



STUDENT EXAMINATION HANDBOOK

2025/2026



"EVERYONE EXCELS EVERYDAY"

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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.

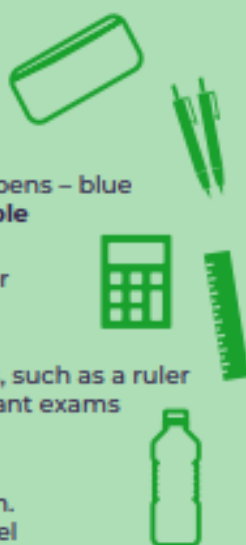
What you cannot take into your exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)
- ☐ smart devices (e.g. Airbuds, 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 apparatus, such as a ruler or protractor, for relevant exams
- ☐ a clear water bottle if you wish to take one in. It **must not** have a label



Other important information:

- ☐ Listen carefully to the invigilator's instructions, which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need 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 2026 exam timetable on the morning and afternoon of 24 June 2026. Make sure you are available on 24 June 2026.

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



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

GCSE EXAM TIMETABLE

Day	Date	Session	Exam	Duration
Friday	01/05/2026	AM		
		PM	BTEC DIT <i>Component 3</i>	1hr 30
Monday	04/05/2026	AM		
		PM		
Tuesday	05/05/2026	AM	BTEC Health & Social <i>Component 3</i>	2hrs
		PM		
Wednesday	06/05/2026	AM	BTEC Enterprise <i>Component 3</i>	2hrs
		PM		
Thursday	07/05/2026	AM	BTEC Sport <i>Component 3</i>	1hr 30
		PM		
Friday	08/05/2026	AM		
		PM		
Monday	11/05/2026	AM	English Literature <i>Shakespeare and the 19th century novel</i>	1hr 45
		PM		
Tuesday	12/05/2026	AM	Religious Studies <i>Component 1</i>	2hrs
		PM	Combined Science <i>Paper 1 - Biology</i>	1hr 15
			Biology <i>Paper 1</i>	1hr 45
Wednesday	13/05/2026	AM	Geography <i>Paper 1: Living with the physical environment</i>	1hr 30
		PM		
Thursday	14/05/2026	AM	Maths <i>Paper 1 (non-calculator)</i>	1hr 30
		PM		
Friday	15/05/2026	AM	History <i>America: 1920-1973</i> <i>Conflict between East & West 1945-1972</i>	2hrs
		PM		
Monday	18/05/2026	AM	Combined Science <i>Paper 1 - Chemistry</i>	1hr 15
			Chemistry <i>Paper 1</i>	1hr 45
		PM	Engineering <i>Solving Engineering Problems</i>	1hr 30
			Urdu <i>Listening & Reading</i>	1hr 50
Tuesday	19/05/2026	AM	English Literature <i>Modern texts and poetry</i>	2hr 15
		PM		
Wednesday	20/05/2026	AM		
		PM	Religious Studies <i>Component 2</i>	1hr
Thursday	21/05/2026	AM	English Language <i>Explorations in creative reading and writing</i>	1hr 45
		PM		
Friday	22/05/2026	AM	Arabic <i>Listening & Reading</i>	1hr 50

		PM		
Half Term 25/05/2026 – 29/05/2026				
Monday	01/06/2026	AM		
		PM	Religious Studies <i>Component 3</i>	1hr
Tuesday	02/06/2026	AM	Combined Science <i>Paper 1 - Physics</i>	1hr 15
			Physics <i>Paper 1</i>	1hr 45
		PM	Polish <i>Listening & Reading</i>	1h 45
			Portuguese <i>Listening & Reading</i>	1hr 45
			Arabic <i>Writing</i>	1hr 25
			Urdu <i>Writing</i>	1hr 25
Wednesday	03/06/2026	AM	Maths <i>Paper 2 (calculator)</i>	1hr 30
		PM	Geography <i>Challenges in the human environment</i>	1hr 30
Thursday	04/06/2026	AM	History Britan: Health & the people c1000-present Elizabethan England C1568-1603	2hrs
		PM		
Friday	05/06/2026	AM	English Language <i>Writer viewpoints and perspectives</i>	1hr 45
		PM	Music <i>Understanding Music</i>	1hr 30
Monday	08/06/2026	AM	Combined Science <i>Paper 2 - Biology</i>	1hr 15
			Biology <i>Paper 2</i>	1hr 45
		PM		
Tuesday	09/06/2026	AM	Spanish <i>Listening & understanding</i>	45 mins/1hr
		PM	Construction <i>Introduction to the Built Environment</i>	1hr 30
Wednesday	10/06/2026	AM	Maths <i>Paper 3 (Calculator)</i>	1hr 30
		PM	Design Technology <i>Principles of design and technology</i>	2hrs
Thursday	11/06/2026	AM	Geography <i>Geographical Applications</i>	1hr 30
		PM	Food Prep & Nutrition <i>Unit 1</i>	1hr 45
Friday	12/06/2026	AM	Combined Science <i>Paper 2 - Chemistry</i>	1hr 15
			Chemistry <i>Paper 2</i>	1hr 45
		PM	Polish <i>Writing</i>	1hr 15
			Portuguese <i>Writing</i>	1hr 20
Monday	15/06/2026	AM	Combined Science <i>Paper 2 - Physics</i>	1hr 15
			Physics <i>Paper 2</i>	1hr 45

		PM		
Tuesday	16/06/2026	AM	Spanish <i>Reading and understanding</i>	45 mins/1hr
		PM		
Wednesday	17/06/2026	AM	Spanish <i>Writing</i>	1hr 15/1hr 20
		PM		

CONTINGENCY DAYS

The contingency day on **Wednesday 24th June 2026**, is the last day you **MUST** be available during the GCSE exams. **This day is used if a scheduled exam cannot take place due to widespread or local disruption in the UK.**

MALPRACTICE

All cases of malpractice have to be reported to the examination boards and can result in **disqualification**. All cases of suspected malpractice must be reported to the Exams Officer who will escalate the suspicions to SLT for them to investigate.

If you witness anyone committing any type of malpractice during an exam, then report it to the Exams Officer as soon as possible.

TYPES OF MALPRACTICE

There are several types of malpractice depending on the situation. These include:

Malpractice in the exam room

- Communicating and/or attempting to communicate with other candidates in the exam room.
- Bringing in any prohibited items (see the full list below).
- Refusing to follow the instructions of the invigilator.
- Copying other candidates work.
- Resting your head on the desk.
- Any kind of disruptive behaviour in the exam room.

Malpractice in Coursework/NEA's

- Submitting work that is not your own.
- Copying or allowing someone to copy your work.
- Plagiarism.
- Misuse of AI.

Malpractice on social media

- Buying/asking for/sharing assessment or exam coursework online.
- Passing on rumours of what is in exams or assessments.
- Sharing your work online.

CONSEQUENCES OF MALPRACTICE

According to JCQ guidelines any report of malpractice can lead to:

- Loss of marks in your exam paper.
- Being disqualified from a part or all your qualifications with that exam board.
- Being banned from taking exams and assessments for a number of years.

In the academy, if you are found committing any type of malpractice there will be a full investigation by SLT, and your parents/carers will be contacted. In your mock exams, your paper for that subject will be disqualified. For your official GCSE, the malpractice will be reported to the exam board, and they will make the final decision.

Further information on our academy malpractice policy, can be found on the Hollingworth Academy website.

PROHIBITED ITEMS

In line with JCQ guidance, there are certain items that are prohibited in the exam room. These include the following:

- Mobile Phones
- AirPods and/or headphones
- MP3/MP4 Player
- Watch
- Smart glasses
- Any other smart devices
- Notes

These items must be left in your locker prior to the exam starting. If you have accidentally brought in a prohibited item to the exam room, please raise your hand and give it into the invigilator **before** the exam begins.

If you are caught with any of the prohibited items during your exam, the academy will have to report this as malpractice to the exam boards. This may result in one or more of your papers being cancelled.

Best practice to ensure you have no prohibited items when entering the exam room, is to ensure your pockets are empty of all items.

WRITTEN EXAMS

Below are all the details regarding your written examinations. In Appendix One is a copy of the JCQ Information for Candidates (Written Exams), which you must read to prior to the GCSE exams beginning.

STATEMENTS OF ENTRY

Before the Easter holidays, you will be issued with a **'Statement of Entry.'** This will show all the GCSE, BTEC and Vocational qualifications you have been entered for, as well as what tier (Higher or Foundation) for the relevant subjects.

When you receive the 'Statement of Entry' you must check that the following information is correct:

- Legal name
- Date of birth
- Subjects
- Tiers of entry for Maths, Science, and languages

If you believe that there are any mistakes, then please speak to the Exams Officer as soon as possible.

EXAM TIMETABLES

GCSE Exam timetables will be issued to all students in the weeks prior to the exams beginning, during form time. These exam timetables will include all your written GCSE, BTEC and Vocational exams during the summer season.

Your Exam Timetable will also indicate

- Date of the exam
- Time of the exam
- Room
- Seat number

Please keep your exam timetable safe!

ROOMINGS

For the majority of your GCSE exams, you will be in one of the following rooms:

- Sports Hall
- Room 40
- Room 39
- Room 38

Your room and seat number will be printed on your exam timetable, which will be issued in the weeks prior to the GCSE exam season commencing. Typically, you will be in the same room and seat you were in for the November and March mock exams.

If you have any queries about your room, then please speak to the Exams Officer as soon as possible.

START & END TIMES

GCSE start and end times are decided by JCQ:

Morning Exams -> Start at 9.00am

Afternoon Exams -> Start at 1.30pm

Don't forget you will be expected to be in your subject revision session prior to your exam starting.

LATE ARRIVAL

Being on time for all your exams is extremely important, as being late can result in you not being allowed to complete your exam or the exam board not counting your marks from the paper.

If you are running late to your exam, it is important for you to let the academy know that you are on your way. Once you arrive at the academy, you need to go to the main reception and sign in. Reception will then contact the Exam Officer and SLT to let them know that you have arrived. You will then be escorted to the exam room and read the opening script. This will be your chance to hand over any prohibited materials before going into the room. You will then be allowed to sit your exam and given the full allotted time for the paper.

If you arrive to the academy more than an hour after the published start time of the exam (9.00am or 1.30pm), we will have to report your time of arrival to the relevant exam board. They may then decide that they will not mark the paper and therefore you may lose out on an overall grade.

ILLNESS

If you are struggling with any type of minor illness including cold, flu or sickness and you are still able to sit your exam, then please inform a member of SLT that you are unwell. For this illness we may be able to submit a 'Special Consideration Request' on your behalf, to inform the exam board you were unwell when you sat the exam. The Special Consideration applied will likely be 1-2% of additional marks depending on the circumstances.

If you are unwell to the extent that you are unable to sit the exam at all, then your parent/guardian must get in touch with the school as soon as possible, so that we can best advise based on your situation.

UNAUTHORISED ABSENCE

If you are absent from an exam without a valid reason under JCQ guidelines, you will not get any marks for the exam missed. This will therefore impact your overall grade for that subject.

SUPERVISION

All exams will be supervised by invigilators employed by Hollingworth Academy. These invigilators will also be present during your mock exams from Year 9 up to Year 11. These invigilators are following JCQ rules and regulations and therefore will conduct the exams accordingly. They will report all instances of malpractice or suspected malpractice to the Exams Officer.

During your exams, if you need to speak to one of the invigilators raise your hand and one will come over to you.

EXAM ROOM CONDITIONS

Prior to an exam commencing, you will be asked by SLT to line up outside your relevant exam room. You will then be led into the room. The moment you enter the exam room you are under formal exam conditions. You must sit down in your allocated seat and wait for further instructions from the invigilators. During this time, you must not communicate or disturb any other candidates. You must also not open your exam paper in front of you until told to do so.

Displayed at the front of the exam room will be the following information:

- Centre number
- Subject title
- Paper number
- Date
- Start and finish time of the exam

You must use the information to verify you have the correct paper and fill in the front of your exam paper.

Once all the students are seated, a member of SLT will read aloud, the information for candidate script.

IDENTITY

On your exam desk, there will be a candidate card. This candidate card will display your:

- school photo
- full legal name
- candidate number
- access arrangements

If you have the wrong card on your desk, please raise your hand and let an invigilator know immediately.

CLASHES

Occasionally, during the real GCSE exams you may have a timetable clash where two of your GCSE/BTEC exams fall on the same day and time. In this case we will follow JCQ guidance on how to manage the clash based on the duration of the exams.

If the total time for both exams is **3 hours or less**:

- You will sit both exams at the scheduled time, one after the other.
- You will be allowed a supervised break of 20 minutes between the two papers.
- During this time, the academy will provide light refreshments.

If the total time for both exams is **more than 3 hours**:

- You will sit an exam in the AM session and one in the PM session.
- During the break between exams, you will remain under exam supervision.

In rare instances, were you to have three or more exams scheduled on the same day, you may have to sit an exam the next day. In these instances, the academy will be in touch regarding our 'Overnight Supervision Arrangements Policy'.

EQUIPMENT

Students are expected to provide their own equipment for their exams which includes:

- Black pen (not gel pens)
- Pencil
- Ruler
- Scientific calculator
- Protractor
- Compass
- Rubber

All equipment should be placed in a **clear plastic pencil case**, free from any text or writing.

The academy will provide a highlighter placed on students' desks before the exam begins, along with any additional equipment such as tracing paper, when requested.

If you have forgotten any equipment that you need for your exam, raise your hand and speak to an invigilator who will provide you with a replacement to borrow. Be mindful that this equipment is limited, and we will not be able to provide a full equipment list for every student.

CALCULATORS

The JCQ Guidance on calculator's states that:

"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."

Calculators must not be able to offer any of the following:

- 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, such as the periodic table (with the exception of scientific constants);
- dictionaries;
- mathematical formulae;
- text.

You **MAY NOT** borrow a calculator from another student during an exam.

FOOD & DRINK

Students may bring a drink of water into the exam room with them, as long as this is in a clear plastic bottle with any labels removed.

No other food or drink is allowed into the exam room unless you have a medical exemption. If you believe you do have a medical reason to have food/drink in the exam room, please speak to the Exams Officer.

UNIFORM

Students must be in full uniform when completing the GCSE exams. This is in line with our academy policy on 'Identifying Candidates', which is a JCQ requirement. This includes wearing appropriate school shoes.

Any students not wearing the correct uniform will be asked to change before they are allowed into the exam room.

PERSONAL BELONGINGS

Personal belongings are not allowed into the exam room including any bags and coats. All personal belongings should be placed into lockers before the exam commences.

EMERGENCIES

If the fire alarm sounds during the exam, you will be instructed to stop working and close your exam paper by the invigilator. You need to remain seated until a member of the SLT advises whether we need to evacuate the room or not.

If we need to evacuate, you will be led out of the exam room row by row and taken to the assembly point on the MUGA pitch. There, the invigilators will register you before bringing you back to the exam room when we are allowed to return. During this time, you must remain under exam conditions, and you must not communicate or talk to any other candidates. Once you have returned to the exam room, the invigilators will inform the room when you are allowed to start working again and recalculate the finish time.

COURSEWORK & NEA

Subjects with an element of non-examination assessments or coursework included have to be completed, marked and moderated.

Once subject staff have marked your work, they will share with you your provisional grades (please note that these may change following external moderation). You will then have the opportunity to appeal your grade if you believe it to be incorrect. Details on this can be found in the Hollingworth Academy Appeals Policy, on the academy website.

NEA and coursework marks will then be submitted to the relevant exam boards prior to the external deadline, and any requested coursework will be sent off for moderation. Once the final grades are approved, subject staff will then share these with the students.

AI

A copy of Hollingworth Academy's policy on the use of AI in NEA's and coursework, can be found on the academy website.

RESULTS

The national publication of provisional GCSE results is on Thursday 20th August 2026.

Your Provisional Statement of Results will be available to collect from the LRC from **9:00am until 11:00am on Thursday 20th August.**

SLT and some Heads of Department will be available on results day if you wish to discuss anything with them.

If you are unable to collect your GCSE results at this time, you can nominate a relative or friend to collect the results on your behalf. In order for them to collect your results, you will need to provide the academy with a signed letter

stating who is collecting your results. The nominated person must bring with them their ID to verify their identity on results day.

GCSE results will not be given over the phone, posted, or emailed. Any uncollected results can be collected from reception in September, once the academy re-opens.

POST RESULTS

There are several post results services that you have the right to access. All requests for post results services must be done via Hollingworth Academy by emailing exams@hollingworthacademy.co.uk. Please be aware that these services have strict deadlines, and once these have passed, we are unable to submit any requests for scripts or reviews of results.

ACCESS TO SCRIPTS

Following the collection of your GCSE results, you will be asked to sign an 'Access to Scripts' form. This allows the academy to request a copy of your exam scripts from the exam board, for staff to review. This will not affect your grade in any way.

If you wish to have access to a copy of any of your exam scripts, you can request this following results day by emailing exams@hollingworthacademy.co.uk. All script requests must be sent by the **Friday 4th September 2026**.

REVIEWS OF RESULTS

There are two types of reviews of results available to individual students:

Service 1 – clerical re-check

This service includes the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks.

Service 2 – review of marking

This service includes a review of the original marking to ensure that the mark scheme has been applied correctly.

In line with JCQ guidance, reviewers will **not** re-mark the script. They will only act to correct any errors identified in the original marking.

SLT and Heads of Department will nominate any papers they believe need to be submitted for a review of marking, prior to the deadline. The Exams Officer will then get in touch with students via email and/or phone to gain candidate's written consent before any reviews of marking are submitted. When a review of marking is sent, candidate marks run the risk of going down which can result in grades being lowered.

You may request a review of marking of one or more of your exam papers. In order to do this, you must email exams@hollingworthacademy.co.uk by **Friday 11th September 2026**. Please be aware that there may be a fee, decided by the exam board, if the academy is not in agreement with submitting the review of marking.

CERTIFICATES

GCSE Certificates will be awarded to students on GCSE Presentation Evening which will take place in **November 2026** (*the exact date will be confirmed with students later in the year*).

If you are unable to attend GCSE Presentation Evening, you can arrange to collect your certificates from Hollingworth Academy by emailing exams@hollingworthacademy.co.uk.

APPEALS

A full copy of Hollingworth Academy's Appeals Policy can be found on the academy website.

COMPLAINTS

A full copy of Hollingworth Academy's Complaints Policy can be found on the academy website.

PERSONAL DATA

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

- Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations / assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator, or professional bodies.
- Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes 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.

All awarding body privacy notices can be found on their relevant website. The awarding bodies we use are:

- WJEC/EDUQAS
- OCR
- AQA
- EDEXCEL



Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:



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

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

A. Regulations – Make sure you understand the rules

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

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

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

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

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

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

C. Calculators, dictionaries and computer spellcheckers

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

D. Instructions during the exam

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

E. Advice and assistance

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

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

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



Joint Council for
Qualifications ^{CIC}

Information for candidates

On-screen tests

With effect from 1 September 2025

Produced on behalf of:



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**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.

A. Regulations – Make sure you understand the rules

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

Unless you are told otherwise, you **must not** have access to:

- (d) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. floppy disks, CDs, memory sticks, social media sites, spreadsheets or the internet;
 - (e) prepared templates.
- Bringing unauthorised material into the exam room is breaking the rules, whether you intend to use it or not. You will be subject to sanctions and possible disqualification.**
- 6** **Do not** talk to, try to communicate with or disturb other candidates once you have entered the exam room.
 - 7** If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
 - 8** **Do not** borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

- 1** Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2** If you arrive late for an on-screen test, report to the invigilator running the test.
- 3** If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4** Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spellcheckers

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

D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT issues;
 - (d) your access to the on-screen test has not been set up correctly;
 - (e) adjustments to the on-screen test have not been made for you, e.g. additional time has not been added, computer reading software or speech recognition software has not been uploaded.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are told that the exam has begun.

E. Advice and assistance

- 1 If, on the day of the on-screen test, 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 on-screen test if:
 - (a) you have a problem with your computer and are not sure what you should do;
 - (b) you do not feel well.
- 3 You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



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 of or all of your qualifications
- ! • Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
jcq.org.uk/exams-office/information-for-candidates-documents