
21-May	AM	1:45	Eduqas	GCE	A200U20-1	Sociology	Component 2: Language diversity and change
25-May	AM	2:15	Eduqas	GCE	A290U20-1	Psychology	Component 2: Investigating Behaviour
26-May	AM	2:30	AQA	GCE	7042/2J	History	Paper 2J: America: A Nation Divided, c1845 - 1877
26-May	PM	2:00	Edexcel	GCE	9MA0 01	Mathematics	Paper 1: Pure Mathematics 1
28-May	AM	2:00	AQA	GCE	7687/2	Polish	Paper 2: Writing
28-May	AM	2:15	OCR	GCE	H432/01	Chemistry	Paper 1: Periodic table, elements and physical chemistry
28-May	PM	1:30	Eduqas	App Cert & Dip	4543UD0-1	Criminology	Unit 4: Crime and Punishment
HALF TERM							
07-Jun	PM	2:15	OCR	GCE	H420/01	Biology	Paper 1: Biological processes
07-Jun	PM	2:30	AQA	GCE	7517/1D	Computer Science	Paper 1D: Python

GCE/LEVEL 3 TIMETABLE SUMMER 2027

Date	Session	Length	Board	Qualification	Code	Subject	Title
08-Jun	PM	2:00	Edexcel	GCE	9BS0 03	Business	Paper 3: Investigating business in a competitive environment
09-Jun	AM	2:15	Eduqas	GCE	A290U30-1	Psychology	Component 3: Implications in the Real World
09-Jun	AM	2:30	AQA	GCE	7687/3	Polish	Paper 3: Listening, reading and writing
09-Jun	PM	2:00	Edexcel	GCE	9MA0 02	Mathematics	Paper 2: Pure Mathematics 2
10-Jun	AM	2:30	Eduqas	GCE	A200U30-1	Sociology	Component 3: Power and Stratification
10-Jun	AM	2:15	OCR	GCE	H432/02	Chemistry	Paper 2: Synthesis and analytical techniques
10-Jun	PM	2:15	Eduqas	GCE	A110U30-1	Geography	Component 3: Contemporary Themes in Geography
14-Jun	PM	2:15	OCR	GCE	H420/02	Biology	Paper 2: Biological diversity
15-Jun	AM	2:30	AQA	GCE	7517/2	Computer Science	Paper 2
16-Jun	PM	2:00	Edexcel	GCE	9MA0 03	Mathematics	Paper 3: Statistics & Mechanics
17-Jun	AM	1:30	OCR	GCE	H432/03	Chemistry	Paper 3: Unified chemistry
18-Jun	AM	1:30	OCR	GCE	H420/03	Biology	Paper 3: Unified biology
23-Jun	All day	CONTINGENCY DAY					

The designation of contingency sessions within the common timetable is in event of national or significant local disruption to examinations in the United Kingdom. It is part of the awarding bodies' standard contingency planning for examinations. Candidates are reminded that they must remain available until Wednesday 23rd June, should an awarding body need to invoke its contingency plan.

Coursework/controlled assessment/non-examination assessment

Some subjects have an element of coursework, controlled assessment or non-examination assessment included in them which has to be completed, marked and assessed. The marks and selected samples of the work are then sent to the examination boards to meet published deadlines. These deadlines cannot be changed. Students who do not submit work in time to meet the deadlines as advised by their subject teachers, will not be allocated a mark for the relevant section of the subject, and their overall grade will suffer.

All coursework/portfolios/controlled assessment/non-examination assessment submitted must be the candidate's own work. Candidates must not lend work to other candidates, copy from another candidate or include work copied directly from books, the internet or other sources without acknowledgement or attribution. You should pay particular attention to the information documents on the JCQ website: <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

In accordance with the Code of Practice, Morecambe Bay Academy has in place an internal appeals procedure relating to internal assessment decisions, details of which are available on request.

Study Leave

Dates for study leave, if granted for Year 11 and 13 students will be confirmed by school. During study leave, students are only required to attend school for revision sessions and examinations.

Contact Numbers

Please ensure that school has at least one up-to-date contact number for you. We may need to contact you during study leave.

Examination Clashes

Unfortunately, some candidates may find that they have two examinations timetabled for the same time, or several examinations taking place during an exam session or exam day. In these instances, the centre may be permitted to vary the timetable/move an exam, but only if:

- Candidates are taking **two or more examinations in a session and the total time is three hours or less.**
- 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.**

School will make special arrangements for students with examination clashes. You will be advised of the arrangements for sitting the examinations and the supervision that will be in place between examinations. Candidates and parents/carers should be aware that failing to abide by the conditions of the supervision designed to maintain the security and integrity of the examinations is malpractice.

Exam Rooming

School has a limited amount of space in which to conduct exams and therefore may not be able to meet all rooming requests. The head of centre, senior leaders, Special Education Need Co-ordinator (SENCo) and the exams officer are the key decision makers in relation to exam rooming, and are not obliged to meet any requests which are not detailed in JCQ regulations.

The regulations refer to 'alternative rooming arrangements' which may include a room for a smaller group of candidates with similar needs away from the main exam room/hall, and not necessarily an individual room or separate (1:1) invigilation. The SENCo, in consultation with the centre's approved assessor and senior leadership team, is responsible for making decisions relating to candidates who due to special educational needs, persistent and significant difficulties or a temporary injury/impairment may require specific rooming arrangements to access the assessment.

The regulations state that schools/colleges are only required to offer alternative rooming in the following circumstances:

- A candidate with a disability or long-term medical condition which has a substantial and adverse effect. The disability/condition must have been established within the centre and be known to a Form Tutor, a Head of Year, the SENCo or a senior member of staff with pastoral responsibilities
- A candidate has a serious medical condition such as frequent seizures, Tourette's or significant behavioural issues which would disturb other candidates in the examination room
- Where this type of rooming arrangement reflects the candidate's normal and current way of working in internal tests and mock examinations

Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation/alternative rooming within the centre.

All examinations will be held in the **Sports Hall** unless your timetable specifies a different room.

Start times

Morning sessions will commence at 9:00am
Afternoon sessions will commence at 1:15pm

These are the normal starting times but there may be exceptions, for example language examinations and practical examinations. Check the timetable carefully before each examination. Any variation to these times will be printed on your timetable.



Supervision during your exams

The school employs external invigilators to conduct and supervise examinations. Students are expected to behave in a respectable manner towards all invigilators and follow their instructions at all times. Invigilators will distribute and collect examination papers, tell candidates when to start and finish the examination, hand out extra sheets if required and deal with any problems that occur during the examination, for example if a candidate is feeling unwell. Invigilators cannot discuss the examination paper with you, explain the questions or read words from the questions to you. They are only permitted to read the instructions on the front of the question paper.

Entering the examination room

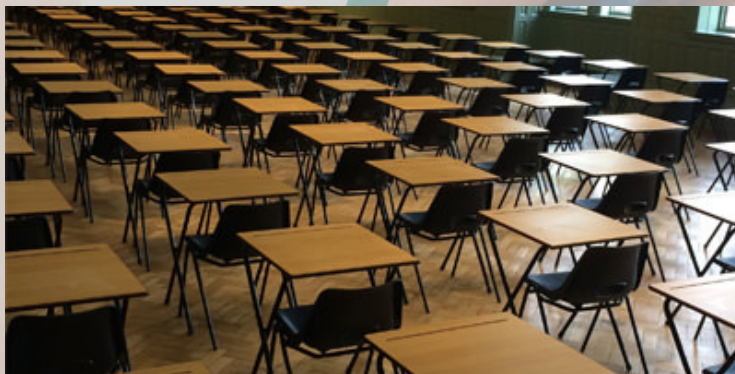
JCQ regulations state that candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave.

Formal examination conditions mean that candidates must not talk to, attempt to communicate (verbally or non-verbally) with or disturb other candidates once they have entered the examination room. If they do, the centre must report this to the relevant awarding body. This is reinforced in the Warning to Candidates poster which for reference, is at the back of this booklet and is always displayed in a prominent place outside each examination room for all candidates to see before they enter the room.

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

A copy of the Joint Council for Qualifications, Information for Candidates - Written examinations is included in this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from some/all subjects. The school must report any breach of regulations to the awarding body. It is your responsibility to read and understand the guidance at the back of this booklet.

A report will be made to the examination board should you contravene any of the rules and regulations. It is the examination board's decision as to the action that will be taken, depending upon the severity of the incident.



Instructions in the exam room

1	You must be silent at all times when you are in the examination room. This includes when you enter and leave.
2	Always listen to the invigilator and always follow their instructions.
3	Tell the invigilator if you think you have not been given the right question paper or all of the materials listed on the front of the paper, or the question paper is incomplete or badly printed. If applicable check that you have the correct tier of paper.
4	Please make sure that any watch alarms and/or mobile phone alarms are turned off and watches/phones are switched off and handed in/left in your bag.
5	Put your hand up if you need to attract the invigilator's attention.
6	Do not attempt to communicate with or distract other candidates. If your conduct in the examination interferes with the work of other candidates, disturbs or distracts them, you will be withdrawn from the examination room and reported to the examination board.
7	Do not move the desks. They have been specially positioned according to JCQ instructions.
8	Do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
9	Do not draw graffiti or write comments on exam papers. If you do, the examination board may refuse to accept your paper.
10	Listen carefully to instructions and notices read out by the invigilators. There may be amendments to the examination paper that you need to know.
11	Read all instructions carefully and number your answers clearly.
12	Do not start writing anything until the invigilator instructs you to fill in the details required on the front of the question paper and/or answer booklet.

Instructions in the exam room (continued)

13	Do not open the question paper until you are told that the exam has begun.
14	The length of the examination is shown on the front of the examination question paper. The start and finish times of all examinations will be written on board(s) at the front of the room. There will be a clock in the room. Please make sure you know the finish time of your examination; there may be several other examinations running, each with different finish times.
15	Write your answers in black ink within the designated sections of the answer booklet.
16	Make sure that you add your candidate details to any additional answer sheets you use.
17	A candidate may not leave the examination room unless there is an urgent reason to do so and must have the permission of the invigilator. If you have to leave you will be accompanied at all times. Upon return to the examination you may not be allowed any extra time.
18	If you have finished the paper early, use any time remaining to check over your answers and to check that you have completed your personal details correctly.
19	At the end of the examination all work must be handed in. Rough work should be crossed out with one clear line. If you have used more than one answer book, loose sheets, graph paper etc. please place them inside the question paper/answer booklet in the correct order.
20	Question papers, answer booklets and additional paper must not be taken from the examination room.
21	During the exam, it is your responsibility to tell the invigilator if your work has been affected by ill health or any other reason.
22	Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room by members of the Senior Leadership Team.

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.

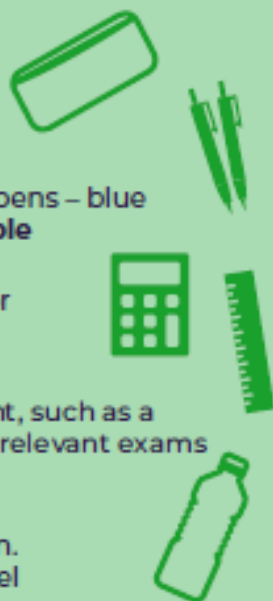
What you cannot take into your exams:

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



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 equipment, 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 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.

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2027 exam timetable on the morning and afternoon of 23 June 2027. Make sure you are available on 23 June 2027.

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



Where will you sit in the exam room?

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive at least **15 minutes prior** to the start time of their examination. Please wait quietly outside the examination room until you are invited to enter by the invigilator or a member of the senior leadership team. You must sit at the desk allocated to you unless an invigilator instructs otherwise. If you do not sit in the correct seat the invigilators could mark you absent or you may be given an incorrect question paper.

Examination Registers, quoting seat numbers and candidate numbers, will be displayed outside every examination room. You must not enter the room unless you know your seat number and your candidate number.

How your identity is confirmed in the exam room?

The examination venue will be set up before candidates enter. There will be an examination identity card on each desk displaying the identity of the candidate who should be sat at that desk for the examination in session. Examination identity cards must not be removed from the examination venue.

What you should wear for your exams?

Examinations are a school session and students must wear normal uniform. Students improperly dressed may not be permitted to sit the examination.

What equipment you need to bring to your exams?

Make sure you have all the correct equipment for your examinations; the invigilators may not have sufficient equipment to lend to candidates. Check the equipment list in this booklet and the Information for Candidates pages further on.

You must have a **black pen** for all your examinations. It is an examination board requirement that all answers are completed in black ink or black ball point pen. This is to ensure that your written responses are legible when examination scripts are scanned into the system by the examination boards.

Examination regulations are very strict regarding items that may be taken into the examination room. Possession of unauthorised material, whether for intended use or not, will be reported to the examination board and will be subject to a penalty and possible disqualification from the examination. It is your responsibility to bring all materials and equipment you will need. All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must use either a transparent pencil case or a clear plastic bag. Borrowing from other candidates is NOT allowed under any circumstances. The following equipment should be brought to EVERY examination:

- 2 pens - black ink or ballpoint only
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener
- Eraser
- Compasses
- Protractor
- Calculator (no lid, cover or case)
- Coloured pencil crayons



For mathematics and science examinations, where the use of calculators is allowed, it is your responsibility to make sure your calculator is working properly and conforms to the examination regulations. Your calculator should be no larger than the regular handheld size and no printed instructions or cases are allowed. If in doubt, check with your teacher. Make sure batteries are new; the examination boards do not make allowances for calculator failure or operational mistakes.

You must do any rough work in the answer booklet provided. Cross out, with one line, anything that you do not wish to be marked. All work must be submitted.

No correcting fluid, correction pens or tape are allowed.

Highlighter pens must not be used in answer booklets, but you are allowed to highlight parts of the printed questions in the question paper if you wish to.

Dictionaries may not be used in examinations. Electronic translators are not allowed. If English is not your first language you may be allowed to use a bilingual dictionary/electronic dictionary in certain examinations but this must be arranged before the examinations begin. If you think you will be eligible to use a bilingual dictionary you must see the exams officer as soon as possible.

What you should not bring into the exam room?

You must not have access to a wristwatch/smartwatch. You should not bring iPads or other Electronic Tablets into the examination room. If you do bring a mobile phone and/or wrist watch, please leave these items in your bag at the back of the exam venue. Please ensure that your mobile phone is switched off, and any alarms on your phone/watch are silenced.

Food and drink in exam rooms

Bottles containing still water may be brought into the examination room providing all labels are removed from the bottle. Any bottles with labels, or which contain anything other than water, will be removed from examination desks. No food is permitted in the examination room.

Using Calculators

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

- **Calculators must be:**

- of a size suitable for use on the examination desk
- either battery or solar powered
- free of a lid, case or cover

- **The candidate is responsible for the following:**

- the calculator's power supply
- the calculator's working condition
- clearing anything stored in the calculator's memory

- **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
- be borrowed from another candidate during the examination for any reason
- have retrievable information stored in them, this includes: databanks; dictionaries; mathematical formulas or text



Where will your personal belongings be stored during your exam?

All bags and coats should be placed at the back of the examination room at the end of the row in which you are sitting.

You should bring to school as little as possible as we do not have the facility for storing large items. Do not bring valuable items or money. All your equipment should be in your transparent pencil case or clear plastic bag. School can take no responsibility for bags and their contents and coats brought into the examination room.

Mobile Phones

Mobile telephones, iPads, iPods, MP3/4 players or any other products with text/digital facilities are prohibited. Watches are also prohibited. We cannot stress how important this is. The examination boards and Morecambe Bay Academy do not allow you to have on your person a mobile phone (or any other type of electronic communication or storage device) when in an examination room or in any room being used to supervise candidates who have examination clashes. If such a device is found in your possession (even if it is turned off) it will be taken from you and a report made to the examination board: the usual penalty is disqualification from that examination. If you are in possession of a device which sounds during an examination, the usual penalty is disqualification from the particular subject, or possibly all subjects with the Examination Board. There are no exceptions to this rule. A sound includes alarms on phones, which may sound even though the phone is switched off. Our advice is that you do not bring a mobile phone to school on your examination days. If a mobile phone is brought into school it must be switched off and placed in your bag, at the back of the examination venue.

What to do if you arrive late for an examination?

If a candidate arrives after the start of the examination, it is entirely at the discretion of the centre whether the candidate is allowed to enter the examination room and sit the examination. Normally, candidates with a genuine reason for being late and who arrive within 60 minutes of the starting time will be admitted and will be allowed the full time for the examination.

In the conducting of examinations, there is a distinction between 'late' and 'very late' arriving candidates. A candidate will be deemed as arriving very late if they arrive more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination or they arrive after the awarding body's published finishing time for an examination that lasts less than one hour.

In such instances, if the centre allows the candidate to sit their exam, then they must warn the candidate that the awarding body may not accept their script and must provide a full report to the relevant awarding body.

If you have problems with your transport or there is a sudden emergency you must telephone school on 01524 410207.

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

If you are too ill to sit an examination you must telephone school on 01524 410207 as soon as possible on the morning of the examination. A medical certificate must be obtained and sent to school within three days of the examination you have missed. You will also need to complete a JCQ Form 14 available from school or via this link: https://www.jcq.org.uk/wp-content/uploads/2022/09/Form-14_Self-Certification-Form.pdf

What happens if you have an unauthorised absence from an exam?

You must attend all the examinations shown on your exam timetable. Parents and candidates will receive an invoice for the cost of the entry fee if you fail to attend an examination, including practical, oral, performance and completion of coursework units/controlled assessments, without good reason and which have been paid for by school. Misreading the timetable will not be accepted as a satisfactory explanation of absence.

If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.

Timetables are regulated by the examination boards and you must attend on the given date and time. If you miss an examination you will not be able to take it at another time or day.

What will happen in the event of an emergency in the exam room?

If the fire alarm sounds during an examination, the invigilators will tell you what to do. Do not panic. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything 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. You will be allowed the full working time for the examination and a report will be sent to the examination board detailing the incident.

Suspected malpractice

Malpractice means any act or practice which is in breach of the Regulations. 'Candidate malpractice' means malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any controlled assessments or coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper. To maintain the integrity of qualifications, strict regulations are in place. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding bodies.

Examples of malpractice include (this list is not exhaustive):

- copying from another candidate (including the use of IT to aid the copying)
- allowing work to be copied e.g. posting written coursework on social networking sites prior to an examination/assessment
- disruptive behaviour in the examination 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 examination related by means of talking, electronic, written or non-verbal communication
- the inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework or portfolios
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, smartwatches or other similar electronic devices

Awarding bodies determine the application of a sanction or penalty according to the evidence presented, the nature and circumstances of the malpractice and the type of qualification involved. In cases of suspected malpractice, school must submit a report to the awarding body, the outcome of which will be communicated to the candidate as soon as possible. Candidates may appeal against the outcome, and would need to meet with the Head of Centre to discuss this further.

What is AI?

AI stands for artificial intelligence and can be used to create text, images, videos, music and artwork based on instructions given to an AI tool.



What is an AI tool?

AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*



*The list of certain suppliers of AI-related products is for information purposes only and does not constitute an endorsement by JCQ and awarding bodies. It is each centre's responsibility to investigate and verify any suppliers they use, including any terms and conditions which govern the sale or use of the supplier's products. The list provided is not exhaustive.

When can I use AI?

- Your teachers may use it in class when teaching the course, but remember teaching in the classroom is not an exam!
- There are some assessments where you can use AI – your teachers will tell you if you can or cannot use an AI tool.
- Remember, the rules are different for different assessments and subjects, so always check with your teachers first!
- When an AI tool is allowed, you must **acknowledge**** the AI tools and the material produced by the AI tool that you have used in your work. If you do not acknowledge AI use, it will be considered as cheating.



When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply.
- This is what exam boards call **AI misuse** and is a form of cheating.



****Acknowledgment** – 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, for example, *ChatGPT 3.5* (<https://openai.com/blog/chatgpt/>), 25/01/2025.

IF YOU USE AN AI TOOL, YOU CANNOT GET MARKS FOR WHAT THE AI TOOL HAS PRODUCED, AS IT IS NOT YOUR OWN WORK

If I'm allowed to use AI, how is this breaking the rules?

- AI misuse is when you use an AI tool in an exam or assessment where you are not allowed to; and/or
- Where you use an AI tool to create work and then say it's your own.



How to make sure you don't misuse AI

DECLARE

- Remember to sign your declaration form when handing in your work for final assessment.
- Your signature on the declaration form tells your teacher and the exam board that you are saying all the work you're handing in is your own.
- If you have used an AI tool, you must **declare***** that you have used it before signing the declaration form!

*****Declare** – this means that 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.

ACKNOWLEDGE

If you are allowed to use an AI tool in your assessment (remember to check!), you must do the following:

- reference the AI tool you have used
- give the date of when the AI tool generated the content
- give details of how you used it.
- save screenshots of what you have asked or instructed the AI tool to do and what answer the AI gave you, and include this with the work submitted.



Social Media

While we like to share our experiences online, when it comes to exams and assessments, we have to be careful. Sharing ideas online can be helpful when you're studying or revising. However, sharing certain information can break the rules and could affect your results. If you're not sure what you can and can't discuss online, check with your teacher. If you receive exam content on social media, you must tell your teacher. Don't be caught out by scammers selling fake exam papers.



Things to do on social media:

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

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

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

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

AI and Assessments

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. 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
 - a. You're not allowed to use AI tools when you're in an exam
 - b. 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.

- a. Name the AI tool you used. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You must submit a copy of the computer-generated content with your work for reference and authentication purposes
- b. Add the date you generated the content
- c. Explain how you used it
- d. 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.

Candidates with access arrangements

Access arrangements/reasonable adjustments are based on an individual candidate's needs. JCQ regulations clearly state that the SENCo, fully supported by teaching staff and members of the senior leadership team, must lead on the access arrangements/reasonable adjustments process within their centre.

Access arrangements are agreed before an assessment. They allow candidates/learners with special educational needs, disabilities or temporary injuries to:

- Access the assessment
- Show what they know and can do without changing the demands of the assessment

The intention behind an access arrangement is to meet the particular needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010 to make 'reasonable adjustments'.

It is the responsibility of the centre – not candidates or parents/carers – to make decisions relating to access arrangements for their candidates. Although professionals from other organisations may give advice, they cannot make the decision for the centre as they will not have a working knowledge of an individual candidate's needs and how their difficulties impact in the classroom and/or in timed assessments. It is the responsibility of the SENCo (or equivalent role) to make appropriate and informed decisions based on the regulations.

The SENCo must work with the centre's appointed assessor to ensure a consistent, joined-up process. This will also allow the SENCo to discuss individual candidate cases with the assessor before making final decisions.

The SENCo will need to identify a candidate's need – this may require consultation with heads of year and teaching staff – and then acquire an assessment from the centre's approved assessor. Centres cannot accept an assessment from an assessor they have not approved. Once a need has been identified and assessed, even if this meets the JCQ criteria for an access arrangement/reasonable adjustment, this can only be awarded if it reflects the candidate's normal way of working within the centre.

Normal way of working is defined as the support given to the candidate in the centre, which includes:

- Support in the classroom (where appropriate)
- Working in small groups for reading and/or writing
- Support lessons
- Intervention strategies
- Support in internal tests/examinations
- Support in mock examinations

Failure to comply with JCQ regulations has the potential to constitute malpractice which may impact on the candidate's result(s).

Candidates and parents/carers should also note that centres are required to report anyone who attempts to unfairly influence/place undue pressure upon a centre staff member. As this is deemed as an attempt to undermine the integrity of the examination/assessment, it is defined as malpractice and may lead to one of the following sanctions:

- Disqualification from the unit
- Disqualification from all units in one of more qualifications taken in that series or academic year
- Disqualification from the whole qualification
- Disqualification from all qualifications taken in that series or academic year
- Barred from entering for examinations for a set period of time

Special Consideration

Centres are only permitted to submit applications for special consideration where an adverse issue or event has had or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment. For example, a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment. Any applications submitted to the awarding bodies must be supported by appropriate evidence signed by a member of the senior leadership team.

Special Consideration is an adjustment to the marks of a candidate who is eligible for consideration. The allowance for Special Consideration varies from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for the most exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided by examination boards.

If there are any adverse circumstances beyond your control which you think may have affected your performance in a particular examination (e.g. feeling unwell, accident, injury, family bereavement, etc.) the exams officer must be informed immediately. Further medical or other appropriate evidence will be required to support an application for special consideration.

For circumstances which are accidental (for example, an incorrect question paper was handed to the candidate, or a question paper was defective in some way, such as an incorrectly printed page) the centre will contact the relevant awarding body who may require specialised input to assess and resolve the issue.

Book Return

All books should be returned before your last examination.

Contingency Day

The awarding bodies are required to designate 'contingency sessions' for examinations during each summer series. These sessions will only be invoked by the awarding bodies in the event of a national or significant local disruption to examinations in the United Kingdom. Contingency sessions are not available for candidates to reschedule their timetabled examinations due to absence for any reason, including illness, or a family event such as a holiday, wedding or funeral.

JCQ Contingency Day is **Wednesday 24th June 2026**. Pupils should be available to sit examinations on this day in case of national or local disruption.



Notification of Results

Results will be released on the following days:

GCE: Thursday 12 August 2027

Results will be available to collect from the Lawther Library from 8am.

GCSE: Thursday 19 August 2027

Results will be available to collect from the Hall in Main School from 8am.

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day. Authorisation can be given by completing the form available from the examinations section of the school website.

Candidates who do not collect their results on results day will receive notification through the post. Results will not be given out by telephone.

You must check your personal details on your Statement of Results carefully. If you do not report errors, certificates will be incorrectly issued. A fee of approximately £42, will be charged by the examination boards for each certificate which has to be reprinted.

Post Results Services

Review of Marking (RoM)

A Review of Marking (RoM) may be requested by teachers or students if there are reasonable grounds for believing there has been an error in marking.

Where school does not authorise a review request, a student may request one privately, for which they will be charged the standard fee set by the exam board.

Where a RoM leads to a change in grade any fee will be reimbursed.

Note that there is an element of risk in requesting a RoM and that marks/grades could go down as well as up. When you sign the relevant request form, you are also signing to accept your understanding of this.

After the published deadline exam boards will not accept requests.

All requests for reviews must be submitted to the exams office using the Post Results Form (PRS) and signed by the student and submitted before the relevant deadline. The PRS form lists fees and deadlines for all post results services. The PRS form can be collected from the Exams office.

Where a student is paying for a review, payment must be received by the Exams office with the completed form. Requests will not be actioned until payment is received

Access to Scripts (ATS)

After the release of results, students may request the return of original papers or for a photocopy of papers. Teaching staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of students must be obtained.

Once an original paper is returned a review of marking request will not be permitted even if within the exam board deadline. It is advisable to request a photocopy of the paper within 3 days of receipt of results if you are considering but unsure of requesting a review. In this way there is a chance the copy may arrive before the deadline for reviews and this will allow you to scrutinise your paper before deciding whether to go ahead with a review.

After the published deadline, exam boards will not accept ATS requests.

All requests for ATS's must be submitted to the exams office using the PRS form and signed by the student and submitted before the relevant deadline.

The PRS form can be collected from the exams office. For most qualifications, ATS is now free of charge.

Deciding what to do after you've got your results

1. Awarding body reviews of results

Review of marking: awarding bodies review their marking to ensure your work was marked accurately in line with the mark scheme

Review of moderation: awarding bodies review the moderation of the coursework from your school or college to ensure it was done fairly, reliably and consistently

Clerical re-check: awarding bodies re-check that all marks have been included and added up correctly

2. Appeals

Your school or college can only request an appeal after the awarding body has reviewed your result.

A preliminary appeal can take up to 42 calendar days. If your school or college believes the preliminary appeal has not addressed the issue, it can decide to submit an application for an appeal hearing and that can take up to 70 calendar days.

Please note, appeals are not the first step in checking your grade.

3. Exam procedures review service (EPRS)

Your school or college can only ask the relevant regulator to review what the awarding body has done after they have completed the appeal hearing.

The EPRS will look at whether the awarding body has followed the regulator's rules and its own procedures. It will not review your work and cannot change your grade. The relevant regulator can ask the awarding body to look at your appeal again if they think the awarding body made a mistake.

Not all qualifications are covered by the EPRS so please check the relevant regulator's website (CCEA Regulation, Ofqual or Qualification Wales) for more information.

Do my grades affect my decisions about what to do next in education, training or work? And do I think an error has been made with my grade?

YES

NO

Talk to your school or college about your grade as soon as possible.¹ Your grade can be checked.

Does your school or college agree it is worth checking your grade?

NO

I can progress as intended or look for a new option that I am happy I can progress with.

YES

Your school or college may request a review of results to check your grade¹:

- Review of marking (including priority reviews)
- Review of moderation
- Clerical re-check

Your school or college can also ask the awarding body to provide a copy of your exam papers to help you/ them decide what to do

1

Do I accept my grade could go down, go up or stay the same as part of a review of results?

NO

Talk to your school or college about opportunities to re-sit or other options that are available to you to progress in education, training or work.

YES

Tell your school or college if you have a university place at risk as awarding bodies offer a priority review of marking service.

Once the awarding body has completed its review of results:

- Do I still think an error has been made with my grade?
- Does my school or college agree there may have been an error with my grade?

NO

YES

Your school or college can submit an **appeal** to the awarding body.¹

2

Do I accept my grade could go down, go up or stay the same as part of an appeal?

NO

YES

If your school or college thinks the awarding body has not followed the correct process after the appeals process, it may be able to apply for a procedural review with the relevant regulator's **Exam Procedures Review Service (EPRS)**.

3

¹ If you are a private candidate, you can apply directly to the awarding body for a review of your result and a subsequent appeal. If not, you must talk to your school or college and they will contact the awarding body as needed.



Examination Certificates

Certificates are issued by the examination boards and will be received in school by mid-November. Arrangements for the collection of certificates will be communicated to pupils in due course.

Morecambe Bay Academy is only obliged to keep certificates for a period of one year from the date of issue, after which time they can be destroyed. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination board. This will require proof of identity and a substantial fee per certificate.

Certificates are valuable and important documents. You will need them when you apply for college, university courses and employment.

Personal Data

Morecambe Bay Academy will provide relevant personal data including name, date of birth and gender to the awarding bodies for the purpose of examining and awarding qualifications.

Any person involved in completing examinations/assessments where malpractice is suspected or alleged will have their personal data 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.



Can I reschedule my examination?

No. Examination dates are determined by the JCQ in conjunction with examination boards.

Can I go to the toilet during my exam?

No. You will only be allowed to go to the toilet if you have a toilet pass.

If I have finished my exam early, can I leave?

No. You must remain silent and seated for the duration of your exam.

If I think there is something wrong with my exam paper, what do I do?

Raise your hand immediately and inform an invigilator.

Do I need to put my full name on my exam?

Yes, your full LEGAL name.

What is my candidate number?

A 4-digit number that is assigned to you and is needed for all of your exams. This number can be found on your timetable, exam identity card and on all registers.

What is the school's centre number?

46129 – this is how all of the school's exam papers are identified.

Am I allowed to bring a watch?

No, as of 2021/22 all wrist watches have been banned and are not allowed in the exam room. There will be a clock in the exam room.

What do I do if I think an error has been made with my grade when I receive my results?

Talk to school about your grade as soon as possible. If school agrees it is worth checking your grade, school may request exam board review of results to check your grade. Please initially refer to the JCQ Post Results service info graphic in this booklet for information and guidance.



Joint Council for Qualifications

JCQ Posters and Notices

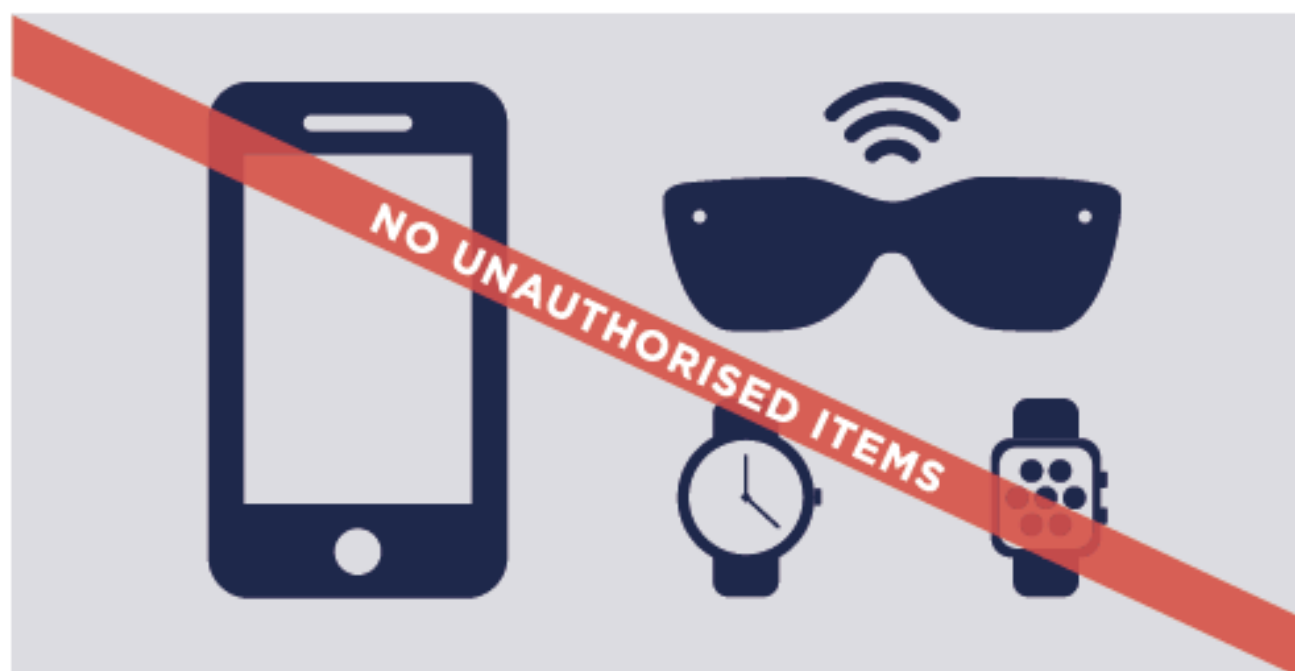
The small selection of notices which follow are issued by the Joint Council for Qualifications (JCQ) and must be read and adhered to by all candidates. Further ***Information for Candidates*** documents can be found on the JCQ website:

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

Candidates must take time to read all of the documents provided by the JCQ in order to ensure that they understand and are fully aware of all JCQ regulations.

NO MOBILE PHONES NO SMART GLASSES NO WATCHES

NO STORAGE OR WEB-ENABLED DEVICES



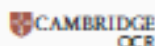
Possession of unauthorised items
is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

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

Warning to candidates



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 during your examination, raise your hand to speak to an invigilator.

Do not speak to or disturb anyone else.

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

Written examinations

Effective from 1 September 2026

Produced on behalf of:



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

If there is anything you do not understand, ask your teacher.
You should also check with your teacher which calculator you may use in your exams.

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 any unauthorised material into the exam room, including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) a mobile phone;
 - (d) a watch (e.g. analogue, digital, smartwatch);

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 your 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 and make sure it is in exam mode;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring any operating instructions or prepared programs into the exam room.
- 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 place any additional answer sheets inside your answer booklet. (For CCEA examinations place any additional sheets behind your answer booklet.)

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 answer booklet.

- 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.

QUESTIONS? CONTACT US

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