

#### **Non-Examined Assessment (NEA)**

Coursework, portfolios, and non-examined assessments must be your own work and you will be asked to sign to declare this. Plagiarism is where a student copies parts of work from other sources, into their assessment and presents it as their own, whether intentional or not. Such sources could be books, CDs, internet sources, other people's work, or AI tools. Any suspected plagiarism (including the use of AI) will be investigated thoroughly and will be reported to the examination board as malpractice and could lead to disqualification.

Knutsford Academy is committed to ensuring that whenever its staff mark students' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. Students are entitled to receive raw marks for non-examined assessments (NEA) from teachers and as with the written examination papers in the summer, students have the right to request a review of marking of their non-examined assessment marks.

A review of marking is not a remark, but a review of the process to ensure that the mark scheme and marking procedure were followed correctly. Non-examined assessments can be reviewed, and marks will only be changed where the original mark could not reasonably have been given ("outside tolerance") or where markers can be shown to have exercised their academic judgement in an unreasonable way.

Knutsford Academy have internal moderation procedures in place that mean departments have already considered the accuracy and consistency of any internal assessment before marks or grades are awarded to students. It is important to stress that marks may go down as well as up or stay the same under review. If a mark goes down, there is no further appeal that can be made before marks are submitted to the exam boards. Any request for reviews must be submitted before the departmental deadline and at the very latest within one week of the awarding body deadline for submission of marks. This is to allow the review to be completed before the submission deadlines. Therefore, requests for reviews should be submitted no later than: 1<sup>st</sup> May (GCSE & Level 2), or 8<sup>th</sup> May (A-Level & Level 3), or 22<sup>nd</sup> May (for Art & Design). NEA marks cannot be reviewed after results are issued in the summer. Furthermore, awarding bodies reserve the right to alter marks during their moderation process; therefore, NEA marks are subject to change up or down even after submission. Please note that grade boundaries change year on year. Therefore, a mark given to a student does not guarantee a particular grade.

#### **Certificates**

Exam certificates are delivered to school during November and will be distributed via Sixth Form tutor groups. Students who do not stay at Knutsford Academy for their Sixth Form years will be contacted when certificates are available to collect.

#### **Further information**

If you have any further queries on this year's upcoming examination series, please look to the exams section of the school website or contact Mrs K Newitt (Exams Officer).

Good luck and we wish you every success, The Exams Team



**2025/2026**

## **Exam Information**

**Centre Name:** Knutsford Academy

**Centre Number:** 40509

**Candidate Name:** .....

**Candidate Number:** .....

Updated February 2026

## Introduction

At Knutsford Academy we strive to ensure all our students achieve their best and part of this is ensuring the exams are run smoothly and as stress free as possible.

This handbook contains lots of information relating to your exams and Non-Examined Assessments. It must be carefully read by both candidates and parents/carers before the submission of NEA and the start of the main examination season in May.

Students will have their own candidate timetable showing them all the dates and times of their exams but a generic timetable can also be found on our school website (in the exams section) <https://knutsfordacademy.org.uk/students/exam-info> . Where TBA is listed on the timetable, this examination is scheduled by the class teacher who will have the details of times and dates.

It is the student's responsibility to know when and where each examination is taking place and to be lined up and ready to enter the examination no later than 10 minutes before the start time of each exam.

## Joint Council for Qualifications – Statutory Notices

All candidates must adhere to the statutory notices published by the JCQ. These are published on the JCQ website [Information for candidates documents - JCQ Joint Council for Qualifications](#) and can also be found on the school website in the Exams section:- <https://knutsfordacademy.org.uk/students/exam-info>

- Information for candidates – coursework – 2025 – 2026
- Information for candidates – non-examined assessments 2025 - 2026
- Information for candidates – on-screen tests 2025 - 2026
- Information for candidates - written exams 2025 - 2026
- Preparing to sit exams
- Information for Candidates – Social Media 2024
- Warning to Candidates poster
- Unauthorised items poster

As a school, it is our responsibility to provide Exams Boards with the personal data of our students being entered for exams. This information will include name, date of birth and gender. This data may be shared with other educational agencies approved by Exam Boards. You can read more about this in the JCQ privacy policy on their website: [GDPR - JCQ Data Privacy Policy - May 2018 - JCQ Joint Council for Qualifications](#)

## Key Dates in 2026

Thursday 30 April – Wednesday 24 June: Main Exam Season.

**Thursday 13 August: A-Level & Level 3 Vocational Results Day**

**Thursday 20 August: GCSE & Level 2 Vocational Results Day**

I would like to take this opportunity to wish you all every success in these examinations and beyond!  
Mrs K Newitt (Exams Officer)

who can choose whether they accept the paper for marking. Such students will still be given the full time to sit the examination paper but depending on the time, it may involve changing the planned venue, and there is no guarantee the exam board will mark a 'very late' script.

## What to do if you are unwell

External examinations cannot be moved or sat at another time. Therefore, a student must make every effort to attend. Examinations are not able to be rescheduled due to illness or to any other unforeseen circumstances.

To apply to the examination board for special consideration in the case of absence, candidates will be sent JCQ/ME Form 14 to complete, stating their illness symptoms and whether a medical professional was contacted. This needs to have been returned within three days of the student's last examination. If a student misses more than one examination, it will need to be completed for each one. There is no guarantee that the exam boards will grant special consideration for absence due to illness or unforeseen circumstances.

## Results Day

A Level, AS Level and Level 3 Vocational qualifications - **Thursday 13 August 2026**

GCSE and Level 2 Vocational qualifications – **Thursday 20 August 2026**.

Results will be available for collection from the Upper School Main Hall from 09:00am onwards.

We encourage students to collect their results in person on the day but understand this is not always possible. If you are not available to collect your results, we can post your results home, if you provide a stamped addressed envelope. Alternatively, you can nominate a trusted person to collect the results for you. You, the candidate, must confirm this in writing via a signed letter or email to the Exams Officer and the person collecting must bring some form of identification.

## Post-Results Services 2026

### Review of Marking

Following receipt of your results you may wish to have some marks reviewed where you may have missed the next grade by one or two marks. Please see your teacher to discuss this further. You will need to complete a document to authorise the review and confirm you understand there is a risk of marks going down when a review is undertaken. There is a charge by the Exam Board per paper. Payment will need to be made upfront to the school and a refund will be given if the grade goes up.

### Access to Scripts

You may be asked by your subject teacher if they request from the Exam Board for a copy of your exam paper for use in the classroom to show examples of work to other students. You will need to sign that you authorise the use of your work for teaching and learning purposes. If you would like to request a copy of your paper; again, you will need to sign to request the script and there may be a charge by the Exam Board. Please note – there is a deadline for both services.

### **Calculators must not be able to offer the following:**

- Communication with other devices or the internet
- language translators
- symbolic algebra manipulation
- symbolic differentiation or integration
- access to pre-stored information (including databanks, dictionaries, text, or formulae)

If your calculator has any of these functions, you may still be able to use the calculator, but it must be set to UK exam mode.

### **Contingency Day**

This year the awarding bodies have designated Wednesday 24<sup>th</sup> June as a 'contingency day' in the examination timetable. The purpose of this is to allow the examination boards to re-schedule examinations that may have been postponed in the event of national or local disruption during the June 2025 series. Candidates must remain available until this date should an awarding body need to invoke its contingency plan.

### **Emergency Procedures – Fire, Lockdown, and Run, Hide, Tell**

If any of the emergency alarms sound, students should stop writing immediately and wait for instructions. The invigilator will make a note of the time. Students should remain silent and facing the front of the room.

**Students must not communicate with anyone** other than a member of the examinations staff, even if they are asked to evacuate the venue.

In the event of an evacuation, all materials must be left on the desk. Students will be escorted to the fire assembly point where they must **remain in order and silent**. They must stand away from the rest of the school and at least a pace away from any other examination student, **remaining in silence throughout**.

Once the "All Clear" has been given, students will be escorted back into the examination room. Again, they must walk in complete silence. When seated, students must wait for instructions from the invigilator before resuming work. Students will be given the full remainder of the examination time.

### **What to do if a student is late for an examination**

If for any reason, a student knows that they will be late arriving for an examination: The student or student's parent/carer should leave a message for the Exams Officer on the student absence line. We will need to know

- the student's name
- the student's year group
- which exam the student is sitting
- why they are late
- when they are expected to arrive

Where a student is late, a trusted parent/carer must ensure they **do not have access** to a **mobile phone** or any **internet enabled device** and they must accompany the candidate into school. They must not go to the examination venue unaccompanied.

If a student arrives after 10.00am for a morning exam or after 2.30pm for an afternoon exam, they are classed as 'very late'. The school must report this to the examination board,

### **Candidate/Exam Number**

Every student is issued with a four-digit candidate number, this is printed below your name on your individual candidate timetable. This number will be used by all Exam Boards (except BTECs). You must write this number on all examination papers and coursework. Please write your number on the front of this booklet, in your planner and memorise it.

### **Invigilators**

Invigilators are employed by the school to conduct exams. They are there to support, organise and administer all aspects of the examination. Invigilators will distribute and collect the examination papers, tell candidates when to start and finish the examination and deal with any issues that occur during the examination. They are not able to help with any part of the exam for example read questions, give answers. If you think you have been issued an incorrect exam paper, you should raise your hand and await a response from the invigilator.

Failing to follow instructions from an invigilator may lead to consequences and at worst disqualification.

### **What are Access Arrangements?**

Some students are entitled to reasonable adjustments such as extra time, prompts, reading pens or supervised rest breaks and the invigilators are aware of these. If you are unsure whether you have the arrangements in place that you should have, please speak to the SENDCO or the exams office before the examination season. Students with an access arrangement will have a yellow or blue card on their desk. If you believe you have an access arrangement but do not have a card on your desk during an exam, please speak to one of the invigilator team.

### **What if something happens during the exams or I feel unwell during an exam?**

Tell the invigilator. You may be entitled to special consideration. In certain circumstances a small adjustment to the marks may be given by the awarding bodies in special circumstances such as illness, bereavement, injury, domestic crisis etc. You should be aware that any adjustment is likely to be small and no feedback is provided. Students are only eligible if they have been fully prepared for the whole course but their performance in the exam or production of coursework has been hindered. If you believe you may be entitled to special consideration, please speak to the examinations officer and/or your invigilator.

### **Examination Times**

There are two examination sessions in each day in the summer exam season. Morning exams start at 9:30am to allow for coaching sessions to take place before the examination and afternoon exams start at 1pm. However, please check your timetable as sometimes these timings may be different. Students are responsible for checking their own timetables and arriving at school on the correct date and time for every exam and for ensuring they can stay for the duration of the exam. You must arrive no later than 15 minutes before the start of the exam. Invigilators will tell you when to start and finish the exam; times will also be displayed on the board at the front of the exam room. There will be a clock clearly displayed in the exam room. Some afternoon exams may finish later than the school day; please ensure you have arrangements in place for getting home.

## Exam Timetable Clash

Some students may have a clash where two exams are timetabled at the same time. The school will make special timetable arrangements for these students. In cases where exams are longer than three hours, your exam may be moved to an earlier or later session. In this case, you will be under supervised conditions all day and should bring a packed lunch to eat during the break between exams. You must check your individual timetable and see the Exams Officer if you are unsure of what to do. If you think there is a clash on your timetable that has not been resolved, please see the Exams Officer immediately.

## Exam Rooms

The Bexton Road Upper School Hall is the main location for exams; however, please check your timetable carefully as some exams take place in smaller rooms in the Studio and some students with access arrangements may be sat in other rooms. Your seat number is listed on your timetable (although this may change on the day) and there will be a seating plan displayed in the Crush Hall and the Studio entrance – please check your room and seat number carefully every time before each examination.

## Before the exam

On arrival at school, remember to check your seat number on the seating plans which are in the Crush Hall and the Studio entrance, and then go straight to the coaching sessions if applicable. Following this, place your bags and prohibited items in the bag room. Items which must not be with you in the exam room include **mobile phones**, watches, fitness trackers, electronic devices, earbuds, headphones, AirPods, Smart glasses, as well as **any notes, paper**, or anything other than the allowed stationery. The bag room for year 11 is the Studio Canteen, and the bag room for the sixth form is in the Main Canteen. Both bag rooms will be locked during the exam, but valuable, personal items are left at your own risk.

Once your bag is secure, please line up in the corridor outside Mrs Thatcher's office no later than ten minutes before the start time of your exam.

If you are found in possession of items that are not allowed, we have a statutory obligation to report this to the Exam Board and they may disqualify you from all your exams. So please do not forget to check!

Once you enter the exam room, exam conditions are in place. This means you must enter the room in silence, do not communicate or distract other students. Find your seat number and sit down quietly. Be sure to listen and follow the instructions of the invigilator. If you need to speak to an invigilator, raise your hand and wait for someone to assist you.

## At the end of the exam

At the end of the exam the Invigilator will tell you the exam has finished. You must stop writing immediately and **remain silent**, facing the front whilst papers are collected. Ensure your name and candidate number is on all pieces of paper. When instructed to, you may leave the exam room silently. Other students may be in the room taking a different paper that lasts longer, please show consideration. **Remember you are still under exam conditions until you have left the exam room.**

## Alleged, suspected, or actual incidents of malpractice (cheating).

Any alleged, suspected, or actual incidents of malpractice (cheating) will be investigated and must be reported to the examination board. Cases of malpractice may result in disqualification. Plagiarism of portfolios, coursework or non-examined assessments is classed as an incident of malpractice (cheating) and must be reported to the examination boards and could result in disqualification from part or all your subjects.

## AI Use

Using AI-generated content in coursework, non-examined assessments, or portfolios is malpractice (cheating). The only exception to this is if it is fully and correctly referenced. If you use AI, you cannot be awarded marks for generated content and you must:

- Identify the AI tool used and the date the content was generated.
  - Example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026
- Provide references for all sources used by the AI tool.
- Keep an unedited record of your questions and prompts and the full AI-generated output (as screenshots).
- Submit these screenshots alongside your work.

Please see the latest from JCQ [here](#) on AI in assessments for more information.

## Equipment/Resources

You are responsible for providing your own equipment for examinations. Examination regulations are very strict regarding what items may be taken into the exam room. You will need:

- Pencil case - must be see-through,
- Black ball point pen – not blue or gel pens,
- Pencil, pencil sharpener, rubber – no correction fluid or pens,
- Ruler with cm and mm,
- Highlighters may not be used in your answers but can be used on question papers.

Only material listed on the question paper is allowed in the exam room. You must not have on or near you any other material including journals, notes etc.

Technological/web enabled sources such as mobile phones, smartwatches, smart-glasses, or fitness trackers, iPods, MP3/4 players or similar devices are not permitted. You must not have Airpods, earbuds, or headphones or wrist watches of any sort in the exam room.

You may take water only into the exam room. Please ensure it is in a clear bottle and any labels must be removed. Food is not permitted unless for medical reasons – and then the examinations officer must be aware of this, and it must be free from packaging.

If you are found in possession of unauthorised items or material, you may risk being disqualified from the exam.

## Using Calculators

Students must be aware of JCQ awarding body instructions regarding the use of calculators in your exams. Students may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, students are responsible for making sure that their calculators meet the awarding bodies' regulations.