



Chilwell *School*

CANDIDATE EXAM HANDBOOK

2025/26

This handbook is reviewed and updated annually

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Introduction

Chilwell 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

This handbook is designed to support candidates in understanding and preparing for assessments and examinations in several ways:

- 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 that 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
- Where candidates commit malpractice, the awarding body may decide to penalise them, which could include disqualification. Chilwell School must report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination. For further detail, candidates should refer to [ICE 24](#) and the *Indicative sanctions against candidates* (Appendix 6, [Suspected Malpractice - Policies and Procedures](#)), as well as Chilwell School's Exams Policy, Managing Behaviour Policy (Exams) and Malpractice Policy (Exams) - available online through the Policy Hub
- JCQ issues specific [Information for Candidates Documents](#) which Chilwell School shares with candidates through briefings/assemblies and through this Candidate Exam Handbook. These include information relating to malpractice concerning coursework, non-examination assessment, on-screen tests, written examinations, social media and use of candidates' personal data. For 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, for example:
- **Research and using references**
 - ...Where computer-generated content, if allowed by the qualification specification, 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...**

- All candidates are advised to familiarise themselves with Chilwell School's **Managing Behaviour Policy (Exams)** and **Malpractice Policy** - both of which are available online via the Policy Hub - alongside the JCQ [Information for Candidates Documents](#).

Personal data

- In order to be able to provide examinations and assessments for general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc, the relevant awarding body needs to collect and use information about candidates. Chilwell School will provide relevant personal data including name, date of birth and gender to the awarding bodies for the purpose of examining and awarding qualifications.
- To understand exactly what information is collected and how it is used, candidates must read the [JCQ Information for candidates – Privacy Notice](#)
- Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, ESFA, regulators, HESA, UCAS, Local Authorities and the Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes. Awarding bodies maintain a comprehensive archive record of candidates' examination results. The purpose is to provide an audit trail of the results certificated and to maintain an accurate record of an individual's achievements.
- Candidates should note that 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 in accordance with the JCQ document [Suspected Malpractice – Policies and Procedures](#).
- *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.

(GR 6)

Copyright

- The copyright of any form of work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate
- By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence)
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing their work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights
- Candidates are informed that they may access Student Materials (including examination scripts) through the access to scripts arrangements set out in paragraph 5.13 of [GR \(6\)](#).

Coursework assessments/non-examination assessments

For clarification

[Coursework](#) here relates to CCEA GCE unitised AS and A-level qualifications, ELC and Project qualifications

[Non-examination assessments](#) here relates to GCE & GCSE specifications and Vocational and Technical Qualifications

Chilwell School ensures that all centre staff follow a robust *Non-examination Assessment Policy* (for the management of all coursework and non-examination assessments) - available online via the Policy Hub. This policy details all procedures relating to non-examination assessments for all qualifications where NEA is present, including the marking and quality assurance/internal standardisation processes which relevant teaching staff are required to follow. This is informed by the JCQ document [Instructions for conducting coursework](#).

For both coursework and non-examination assessments, candidates are made aware, as above, of general and awarding body-specific regulations surrounding the use of artificial intelligence (AI) when completing any assessed work. This is not prohibited, unless identified as such in individual course specifications, but must be appropriately referenced so that candidates are not deemed to be plagiarising work that is not their own. Information provided to candidates includes 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. Candidates are informed through assembly, this exam candidate handbook and throughout their programmes of study by their teachers (who may choose to show candidates the JCQ document [AI teacher presentation for students](#)).

Candidates are also issued with the JCQ document [AI poster for students](#).

Coursework

- Candidates are directed to read the JCQ document [Information for candidates - Coursework assessments](#) in full.
- If there is anything that the candidate does not understand, they must ask their teacher.
- The JCQ document [Information for candidates - Coursework assessments](#) provides guidance on how different sources should be referenced. If a candidate were to copy the words, ideas or

outputs of others and did not show the sources in references and a bibliography, this would be considered as cheating.

- The regulations state that the work which candidates submit for assessment must be their own. Candidates must not copy from someone else or allow another candidate to copy from them.
- Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It is a form of cheating which is taken very seriously. Candidates are warned against thinking that they won't be caught; there are many ways to detect plagiarism.
- Candidates must meet the deadlines given by their teacher. Although teachers cannot give candidates any direct assistance, they can help to sort out any problems before it is too late.

Non-examination Assessments

- Candidates are directed to read the JCQ document [Information for Candidates - Non-examination assessments](#) in full.
- If there is anything that the candidate does not understand, they must ask their teacher.
- The JCQ document [Information for Candidates - Non-examination assessments](#) provides guidance on how different sources should be referenced. If a candidate were to copy the words, ideas or outputs of others and did not show the sources in references and a bibliography, this would be considered as cheating.
- The regulations state that the work which candidates submit for assessment must be their own. Candidates must not copy from someone else or allow another candidate to copy from them.
- Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It is a form of cheating which is taken very seriously. Candidates are warned against thinking that they won't be caught; there are many ways to detect plagiarism.
- Candidates must meet the deadlines given by their teacher. Although teachers cannot give candidates any direct assistance, they can help to sort out any problems before it is too late.

When coursework/non-examination assessments will take place

- Centres must consult the relevant awarding body's specification and/or website to obtain the date for the issuing of assessment tasks. Candidates will be informed of the specific arrangements for assessment(s) in each qualification by their teacher.

How candidates are informed about their coursework/non-examination assessments

- Candidates will be informed of all arrangements for coursework/non-examination assessment(s) by their teacher(s). This will include details of any relevant deadlines that must be met, how work will be marked/assessed and whether any work is externally marked/assessed.
- Where the awarding body is responsible for task setting, subject-specific tasks will be provided to the centre by the awarding body.
- Where the centre is responsible for task setting, centres may:
 - select from a number of comparable tasks provided by the awarding body; or
 - design their own task(s), in conjunction with candidates where permitted, using criteria set out in the specification.
- Where centres are responsible for task setting they must refer to the awarding body's specification to ensure that the assessment criteria can be met and tasks are accessible to candidates.

When candidates are informed of their centre-assessed marks

- Candidates will be informed of their centre-assessed marks prior to these being submitted to the relevant awarding body.
- Candidates are able to request a review of the centre's marking by following Chilwell School's Internal Appeals Procedure - available online via the Policy Hub.
- Deadlines for submission of centre-assessed marks for the summer 2025 exam series are as follows:

Date	Qualification	Details	Exam series
7 th May 2026	GCSE	Final date for submission of Centre Assessed Marks (AQA) for all subjects except Art and Design.	Summer-2026
15 th May 2026	GCSE	Final date for submission of Centre Assessed Marks (OCR & Pearson) for all subjects except Art and Design.	Summer-2026
15 th May 2026	GCE	Final date for submission of Centre Assessed Marks (AQA, OCR, Pearson and WJEC)	Summer-2026
31 st May 2026	GCSE & GCE	Final date for submission of Centre Assessed Marks (AQA) for Art and Design.	Summer-2026
15 th May 2026	Cambridge Nationals	Final date for submission of Centre Assessed Marks (OCR) for Cambridge Nationals.	Summer-2026

Written timetabled exams

- Chilwell School produces an Exams Policy every year, available online via the Policy Hub, which sets forth all details relating to the examinations process.
- Throughout the year, the Exams Officer gathers lots of information from candidates' teachers relating to the examinations/assessments those candidates will be entered for.
- Prior to written timetabled exams, candidates will receive a statement of entry containing personal details and the details of all examinations they are to be entered for.
- If all of the information on the statement of entry is correct, the candidate will sign and return the document.
- If any information is believed to be incorrect, the candidate will notify the Exams Officer of the discrepancy.
- Once the statement of entry details are confirmed, candidates will receive an individual exam timetable. This ensures candidates are aware of the date and time of all their exams/assessments, along with relevant information regarding exam rooms and seating arrangements.
- Candidates are briefed on the [Information for candidates - Written exams & Social media](#) provided by JCQ through assembly, which is reiterated through this Candidate Exam Handbook.
- Specific attention is drawn to the [Exam room posters - Warning to candidates & Unauthorised items](#), provided by JCQ, which all candidates must be aware of and all centres must display during written timetabled exams. Candidates are briefed on the content of these via assembly.

(GR 5.8)

Contingency sessions - Summer 2026

- The qualification regulators, awarding bodies and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.
- Chilwell School has a Contingency Plan (Exams) that is implemented in the event of disruption affecting candidates at Chilwell School only. This is available online via the Policy Hub.
- The awarding bodies will designate 'contingency sessions' for examinations taking place in summer 2025. The designation of 'contingency sessions' within the common examination timetable is in the event of national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.
- In the event of national disruption to a day of examinations in summer 2025, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact.
- As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the last contingency day.
- Centres will be alerted if it is agreed to reschedule the examinations and the affected ***candidates will be expected to make themselves available*** in such circumstances. The decision regarding the rescheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.
- Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those covered by special consideration, they will not be eligible for enhanced grading arrangements. Candidates and parents need to be aware of the contingency arrangements so that they take them into account when making their plans for the summer.
- ***For the summer 2026 exam series, contingency session(s) are as follows:***
 - Wednesday 24 June 2026 (morning & afternoon sessions)

(ICE 15)

On-screen tests

- Where candidates sit examination(s)/assessment(s) via on-screen tests, they will be specifically briefed about these.
- Candidates are briefed on the contents of the JCQ document [Information for candidates - On-screen tests](#).
- Most regulations for candidates sitting on-screen tests are identical to the regulations for written exams. Specific attention is drawn to the following:
 - Unless candidates are told otherwise, they must not have access to the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; pre-prepared templates.

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

- JCQ provides guidance to centres and candidates on what constitutes a timetable clash and what action can or must be taken in these circumstances.
- 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

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 twenty minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions at all times*. 'Formal examination conditions' means that candidates cannot use this time to revise, must listen to and follow the instructions of the invigilator(s) at all times and must continue to observe the instructions displayed on the JCQ [Warning to candidates poster](#) and [Unauthorised items poster](#).

* For candidates with approved supervised rest breaks, the rest break may be conducted outside of the examination room, with the candidate being supervised at all times†.

† Where reference is made to supervised rest breaks, this is a supervised rest break as defined in the JCQ document Access Arrangements and Reasonable Adjustments.

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.
- The centre may determine the examination which is to be conducted in a later or earlier session within the same day.
- If the centre has the need to do this, the security of the examination must still be maintained. Candidates must be supervised in line with specific requirements:
 - candidates who take an examination earlier than the awarding body's published starting time must be kept under centre supervision (which the centre must arrange) until one hour after the published starting time for that examination. Question papers used by those candidates must be kept in the centre's secure storage facility until one hour after the awarding body's published starting time for that examination
 - 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
 - candidates who take an examination later than the awarding body's published starting time must be kept under centre supervision from 30 minutes after the published starting time for that examination until they begin it
 - if some candidates take an examination in a different session from other candidates, the centre must seal all copies of the question paper used in the earlier session in an envelope and return them to the centre's secure storage facility
- 'Centre supervision' means that a member of centre staff, or an invigilator, will always be in the same room as the candidate(s). Candidates may revise using their own resources whilst under centre supervision between examinations but must not:
 - be in possession of an electronic communication/storage device or have access to the internet
 - have contact with any candidate who has sat the examination
 - be coached by a member of centre staff.
- Chilwell School will ensure that a suitable location is selected to allow appropriate centre supervision to take place, based on the number of candidates affected.

Overnight supervision arrangements

- Overnight supervision arrangements apply when candidates are entered for multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers is:
 - more than six hours for GCE examinations (AS, A2, A-level), including approved extra time allowances and/or supervised rest breaks†
 - more than five and a half hours for GCSE examinations, including approved extra time allowances and/or supervised rest breaks†

- Candidates may, at the centre's discretion, be allowed to take an examination scheduled for the afternoon session the following morning, including on Saturdays. Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.
- Chilwell School has a separate Overnight Supervision Policy (Exams) - available online via the Policy Hub. This sets out arrangements for supervision of candidates in accordance with JCQ regulations.
- Where a candidate takes an examination the following morning, the centre must appoint a member of centre staff or an invigilator to supervise the candidate at all times while he/she is on the premises sitting examinations. The candidate must be under centre supervision from 30 minutes after the awarding body's published starting time for the delayed examination and the centre must ensure there is no contact with other candidates.
- The supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/carer or centre staff. Chilwell School will determine a method of supervision which ensures the candidate's wellbeing.
- The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone, email, internet and social media. It also extends to television and radio, which could report key details of the day's examinations.
- Chilwell School:
 - informs all parties involved that any infringement of the conditions governing overnight supervision arrangements may lead to the awarding body being unable to accept the script and/or the application of sanctions, as detailed in the JCQ document [Suspected Malpractice: Policies and Procedures](#)
 - must be satisfied that the arrangements maintain the integrity and security of the examination
 - will keep all completed forms relating to overnight supervision arrangements available for inspection until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.
 - must inform the relevant awarding body immediately of any known or suspected contravention of the arrangements for overnight supervision of a candidate.
 - Advises all candidates that the awarding body may use appropriate means to check that the conditions for overnight supervision have been adhered to and will take action if there is evidence of any contravention. This could lead to the disqualification of any candidates involved and could affect whether the awarding body would allow such concessions to be made in the future.
- The centre must re-arrange any examination that cannot be taken in the scheduled afternoon session for the following morning. If an examination is deferred from Friday afternoon, it must be taken the following morning, i.e. Saturday morning.

(ICE 7)

Where you will take your exams

- Most candidates will take their exams in the Sports Hall.
- Candidates will line up outside of the boot change in their teaching groups for the exam that is about to take place. Students must wait here until invited to enter the examination room.
- Where candidates are directed to take exams in a different location, due to access arrangements and/or alternative rooming arrangements, this will be communicated in advance.
- Chilwell School has in place an Access Arrangements Policy (Exams) and an Alternative Rooming Arrangements Policy (Exams) - available online via the Policy Hub.

What time your exams will start and finish

- The awarding bodies' published starting time for all morning examinations is 9.00am and 1.30pm for all afternoon examinations. These are known as the morning and afternoon sessions. These times are the UK times (either GMT or BST as appropriate) current on the examination date.
- The JCQ awarding bodies allow centres in the UK to start examinations up to 30 minutes earlier than, or later than, the published starting time for the session.
- At Chilwell School:
 - all exams scheduled to take place in the morning session will start at 9.00am.
 - All exams scheduled to take place in the afternoon session will start at 1.30pm.
- For examinations that last one hour or more, candidates must stay under centre supervision until 10.00am for a morning examination or 2.30pm for an afternoon examination, i.e. one hour after the awarding body's published starting time for that examination.
- For examinations that last less than one hour, candidates must be supervised and question papers must be kept in secure storage until the published finishing time of the examination.
- Candidates who have finished the examination and have been allowed to leave the examination room early must hand in their script, question paper and any other material before they leave the examination room. Those candidates must not be allowed back into the room.
- Chilwell School has in place a Leaving the Exam Room Policy, available online via the Policy Hub, which contains further detail around leaving the exam room at the end of the exam or temporarily.

Supervision during your exams

- Exams are supervised by a team of invigilators who are specifically employed for this role - meaning that they are likely to be staff that candidates do not know.
- Invigilators are trained, refreshed and updated at least annually, and deployed by the Exams Officer and must follow strict rules and regulations when conducting exams, as directed by JCQ awarding bodies.

Exam room conditions

- Candidates will line up outside of the boot change in their teaching groups (or alternative exam room, where applicable) for the exam that is about to take place. Students must wait here until invited to enter the examination room by a member of staff or an invigilator.
- Candidates are subject to formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator. Generally speaking, candidates should not leave the exam room until instructed to do so at the end of the examination by the invigilator. There are some exceptions to this, and arrangements for these instances are detailed in Chilwell School's **Leaving the Examination Room Policy**, available online via the Policy Hub.
- 'Formal exam conditions' mean that candidates must comply with all instructions displayed on the JCQ [Exam room posters - Warning to candidates poster & Unauthorised items poster](#) and must listen to and follow the instructions of the invigilator(s) at all times.
- Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room.
- Failure to comply with these formal exam conditions constitutes exam malpractice. Chilwell School must report any instances of suspected or actual malpractice to the relevant awarding body. Candidates involved will then be subject to sanctions as explained in the JCQ document [Suspected Malpractice - Policies and Procedures](#).
- In the exam room, several pieces of information will be displayed. This includes the centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam.

- Candidates must only complete the information on the front of their answer books when the invigilator's announcement instructs them to do so. Candidates should complete this using the first name and surname that matches what was shown on their candidate statement of entry, and include their unique candidate number - as well as any other information that is required.
- Arrangements for the use of additional answer sheets/books, should candidates need to use these, will be explained during the invigilator's announcement prior to the start of the exam.
- Candidates must not open the question paper until the exam begins. If they do, this must be reported to the relevant awarding body.

(ICE 19, 23)

Where you will sit in the exam room

- Each exam will have a seating plan in place - which is compiled by the Exams Officer.
- Candidates are informed as to where they will sit prior to each exam taking place. This is indicated on a candidate's personal exam timetable and seating plans are available for candidates to view in the exams noticeboards located opposite the theatre.
- Candidates are expected to arrive at their respective exam room knowing where they are supposed to sit before they enter the room.
- Invigilators will have a copy of the seating plan in the exam room. If candidates are having any difficulty in finding their seat, they should consult with an invigilator.

How your identity is confirmed in the exam room

- Invigilators must establish the identity of all candidates sitting exams.
- At Chilwell School, there is an identity card for every candidate. This card is printed with the candidate's full name, photograph and candidate number.
- Candidate identity cards are placed on exam desks and are checked by invigilators as part of the attendance recording process.
- In accordance with ICE, where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes. Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.
- Senior members of centre staff, such as an Assistant Headteacher, who have been authorised by their head of centre may be present at the start of the examination to assist with the identification of candidates.

(ICE 16)

What should you wear to take your exams

- Candidates must adhere to the following expectations for dress when attending exams:
 - o For any candidate in Year 7-11, full Chilwell School uniform is required.
 - o For any candidate in Year 12-13, smart/casual clothes that are comfortable and fit for purpose.
- Chilwell School reserves the right to deny admission to the exam room to any candidate on the grounds that the uniform/dress code expectations are not adhered to. Any candidate in these circumstances will be required to borrow appropriate uniform from school or to return home to make changes to their dress, so that it complies with the uniform/dress code expectations. The candidate will then be able to return and take the examination affected - subject to the JCQ regulations for candidate late/very late arrival, as set out in Chilwell School's **Candidate Late Arrival Policy** - available online through the Policy Hub.

What equipment you need to bring to your exams

- Invigilators will take all reasonable steps to ensure that correct exam papers are placed, face up, on exam desks - along with any other required materials.
- Candidates must supply all other authorised equipment that they will need to complete the exam. The authorised equipment for each exam is printed on the front cover of the exam paper and candidates will have been informed of the required equipment in advance of the exam date by their teacher(s). Common equipment that is required for exams includes:
 - Black pens
 - HB pencils
 - Ruler
 - Protractor
 - Calculator
- Any pencil case taken into the exam room must be see-through.

(ICE 18)

Using calculators

- The JCQ documents [Instructions for Conducting Examinations](#) & [FAQ - Using calculators](#) provides guidance on calculators. Unless specifically varied by an awarding body in a qualification specification, this is the guidance that must be followed.
- The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.
- Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- During an examination a calculator must not be able to offer any of these facilities:
 - language translators
 - symbolic algebra manipulation
 - symbolic differentiation or integration
 - communication with other machines or the internet
- During an examination a calculator must not give access to pre-stored information. This includes:
 - databanks
 - dictionaries
 - mathematical formulae
 - text
- A calculator must not be borrowed from another candidate during an examination.
- Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

(ICE 10)

What you must not bring into the exam room

- As communicated through the JCQ document Information for candidates - Written examinations, candidates must not take into the exam room:
 - notes/paper
 - an iPod, a mobile phone, a MP3/4 player or similar device
 - a watch
 - AirPods or earphones/earbuds
 - any pencil cases that are not see-through
 - "Smart glasses" or any other "smart" devices
- JCQ information makes it clear that possession of unauthorised material is breaking the rules, even if candidates do not intend to use it. ***Possession of unauthorised materials means candidates will be subject to penalty and possible disqualification.***

Food and drink in exam rooms

- JCQ allows food and drink to be brought into the exam room at the discretion of the head of centre.
- Chilwell School has in place a Food and Drink Policy (Exams) - available online via the Policy Hub. This policy states that:
 - Candidates are permitted to take water into the examination room. This must be contained in a small transparent colourless plastic bottle (no labels) with a sports lid (non spill).
 - Candidates are not permitted to take food into the examination room, unless they have a medical condition which requires it (e.g. Diabetic). Medical evidence may be required to support this request. Where food is permitted to be brought into the examination room by the candidate, this must be free of packaging and in a transparent container.

(ICE 18)

Where your personal belongings will be stored during your exam

- Personal belongings must be left in the candidate's bags, which are placed into and secured by padlock in the baggage cages opposite the main school reception.
- Personal belongings are stored in such a way to minimise disruption when some candidates may finish their exam earlier than other candidates and leave the exam room.
- Where alternative rooming arrangements are in place, any alternative storage arrangements for personal belongings will be communicated to candidates by invigilators or centre (school) staff.
- Unauthorised items must not be brought to a candidate's exam desk. Unauthorised items include notes/paper of any kind (whether relevant to the exam being taken or not), mobile phones, watches or any other form of technological or internet-enabled device, water bottles or food that does not meet the acceptable criteria.
- Candidates are reminded about possession of unauthorised materials during the invigilator's announcement before the exam begins. If a candidate realises that they are in possession of unauthorised materials at this point, they must raise their hand and give the unauthorised materials to an invigilator for the duration of the exam.

What to do if you arrive late for your exam

- Chilwell School has in place a Candidate Late Arrival Policy (Exams) - available online via the Policy Hub. This outlines the procedures for candidates who arrive late for an examination at Chilwell School, in accordance with the JCQ document [Instructions for conducting examinations](#).

- A candidate who arrives **late** (i.e. after the start of the examination) may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre and at Chilwell School this is managed by the Examinations Officer.
- A candidate who arrives late, and is permitted by the centre to sit the examination, will be allowed the full time for the examination.
- A candidate will be considered **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;
 - after the awarding body's published finishing time for an examination that lasts less than one hour.
- Where a candidate arrives very late for an examination Chilwell School will:
 - send the script to the awarding body/examiner in the normal way;
 - submit Form JCQ/VLA-Report on candidate admitted very late to examination room online, using the Centre Admin Portal (CAP), within seven days of the examination having taken place.
 - warn the candidate that the awarding body may not accept their script.
- If a candidate arrives in the afternoon for a paper that had been **rearranged** for a morning session, the candidate may be allowed to take the paper at the published time as long as they have not had any contact with candidates who sat the paper earlier.
- The Examinations Officer will inform the awarding body of the situation who will decide whether to accept the script.

(ICE 21)

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

- Chilwell School has in place a Candidate Absence Policy (Exams), available online via the Policy Hub, which confirms the arrangements for candidates who are absent from an examination at Chilwell School.
- An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Chilwell School reserves the right to exercise discretion whether to allow a candidate who arrives after the start of the examination to enter the examination room and sit the examination (see Candidate Late Arrival Policy).
- If a candidate is unwell and unable to attend an exam, the candidate (or their parents/carers) must notify the school immediately by contacting reception.
- Based upon the circumstances for the absence, and subject to the required conditions being met, an application for special consideration may also be made to the relevant awarding body. To support this, candidates (or their parents/carers) may be asked to provide medical evidence for absence relating to illness.

What happens if you have an unauthorised absence from your exam

- Chilwell School has in place a Candidate Absence Policy (Exams), available online via the Policy Hub, which stipulates that candidates will be re-charged any relevant entry fees for unauthorised absences from exams.

(ICE 22)

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

- Chilwell School has in place an Emergency Evacuation Policy (Exams), available online via the Policy Hub, which details how Chilwell School deals with an emergency evacuation of the exam room(s).
- An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in the exam room, the fire alarm sounding to warn of fire, bomb alert or other serious threat.
- In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the exam room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents.
- As each incident may be different, advice will be sought from the relevant awarding body as soon as it is safe to do so, particularly where the centre is concerned about the security of the examination(s).
- Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice.
- Candidates must follow all instructions given by invigilators and/or school staff in respect of an emergency situation.
- Candidates must leave the exam room in silence.
- Candidates must not communicate with others so that there is no discussion about the exam.
- Once the exam can be resumed, candidates will be allowed the remainder of the working time set for the exam.

(ICE 25)

Candidates with access arrangements/reasonable adjustments

- Chilwell School has in place an Access Arrangements Policy (Exams) and an Equalities Policy (Exams), both available online via the Policy Hub. These policies detail the procedures and processes used by the school in identifying, assessing and implementing any access arrangements/reasonable adjustments for candidates.
- Access arrangements are agreed **before** an assessment. They allow candidates with **specific needs**, such as special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment. The intention behind an access arrangement is to meet the needs of an individual candidate without affecting the integrity of the assessment.
- The Equality Act 2010 requires an awarding body to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a **substantial disadvantage** in comparison to someone who is not disabled. The awarding body is required to take reasonable steps to overcome that disadvantage. An example would be a Braille paper which would be a reasonable adjustment for a vision impaired candidate who could read Braille. A reasonable adjustment may be unique to that individual and may not be included in the list of available access arrangements. Whether an adjustment will be considered reasonable will depend on several factors which will include, but are not limited to:
 - the needs of the disabled candidate
 - the effectiveness of the adjustment
 - the cost of the adjustment; **and**
 - the likely impact of the adjustment upon the candidate and other candidates.
- An adjustment will not be approved if it:
 - involves unreasonable costs to the awarding body
 - involves unreasonable timeframes; **or**

- affects the security and integrity of the assessment.
- This is because the adjustment is not 'reasonable'.
- Where no access arrangements are in place, school staff will indicate a picture of need and any normal ways of working used by candidates within lessons to the SENCo, who may then discuss these with the candidate and parents/carers.
- For access arrangements to be agreed, an assessment will be carried out. Assessors must be suitably qualified. Arrangements for how Chilwell School ensures this are contained in the Access Arrangements Policy (Exams).
- When candidates have access arrangements approved, this is communicated as follows:
 - Parents are informed in writing – the letter outlines the type of arrangements that have been awarded.
 - Students are informed verbally.
 - A list of all students who receive access arrangements is made available to all staff via the school's relevant shared drives and MIS.
- Where possible, students with access arrangements/reasonable adjustments will take their exams in the same exam room as other candidates. Where this is not possible, candidates with access arrangements will take their exams in another exam room. Candidates will be notified where their exams are to be taken in advance.
- Chilwell School has in place a Word Processor Policy (Exams), available online via the Policy Hub, which becomes relevant where a candidate's access arrangements/reasonable adjustments include the use of a word processor.

Results

- Chilwell School has a duty to comply with JCQ awarding body timescales regarding the distribution of provisional* statements of results.

*All results issued are provisional until certificates are awarded.

- For the summer 2025 exam series, the earliest dates that candidates can receive their provisional statement of results are:
 - For GCE and Extended Project qualifications: 13 August 2026
 - For GCSE and Level 1/Level 2 Projects: 20 August 2026
- Provisional statements of results will be issued to all candidates electronically, via their school email address, on the dates above.
- Candidates are also strongly encouraged to attend school in person to collect their provisional statement of results on the dates above. Candidates should attend between 9.00am and 11.00am if they wish to collect results in person.
- Senior staff will also be available at school between 9.00am and 11.00am should candidates wish to discuss their results and any decisions on the submission of requests for post-results services. Candidates are advised that it may not be possible to discuss their results with centre staff outside of this period and so are encouraged to come and collect their results in person at school.

(GR 5.12, [Post-Results Services](#))

Post-results services

- Chilwell School has in place **Access to Scripts, Review of Results and Appeals Procedures (Exams)**, available online via the Policy Hub.
- Following the issue of results, awarding bodies make post-results services available. The JCQ post-results services currently available are:
 - Access to Scripts (ATS)
 - Copies of scripts to support reviews of marking
 - Copies of scripts to support teaching and learning Reviews of Results (RoRs)
 - Service 1 (Clerical re-check) - This is the only service that can be requested for objective tests (multiple choice tests)
 - Service 2 (Review of marking)
 - Priority Service 2 (Review of marking) - This service is available for externally assessed components of both unitised and linear GCE A-level specifications. It is also available for Level 3 Vocational and Technical qualifications.
 - Service 3 (Review of moderation) - This service is not available to an individual candidate
- Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by the Exams Officer on results days
- Candidates must provide their written consent for clerical re-checks, reviews of marking and access to scripts services offered by the awarding bodies after the publication of examination results.
- Chilwell School will:
 - Acquire written candidate consent (accepting informed consent via candidate email) in all cases before a request for a clerical re-check, a review of marking or an access to scripts service is submitted to the awarding body
 - Acquire informed candidate consent to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded
 - Only collect candidate consent after the publication of results
 - Retain consent forms or e-mails from candidates for at least six months following the outcome of a clerical re-check or review of marking or any subsequent appeal
 - Retain consent/permission forms or e-mails from candidates to request and use their scripts for at least six months

(GR 5.13, [Post-Results Services](#))

Certificates

- Chilwell School has in place a Certificate Issue and Retention Policy (Exams), available online via the Policy Hub, which confirms how Chilwell School issues examination certificates to candidates and the policy for the retention of any unclaimed/uncollected certificates in compliance with JCQ regulations.
- Prior to the exams, candidates select to either collect their certificates in person from the school or have them posted to their home address.
- Candidates are requested to check their certificates (name, date of birth, grades) and sign to acknowledge that they have been collected. Posted certificates are sent via recorded delivery to confirm receipt.
- Candidates are informed of the arrangements for the issue of certificates prior to the exams and on collection of results.

- Candidates may arrange for certificates to be collected on their behalf by providing the exams officer with written or email permission/authorisation. Authorised persons must provide ID evidence on collection of certificates.
- Chilwell School will:
 - retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue
 - destroy any unclaimed certificates after retaining them for a minimum of 12 months
 - destroy certificates in a confidential manner or may return them to the respective awarding body
 - retain a record of certificates that have been destroyed for four years from their date of destruction
 - (where applicable) inform candidates that some awarding bodies do not offer a replacement certificate service and in such circumstances the awarding body will issue a Certifying Statement of Results which will provide an accurate and complete record of results for all qualifications covered by the original certificate
- The retention of unclaimed or uncollected certificates is managed by the Examinations Officer.

(GR 5.14)

Internal appeals procedure

- In accordance with the JCQ document [General Regulations for Approved Centres](#), Chilwell School has in place a written Internal Appeals Procedure which covers appeals regarding internal assessment decisions, post-result services and appeals, and centre decisions relating to access arrangements and special consideration. This is available online, via the Policy Hub.
- This procedure covers appeals relating to:
 - Internal assessment decisions (centre assessed marks)
 - Centre decisions not to support an application for clerical re-check, a review of marking, a review of moderation or an appeal
 - Centre decisions relating to access arrangements and special consideration
 - Centre decisions relating to other administrative issues
- Candidates are informed that there is an Internal Appeals Procedure through this Candidate Exam Handbook and at the point of issue of centre-assessed marks, exam results, decisions relating to access arrangements and special consideration.
- Each type of appeal listed above is subject to specific timescales, which are detailed in the Internal Appeals Procedure.
- The Internal Appeals Procedure also includes the required paperwork to be completed for all appeals listed above.

(GR 5.3z, 5.7 and 5.13)

Complaints policy

- In accordance with the JCQ document [General Regulations for Approved Centres](#), Chilwell School has in place a Complaints Policy (Exams) - available online, via the Policy Hub.
- This policy draws to the attention of candidates and their parents/carers the school's written complaints policy which will cover general complaints regarding the centre's delivery or administration of a qualification and gives indicative guidance on grounds for complaint.
- If a candidate (or their parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification they are following, Chilwell School encourages them to try to resolve this informally in the first instance, by contacting the Head of Faculty or Head Teacher.
- If a complaint fails to be resolved informally, the candidate (or their parent/carer) is then at liberty to make a formal complaint.
- The Complaints Policy (Exams) sets out how a formal complaint may be made, in writing, how it will be investigated and the procedure for appeals - along with the relevant complaints form.

(GR 5.8)

JCQ Information for candidates - coursework

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

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

This document contains important information to ensure that you complete your coursework within the rules and regulations of your awarding body (examination board).

JCQ Information for candidates – non-examination assessments

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

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

This document contains important information to ensure that you complete your non-examination assessments within the rules and regulations of your awarding body (examination board).

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).

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

This document contains important information to ensure that you complete your on-screen tests within the rules and regulations of your awarding body (examination board).

JCQ Information for candidates – written exams

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

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

This document contains important information to ensure that you complete your written exams within the rules and regulations of your awarding body (examination board).

JCQ Information for candidates – social media

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

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

This document contains important information to ensure that your use of social media complies with the rules and regulations of your awarding body (examination board) with respect to examinations/assessments.

JCQ Information for candidates - AI (Artificial Intelligence and assessments)

You **must** read this information to help you stay within examination/assessment regulations when using artificial intelligence. This information explains: What is AI? What is an AI tool? When can I use AI? When can I not use an AI tool? If I'm allowed to use AI, how is this breaking the rules? How to make sure you don't misuse AI.

Information for candidates - AI (Artificial Intelligence and assessments)

<https://www.jcq.org.uk/exams-office/malpractice/>

JCQ *Unauthorised items* poster

This poster will be displayed outside each exam room. You **must** 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.*"

<http://www.jcq.org.uk/exams-office/exam-room-posters>

JCQ *Warning to candidates* poster

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

<http://www.jcq.org.uk/exams-office/exam-room-posters>

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.

<https://www.jcq.org.uk/exams-office/malpractice/>