



Student Exam Handbook

Summer 2026

*Instructions and Information for
Candidates, Parents and Carers*

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Introduction to GCSE Examinations

Summer 2026

The final examinations are fast approaching. The next few months will be the most important months of your life. What happens during this time will have a significant impact on your future. All the staff at Lostock Hall Academy want you to achieve the very best results you are capable of achieving. Please read this booklet, it has a lot of useful information about your examinations and it will help you to prepare for them.

Please pay special attention to the examination start times for this year's examinations.

- For morning exams you **must arrive at 8.30am** ready for a 9.00am start.
- For afternoon exams you **must arrive at 1pm** for the exam to begin at 1.30pm promptly.

This allows enough time for everyone to be seated and to have the JCQ rules and regulations read out to you in preparation for the exam. Please make sure you are on time!

Examination results will be available on **Thursday 20th August 2026 from 9.00am onwards.**

If you have any queries, please do not hesitate to contact me, I am based in the office behind Student Reception. I would also like to take this opportunity to wish you good luck for the future.

Miss Butler
Examinations Officer

Examination Instructions for Candidates

1. Make sure that you know exactly when your exams are and especially whether they are scheduled for the morning or afternoon.
 - The majority of the summer GCSEs will take place in the Sports Hall.
 - Seating plans will be on display in the Penketh Building on the morning of each exam. A copy of this will also be near the Sports Hall.
 - All dates and times can be found on your examination timetable. You will all receive a copy of your personalised timetable along with this booklet, make sure it is in a prominent place at home for both you and your parents to check each night, for your exams the following day.
2. You are still a member of the school until you have completed your last exam; therefore school rules apply to all examinations.
 - You must be in full school uniform.
 - Please remember make-up, jewellery, nail varnish and extreme hair styles/colours are not allowed.
3. You need to make sure that you bring the correct equipment for each exam.
 - You may use a calculator unless you are told otherwise.
 - ✓ If you do, make sure it works properly and that any batteries required are working.
 - ✓ Clear anything stored in it.
 - ✓ Remove any parts such as cases, lids or covers which have printed instructions or formulas.
 - ✓ Do not bring in to the exam room any operating instructions or prepared programs.
 - Please make sure you also bring in to the exams all the equipment you will need in a **CLEAR PENCIL case** or plastic bag;
 - ✓ Black pen (**blue ink is not permitted**)
 - ✓ Pencil
 - ✓ Eraser
 - ✓ Ruler (graduated in centimetres and millimetres)
 - ✓ Sharpener
 - You will need additional equipment for the Maths exams such as, protractor and pair of compasses.
 - For technology exams you may also require coloured pencils.
 - You are not allowed to use correction fluid/tape, gel pens or highlighter pens in any of your **ANSWERS**. However, highlighter pens can be used to highlight text on your question papers.
4. Please ensure you allow enough time to get to school, so that if you are delayed for any reason e.g. traffic congestion, you still arrive in good time.

EXAM TIMES

Be outside your exam room at the following times:

Morning exams:	8.30am
Afternoon exams:	1pm

- It takes 15 minutes to seat candidates for an exam and to read out the notices at the beginning so **you must be there no later than 15 minutes prior to the start time.**
- If you know you are going to be late for your exam please contact the school and let them know, giving your estimated time of arrival.
- If you do arrive late for your exam, do not be afraid to enter the exam room if the exam has started. The Examinations Officer or invigilator will be available at the beginning of examinations to take you in.
- If you are ill and cannot take the exam, you or your parent/carer **MUST** telephone the school immediately and leave a message for the Examinations Officer.
- If you miss an exam due to sudden illness you need to see Miss Butler as soon as possible afterwards, to obtain a self-certification form to be completed by your parent/carer and doctor's surgery.
- If you do not have a genuine reason for missing an exam you will be charged the entry fee for that exam. You will be invoiced £60 for each exam missed without a valid reason. Failure to pay may result in **ALL** your examination results being withheld.

Arrangements for Exams

1. Please line up **outside** in your tutor group
 - There will be a seating plan placed in the Penketh Building and at the bottom of the ramp before you enter the exam hall.
 - Please be aware you must know your candidate number for each exam – this can be found at the top of your personal timetable – **memorise it!**
 - Under no circumstances are bags or coats allowed at your exam desk. They must be left in the designated area with all electronic devices switched off.
2. Once inside the room, exam board rules state that you must be silent (see regulations at back of this booklet).
 - If there is any communication between any candidates it will be assumed that you are cheating and will be treated accordingly.
 - You must not talk until you have left the exam room at the end of the exam.
3. Mobile Phones & Other Items

We cannot stress enough how important it is **not to bring mobile phones, watches, AirPods/ headphones, smart glasses or any other technological device** into the exam.

 - Anyone caught with a mobile phone, watch, Airpods, headphones or any other unauthorised items, whether it is turned off or not, will be reported to and severely reprimanded by the appropriate Awarding Body.
 - This also extends to (but not limited to) notes of any kind, revision cards, phone numbers etc. Your pockets should be empty.
 - You may be disqualified from that exam and also from other exams (see JCQ regulations).
4. Watches

Watches must not be worn in the examination hall. Many now have the facility to have internet connectivity and therefore they are not allowed. All watches must be removed and put in your bag.
5. Drinks and Food

You are allowed to bring a clear bottle of water with any labels removed, into the exam room. However, you are not allowed to bring in the following items:

 - cans or cartons of drinks
 - chewing gum
 - any other food
6. You are not allowed to leave the exam room even if you have finished your exam, so do not ask. If you have finished your exam early remain seated, silent and facing the front. It would be advisable to go over the questions and to check your answers. Exams in many subject now award marks for spelling, punctuation and grammar, therefore, it is essential that you proof-read your exam responses.
7. Do not graffiti on the exam desks or doodle on your exam papers. JCQ rules state in the 'Information for candidates for written examinations', that you must not write

inappropriate, obscene or offensive material. To clarify, doodles are classed as inappropriate!

8. Exam entries are made under the format of legal surname and first names. **Candidates are instructed to write their name on their exam papers exactly as it appears on your personal timetable.**
9. If you or your parents/carers have any queries regarding your exams, you must forward them to the Examinations Officer, Miss Butler. Contact details are on the front of this booklet.
10. The school's policy on internal assessments for external qualifications can be viewed on the school website at: www.lostockhallacademy.org

Instructions for a Fire Drill During the Exams

We do hope that no fire alarms go off during the exam period. However, if the alarm does go off, these instructions must be followed in **COMPLETE SILENCE**.

1. Should the fire alarm go off, firstly do not panic. Do not attempt to finish the sentence you are writing.
2. You will be asked to leave the room in silence and in the order that you are sitting. Leave all equipment in the exam room.
3. When you leave the room you **MUST** be at least one metre away from the candidates in front and behind you.
4. If you are in the Sports Hall you will be taken to the area behind the sports hall. Do **NOT** walk to where you would usually go, as you will have to be kept separate from the rest of the school. **Under no circumstances must you speak to any other candidate.**
5. When you return to your exam room, do not start writing until the invigilator tells you to do so.

LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC!

How to Get Your Results

1. On results day, you will receive a candidate statement of results (as below). This includes all subjects and units taken, with the grade achieved for each.

Candidate Statement of Results

Season: SUMMER 2025

Series: (All)

Name: Joseph Madeup

Year: (11)

Candidate Number: 010101

Reg. Group: (11C)

UCI: 4672146721467E

ULN: 467467467

Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark	Equiv	End1	End2	Points
AQA	GCSE/9DA	8464H	Combined Sci: Trilogy Tier H	55						10
EDEXL/GCSE	GCSE/9FC	1MA1H	Mathematics Option H	6						6
AQA	GCSE/9FC	8035	Geography	8						6
AQA	GCSE/9FC	8132	Business	6						6

2. Statement of results are confidential between the awarding body and the candidate, therefore if you are unavailable to come to school to collect your examination results in person, **you** may:
 - send someone on your behalf, with a letter of permission from yourself, allowing that person to collect your results;
 - prior to results day, give the Examinations Officer a stamped addressed envelope so that the results can be posted to you
2. Examination certificates will be presented at the GCSE Presentation Evening, held in November. You will receive an invitation for this event. If you cannot attend, certificates will be held on file for a period of 12 months. They can be collected from the Examinations Officer during this time. **Please note, certificates cannot be posted.**
3. Make sure you collect your certificates within 2 years of taking your exams. A storage fee of £15.00 per certificate will be charged after this period.
4. Upon receiving your certificates, it is advised that you **keep them in a safe place**, as the awarding bodies will not, under any circumstances, issue replacement certificates where the originals have been lost or mislaid. However, statements of result can be requested from each awarding body at a charge of approximately £50 per series. Where appropriate, a letter of confirmation of results can be obtained from the academy at a cost of £15.00.

Post Results Services

Enquires About Results (EAR)

Enquiries must be made within the enquiry period immediately following the publication of results. Applications cannot be submitted retrospectively for previous series. All Enquiries about Results (EARs) should first be discussed with the relevant Head of Faculty and/or subject teacher who will advise on the viability of such a request. You should be aware that your mark could go down as well as up, or stay the same. Review requests must be submitted to the Examinations Officer as soon as possible and by the date noted below. You must complete a candidate consent form and return this to the Examinations Officer with the fee where applicable. Forms will be available on Results Day.

In the academy's experience it is rare for marks to change upwards by more than a marginal amount. However the school reviews the marks you and others have achieved and will advise you if we feel there is an anomaly and that the paper should be remarked. In the event that we feel a number of candidates have been marked wrongly, the school itself will request a remark of all those papers (with your agreement).

Important Dates

Please note that these dates are provisional and are subject to change. We will notify you as soon as possible of any changes.

- Summer Exams Begin: 8th May 2026
- Final Report: 13th March 2026
- Last GCSE Exam: 17th June 2026
- GCSE Contingency Day: 24th June 2026
- Valedictory: 24th June 2026
- Exam Results: 20th August 2026 9am-2pm
- Last Date To Request Re-marks: TBC (usually around 23rd September)
- GCSE Presentation Evening: TBC November 2026

Contingency Day

The contingency day is used in the event of national or significant local disruption to exams in the United Kingdom, being part of the awarding bodies' standard contingency planning for exams.

Following the Covid-19 pandemic, further resilience was needed within the exam timetables. For the June 2026 exams, the awarding bodies have therefore designated a contingency day at the end of the timetable which has been scheduled for **Wednesday 24th June 2026**.

Candidates should remain available until Wednesday 24th June 2026 should examinations need to be rescheduled.

Parental Support – Tips and Guidance

- A quiet, dedicated space for work is crucial. There should be no distractions - siblings, friends, Instagram, Snapchat or other social media!
- Ensure your child has some breaks away from study. Encourage them to exercise or pursue their hobby between study periods.
- Ensure socialising is kept to the weekends. Evenings should be being used productively.
- Encourage them to eat healthily and drink plenty of water - good brain food!
- Avoid taking holidays during term time. Actively, encourage good attendance and punctuality.
- Offer to help with testing.
- Keep a check on their revision timetable and ensure they are using it to manage their time.
- Have a copy of the GCSE Exam Timetable and help them to get organised for each exam.
- Keep school aware of any medical conditions your child may have; it could be that there are special considerations for certain conditions. Also any family crisis, like divorce or bereavement can mean additional stress for your child and affect their performance; again, please keep school informed.
- Reassure them that they must try their best and, even if they don't do as well as they would have hoped, you still love them just as much. There are always other options open to them.
- Keep in touch with staff through Synergy, telephone or email. Please do not hesitate to get in touch if you require further help or advice.

Revision

Revision is crucial for exam success. There are so many different ways to revise and you need to find the techniques that are most useful to you. Here are some general tips and possible techniques you could try:

- Find a quiet, uncluttered place to work, free from distractions.
- Create a personal revision timetable. It will allow you to plan your targets and help you approach the exams in a structured way, fitting in all your revision, rather than cramming the night before.
- Make sure you have all the things you need at your desk before you begin so that you don't have to keep getting up which prevents the task from being completed.
- Take regular reward breaks but try to stick to the timetable.
- Make sure you know the times and date of your exams and plan your revision based on these dates.
- Save time by making sure you understand a topic whilst you are being taught it. Ask if you are unsure at the time. Revision is not the time to be learning new stuff!
- Use post-it notes and write key words on them. Stick them up around your room. As you walk around, challenge yourself to remember what they mean. If you can't remember, look the information up. Continue until you remember all the key words.
- Try the "Smaller and Smaller" method. Take three different sizes of paper (e.g. A4, A5, and a postcard). On the largest piece, write down all the information you need to learn about the topic you are revising. Next take only the important pieces of information and transfer them onto the smaller sheet. Finally condense the information to having only the important words on the postcard. Then try working backwards from the postcard as a prompt, and see if you can remember as much as is on your first large sheet. The night before the exam, you should only need to look at your postcard.
- Mind Maps: write the name of the topic on a large piece of paper, and then around the word, write other words that link to the topic. Around these words add other words, information and key facts. Draw lines between the words to link them together. This will help you to remember important words without writing a lot down. Look at the mind map to see if you can use it to talk about the topic.

- Plan to revise with a friend occasionally. Prepare a quiz on a topic for your friend. They can do the same for you. Meet up and test each other. Parents are also good for this...really!

Revision Timetables

Use the following chart as a template to plan your revision. Note the subject and topic to be studied in the spaces. Do not try to fill every slot. If the plan is not practical it will be impossible to keep to the schedule. Remember to include frequent five minute breaks and to drink lots of water to sustain concentration.

Term-Time Revision Timetable

WEEKDAYS	4.00 – 6.00	7.00 – 9.00
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
WEEKENDS	AM	PM
SATURDAY		
SUNDAY		
WEEKDAYS	4.00 – 6.00	7.00 – 9.00
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
WEEKENDS	AM	PM
SATURDAY		
SUNDAY		
WEEKDAYS	4.00 – 6.00	7.00 – 9.00
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
WEEKENDS	AM	PM
SATURDAY		
SUNDAY		

School Contacts

Please do not hesitate to get in touch with school if you would like more help or advice to prepare your son or daughter for their GCSEs. The best time to telephone the school to speak with a teacher is after 3pm. The school telephone number is: 01772 336293. Or, you can contact us via the Contact Us page on our website, please visit www.lostockhallacademy.org. Alternatively, you can also email Miss Butler, Exam Officer at the following address; exams@lostockhallacademy.org.

On your exam day

This checklist will help make sure you are as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure:

- You know the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- You know who to contact at school in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into the exam:

- Any type of phone
 - Revision notes
 - Any type of watch (this includes analogue, digital and smart watches)
- 

What you will need:

- A clear pencil case
 - At least two black ink pens – blue pens are not accepted
 - 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 is important it does not have a label on
- 

Other important information:

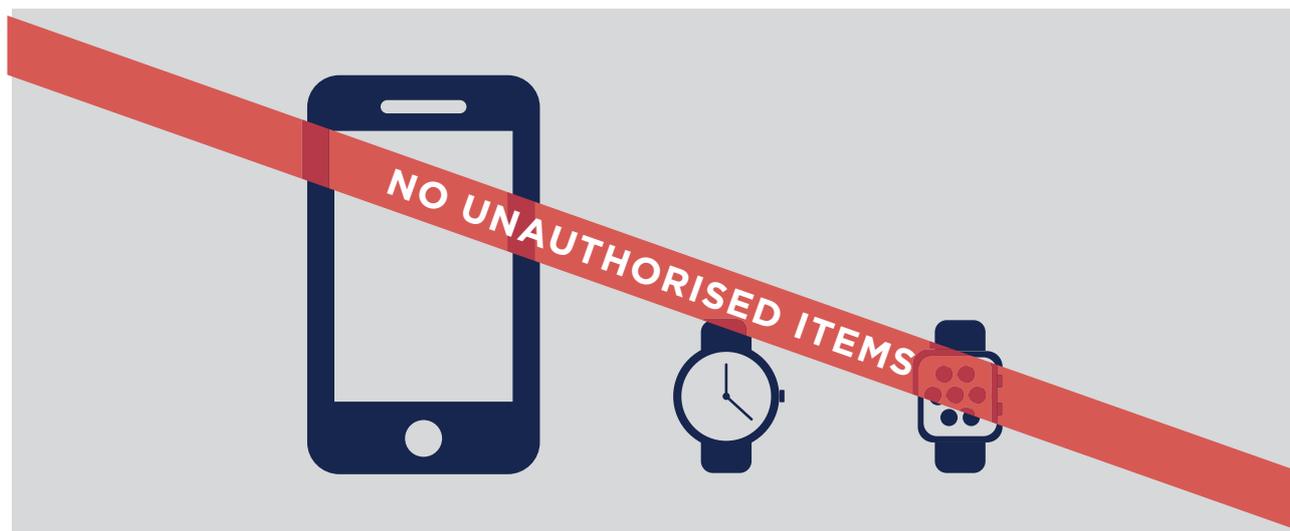
- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator
- Fill in your details on the front of your exam paper
- If you need additional answer sheets, please raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet as well
- If you need to use the toilet or feel unwell, please raise your hand and wait for an invigilator who will escort you from the examination room if possible
- Make sure you stay silent – talking to a fellow student could result in disqualification from all your exams

If you have any questions about the format on the day, please ask your teacher or exams officer.



NO MOBILE PHONES NO WATCHES

NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL SOURCES OF INFORMATION



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.

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

Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

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





What is AI?

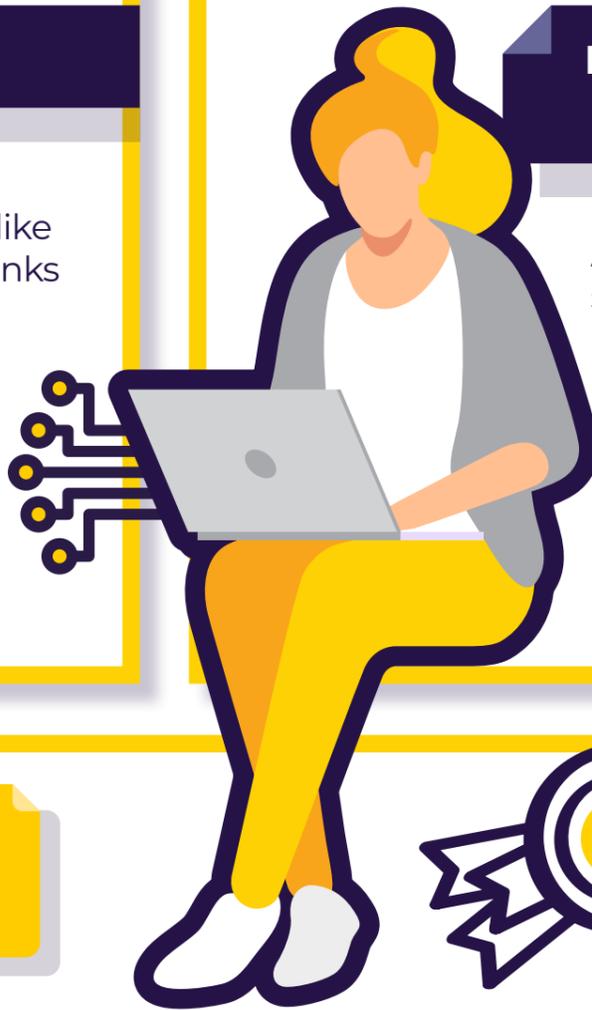
- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER
Misusing AI is cheating!
Know the rules
Talk to your teachers
Reference clearly

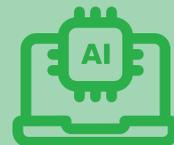
What is AI?

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



What is an AI tool?

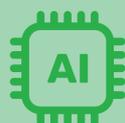
AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*



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

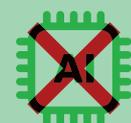
When can I use AI?

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



When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply.



- This is what exam boards call **AI misuse and is a form of cheating**.

**Acknowledgment – When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words, for example, *ChatGPT 3.5* (<https://openai.com/blog/chatgpt/>), 25/01/2025.

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

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

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



How to make sure you don't misuse AI

DECLARE

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

*****Declare** – this means that when you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

ACKNOWLEDGE

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

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

LAST CHECKS



Know the rules



Check with your teachers



ACKNOWLEDGE and DECLARE





Joint Council for
Qualifications^{CIC}

Information for candidates

Non-examination assessments

Effective from 1 September 2025

Produced on behalf of:



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This document tells you about some things that you **must** and **must not** do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

If there is something that you do not understand, you **must** ask your teacher.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. They will then record the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** write up your **own account** of the assignment. Even if the information you have is the same, you **must** describe in your own words how that information was obtained. You **must draw your own conclusions from the data**.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it. **Do not** share it with anyone, including posting it on social media. You must always keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use any prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources, such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources, or generated from sources, which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - you cannot copy it and claim it as your own work.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though - you **cannot** copy it and claim it as your own work.

The regulations state that:

‘the work which you submit for assessment **must** be your own’;

‘you **must not** copy from someone else or allow another candidate to copy from you’.

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is known as **referencing**. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number. For example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2026.

Where computer-generated content has been used (such as an AI chatbot), your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026. You should also reference the sources used by the AI tool in generating the content.

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

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to. For example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who will be very familiar with work on the topic concerned. They may have read the source you are using or even marked the work you have copied from.
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Sanctions for breaking the regulations

If it is discovered that you have broken the regulations, one of the following sanctions will be applied:

- you will be awarded zero marks for your work;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which sanction is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK.



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.



Joint Council for
Qualifications^{CIC}

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.