



FORTISMERE
Centre Number 12602

STUDENT EXAMINATIONS GUIDANCE BOOKLET 2026 - 2027

GCE/GCSE/BTEC/Vocational/Mock Exams

Please read this guidance carefully and keep it safe. This guidance applies to ALL your exams in 2026 - 2027

This booklet is reviewed annually to ensure compliance with current regulations

INTRODUCTION

It is the aim of Fortismere School to make the examination experience as stress free and successful as possible for all candidates.

We hope that this booklet will prove informative and helpful for students and parents/carers'. It should be read carefully so that you are aware of the examination regulations.

The awarding bodies (or examination boards) set down strict rules, which must be followed for the conduct of examinations, and Fortismere School is required to follow them precisely. Students should therefore, pay particular attention to the Information and Notices at the back of this booklet.

Most of the information students require will be in this booklet, on the exams page of the school website, or the exam board websites. However, if students and/or parents/carers still have any queries, need help or advice at any time before during or after the examinations please email on exams@fortismere.org.uk

Ms Rawji
Exams Officer
Tel: 020 8365 4436

Please be aware that during the examination season the Exams Office is not manned for a large part of the day and messages may not be heard until the end of the day. If your query is urgent please contact the school reception and leave a very clear message with your; name, reason for the call, best contact number for the day.

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BEFORE THE EXAMINATIONS

Exam Timetable and Information

All students and parents/carers sitting exams will receive their personalized Summer External exam timetable in their legal name and surname by email. This shows all exams to be sat including coursework, oral or practical exams, it should be checked for any errors and the subject teacher should be informed.

After Easter holidays, final personalized exam timetable will be sent to students', parents/carers by email. A hard copy of the student timetable will also be handed out to the students. Please note some BTEC written exam, speaking exam, practical exam dates appear as TBA, you will receive the details of the exam arrangements separately by the relevant department.

Exam Timetable Clash

This means you have two or more exams at the same time on the same day. If an exam has to be moved to a different session entirely (am to pm or vice versa) students will be held incommunicado so that the integrity of the exam is not compromised. This means students will remain in exam conditions until the next exam so that the integrity of the exam is not compromised. If you are under supervision for a clash, you will not have access to a mobile phone or be able to communicate to any other students. Clash students will be expected to have their lunch under supervision, hence they should bring their own packed lunch, drinks and snacks as escorting students to the canteen could compromise their secure state.

If the total time of the clash exams is three hours or less, then exam will be scheduled in the same session with twenty minutes of supervised break between papers within a session. Revision will not be allowed during the twenty minutes of supervised break.

You will be given a separate a Clash resolving forms, explaining the arrangements of the day of your clash exam and rules and expectations from you.

External exam clash students must see the exams officer as soon as you receive your exam timetable for information/arrangements.

Communication

It is the student's responsibility to ensure that their school email account is functioning properly and regularly check for updates. Should students require any support with accessing their school email, they must contact the school's network manager on it.support@fortismere.school

Candidate name and number

- Each student will be issued a four-digit candidate number. This is the number that should be entered on examination papers. Students' school ID will be placed on their exam table before the start of each exam and will be collected at the end of each exam.
- Students should always write their **full legal name** (as it appears on their passport) on the exam paper. Under no circumstances, student should write their preferred forename and preferred last name on their paper.

Timekeeping

Typically, morning mock exams start at 08:45 and national exams start at 09:00 and afternoon mock and national exams start at 13:30. Please arrive 15 min before the exam start time, so that you have enough time to check the seating plan for your seat number and exam room details for every exam session. Subject teachers will advise students directly the dates for non-timetabled exams. (practical, oral exams, controlled assessments and coursework)

Equipment

- It is not school policy to provide students with any equipment. Therefore, please ensure you have all the correct equipment before your examinations.

ESSENTIAL EXAM EQUIPMENT



Students MUST have 2 Pens, 2 Pencils, Rubber, Ruler, Sharpener, Compass, Protractor and Scientific Calculator in a clear pencil case or plastic bag.

- Students should be organised; bags and pencil cases should be prepared from the night before. This should be a **clear pencil case** or a **freezer type bag with no markings**. It is a good practice to also place your **lanyard** and **calculator (without lid)** in your pencil case or bag.
- It is the student's responsibility to ensure that scientific calculators have the correct setting. If in any doubt, please check with your Math's teacher. Refer to the JCQ FAQs – Using calculators for further details.
- Spectacle cases are forbidden in the exam room.
- The school provides tissues, so don't bring your own into the exam room.
- All watches or any electrical devices are forbidden and should not be brought into the Exam Room and should be left in your bag or in the zipped wallet in front of your exam desk.

Mock Exams

To avoid ambiguity as much as possible, mock exams will be conducted under the same conditions as public exams and carry the same penalties for misconduct.

EXAM TIME

Examination Regulations

The list of regulations is vast, the main ones are covered in the booklet and copies of warning notices prepared by the government's governing body, the Joint Council of Qualification are printed at the back of the booklet

- Warning to Candidates
- Unauthorised items
- Information for Candidates – written exams
- Information for Candidates – for on-screen tests
- Information for Candidates – non examination assessments
- Information for Candidates – coursework assessments
- Information for Candidates – Social Media
- JCQ Preparing to sit your exams
- FAQs – Using calculators

Students should read these carefully and behave in an acceptable manner during the exams. There is a rising scale of penalties for breaching the exam board regulations; these range from a warning to loss of marks, loss of a unit, disqualification from the entire subject including exams already sat including assessments to complete expulsion from sitting any exams, with any exam board, for a set period of time.

Attendance and dress code

- Students are responsible for checking their own timetables and arriving at school on the correct day and time.
- In the event of an absence on their exam day, students must inform school as a normal procedure and must also email exams@fortismere.org.uk
- All students must follow the normal school dress code policy for exams. Students should wear appropriate clothes and shoes in school for exams. No jewelry or any accessories will be allowed in the exam room. Outside coats, jackets, hats or hoods will not be allowed in an exam room. Bandanas or other headgears will not be allowed except when worn for religious reasons.

Exam stationery

Additional exam paper is available on demand. Students should write their legal name, candidate number and center name and number on all additional scripts used for exams. Do not wait until the last minute to ask for paper.

Students can use the additional script if they run out of space on their script or just need to make notes or plan work. Students should only write in the white areas, neatly cross out any rough work that they do not want marked.

Students should always leave 2 lines between questions.

Dos & Don'ts in the Exam Room

- a. No correction pens or fluids are allowed
- b. Must only use a black ball point pen for all your answers
- c. Water bottles must be transparent with no labels or markings
- d. No food or drinks are allowed except water
- e. No mobile phones, electronic internet/storage devices, headphones, iPod and watches are allowed
- f. No calculator lids or spectacle cases are permitted
- g. No tissues, notes, pieces of any paper, exam timetable
- h. Students must NOT draw graffiti or write offensive comments on the examination papers as the examination board may refuse to accept the script
- i. Students should NOT write on the exam tables. This is regarded as vandalism and students will be asked to pay for the repair/cleaning.
- j. Students must NOT start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and must NOT open the question paper until examination begins
- k. Students must listen carefully to the instructions and notices read out before each exam; there may be amendments to the question paper or evacuation procedures.
- l. If the fire alarm sounds students must stop writing, put their pen down and close their answer booklet and wait for invigilators instructions. It is a breach of the rules to continue writing.
- m. Students must check they have the correct question paper and tier. If students are uncertain they should inform an invigilator.
- n. Students should read the information on the front of the question paper especially the instructions for additional equipment.
- o. Students cannot leave until the end of exam time.
- p. It is forbidden to borrow or share equipment or resources from other students in the exam room.
- q. Students are forbidden to take question papers or exam stationery from the exam venue.
- r. Once inside the exam room, absolute silence must be maintained. Any type of communication between students is strictly forbidden. This includes mouthing words, knowing looks, eye and hand gestures. An invigilator will supervise any communication by the student with a member of staff or teacher. Exam conditions must be maintained until you have left the exam room.
- s. At the end of the exam, students will be dismissed one row at a time. As some students may still be working,

those dismissed must leave the exam room in silence, quietly and quickly and not congregate outside the exam room. Students must move away and catch up with fellow students elsewhere.

- t. Failure to comply with invigilator instructions is malpractice and exam boards can impose severe penalties
- u. To gain the attention of an invigilator, students should raise their hand clearly and wait. Under no circumstances are they to call out or leave their seat.
- v. Exam silence must be maintained at all times, whether students are being escorted to the toilet, evacuated, taken ill, held incommunicado etc. Student communication is with an invigilator only. Students must not speak to anyone (including staff) unless the invigilator approves and supervises the conversation; this includes other students, teachers and pastoral staff.
- w. Students must ignore anyone who tries to communicate with them and allow the invigilator to speak on their behalf to explain. A breach of this rule can result in consequences ranging from a loss of marks to disqualification from an exam.

Security Checks

JCQ requires that where candidate's ears are not visible they should be checked for possible hidden listening devices. Students who prefer to have the check conducted privately should inform Exams Officer as soon as possible. A warning note will be placed on the register so that the invigilators are aware the security check should be done privately. Please note with the exception of religious or medical reasons, a hat or headscarf is forbidden. The invigilators have the right to demand for a security check in order to maintain the integrity of the exam and to meet regulations. All such checks will be carried out in discreet.

Tattoos/Religious Henna/Doodles

Any markings, henna or tattoos on hands and arms is strictly forbidden by the Exams Boards and penalised by the loss of marks. If students have any visible markings on their hands and/or arms, please inform an invigilator who will arrange for them to be covered. Failure to do this can result in a malpractice notification to the Exam Board.

Invigilators

The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Non-compliance is severely sanctioned by the exam boards. Invigilators are in the examination rooms to supervise the conduct of the exams within the rules and guidelines set down by the Joint Council of Qualifications. Invigilators are required to report infringements, bad behaviours and insubordination to the awarding bodies. They do not make decisions regarding sanctions and penalties. Invigilators cannot discuss the examination paper with you or explain the questions. Students who display disruptive behaviour and/or an unacceptable manner will be reported to Exams Officer and removed from the exam room. The awarding body will also be informed.

Toilet visits

Students should make themselves comfortable before the start of each exam as they will not be allowed extra times to use the toilet during the exam. The staff will remind all students of this. Limit your intake of water to actual thirst and not boredom to avoid unnecessary toilet visits or discomfort. Toilet visits are forbidden in the first and last 20 min of an exam and also for exams with a duration of less than 80 min. Invigilation numbers in the exam venues must be maintained at all times, therefore, only one student at a time is allowed to go to the toilet. Furthermore, if we have sudden shortage of invigilators, there will be an added delay to escort students to the toilet.

Absence from Examination

- If you experience difficulties during the examination season (e.g. illness, injury, and personal problems) please inform your Head of Year at the earliest possible opportunity.
- Please note that public examinations cannot be sat at any other time other than the stated date and session on your timetable. Therefore, missing an exam may mean the loss of a qualification.
- It is essential that students obtain medical or other appropriate evidence on the day of illness. A self-certification form (JCQ/ME Form 14) is available for download from the JCQ Website. This should be countersigned by your GP or the practice nurse and returned to your Head of Year.
- Please note that misreading the timetable is not an acceptable or satisfactory explanation of absence from an exam.

AFTER THE EXAMINATIONS

Results days

GCSE NOVEMBER 2026 SERIES RESULTS

ENGLISH LANGUAGE AND MATHS – WEDNESDAY 13 JANUARY 2027

EPQ, BTEC NATIONALS – JANUARY 2027 SERIES RESULTS

THURSDAY 18 MARCH 2027

BTEC TECH AWARDS – JANUARY 2027 SERIES RESULTS

THURSDAY 18 MARCH 2027

SUMMER 2027 SERIES RESULTS

GCE & LEVEL 3 RESULTS: THURSDAY 12 AUGUST 2027 *

FROM 08:00 – 10:30

GCSE, BTEC FIRSTS & TECH AWARDS RESULTS: THURSDAY 19 AUGUST 2027 *

FROM 08:30 – 10:30

*subject to change

Third Party Collections and Notifications

Candidates wishing their Summer Exam Results to be posted to their home address must provide the Exams Office with an A4 self-addressed envelope with your postal address and a LARGE 1st class postage stamp on it. Results will NOT be posted without a stamp and address on the envelope – the stamp must have the word LARGE on it – ask at the Post Office! Please hand this envelope into the Exams Office before your final summer exam OR before FRIDAY 2 July 2027.

If you wish someone else to collect your summer results, you must complete and handover the permission/consent slip either in person or by email on exams@fortismere.org.uk before **FRIDAY 2 JULY 2027** to the Exams Officer stating who will be collecting your results. The nominated person will have to provide a photo ID when they come to the school to collect them. No results will be issued without WRITTEN consent on file. Results will not be given out by telephone, under any circumstances. Please speak to Exams Officer, Ms Rawji for further information.

Summer results not collected on the day will be available for collection from the Exam Office after the beginning of term in September 2027.

Exams Officer, Careers (GCE results day only) and teaching staff will be available on the summer results days for further information and advice.

POST RESULTS SERVICES (PRS)/ENQUIRY AFTER RESULTS (EAR)

The Exams Office cannot offer advice on Reviews of Marking and after the results day, there are no teachers scheduled in until the school opens in September. All the information you need will be listed on the PRS Request Form.

POST - RESULTS SERVICES offered;

- Clerical re-checks
- Review of marking
- Review of moderation (Only for the whole cohort for centre assessed marks)
- Access to scripts

Service 1 (Clerical re-check)

This is a re-check of all clerical procedures leading to the issue of a result. Exam board will check to ensure that all parts of the script have been marked and the total of the marks and the recording of the marks are correct.

Service 2 (Review of marking)

This service also includes a clerical check. Second examiner will review the paper again to identify genuine marking errors or unreasonable marking. Exam board will ensure that all marks are counted.

Priority Service 2 (Review of marking)

The service is available for externally assessed components of all A-level subjects and some GCSE subjects. This service includes a clerical check. Second examiner will review the paper again to identify genuine marking errors or unreasonable marking. They will ensure that the agreed mark scheme has been applied correctly. Exam board will ensure that all marks are counted.

Service 3 (Review of moderation)

This is a review of the original moderation for the whole cohort and not for individual candidates. This is to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work. The awarding body will have trained its reviewers to conduct reviews of moderation accurately and consistently.

Please note that if your centre's internally assessed marks (coursework or non-examination assessment) have been accepted without change by an awarding body, this service will not be available.

Exams office staff do not work during summer holidays, other than the two results days and the day after the results days. Any results related information can be accessed via exam board's website.

Please note that there is a charge for these services by exam boards and an administration charge by the school. Should you receive an overall grade change as a result (not for unit grade/mark change), exam board will refund your money for that individual paper which reflected the change of marks and this does not include the school administration charge.

Certificates

Certificates for November 2026 series, January 2027 series and Summer 2027 series will be handed out altogether and will be available for collection in January 2028. Information for obtaining your certificates is on the Exams Page of the school website. A notification will be placed on the webpage as soon as certificates are available for collection. Please note that the school is only required to keep your certificates for one year after which they are securely destroyed. Copies are always available from the Exam Boards. These vary in cost from £45 - £90 each and can take up to 8 weeks for receipt.

Certificates are for life; please keep your certificates safe, they are expensive to replace and takes time.

A FINAL WORD!

If you have ANY queries about your exam entries, your timetable or your results, please email on exams@fortismere.org.uk as soon as possible.

Always use your Fortismere School email for emailing and provide as much information as possible – Personal Timetable, Candidate Number etc.

We are happy to help!

Prepare for your exam, these preparations are actually for a good life.

Best of luck for your exams!

Warning to candidates



1

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

2

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

3

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

4

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

5

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

6

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

7

If you are confused about anything during your examination, raise your hand to speak to an invigilator.

Do not speak to or disturb anyone else.

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

Unauthorised Items



**NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES**

NO STORAGE OR WEB-ENABLED DEVICES



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

DISQUALIFICATION

from your examination and your overall qualification.

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



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](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)



Joint Council for
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REVISION ONE

FAQs – Using calculators

Why have the instructions about using calculators been updated on ICE section 10?

To provide more clarity to candidates, exam officers and teachers specially given recent changes in technology.

What has changed in the *Instructions for conducting examinations*?

Below is an explanation of the changes:

Updated guidance	Explanation of the change
10.1 A calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.	This statement has been added to clarify, for example, that mobile phones which have an in-built calculator cannot be used.
10.2 This is the published guidance on calculators unless specifically varied by an awarding body in the qualification specification.	This statement has been added to clarify that awarding body specification can include statements to waive specific elements of the regulations.
10.6 During an examination calculators must not be able to offer any of these facilities	The wording 'during an examination' has been added to cater for graphical calculators that become compliant when they are put into 'exam mode'. The wording 'designed or adapted' has been removed to cater for graphical calculators that may have been designed to offer some of the listed prohibited functions but do become compliant when they are put into 'exam mode'. There is no change to the list of functions prohibited in examinations.
10.7 a) databanks, such as the periodic table (with the exception of scientific constants);	Periodic tables have been mentioned as some graphical calculators have an in-built periodic table. These calculators may still be used in examinations using 'exam mode'. Further guidance on this is given below. 'With the exception of scientific constants' has been added to clarify the position where scientific calculators have values, such as Avogadro's Constant and Acceleration due to Gravity. These are allowed in examinations. There is no change to the other pre-stored information listed in 10.7 that must not be accessible from calculators.
10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.	This statement has been added to clarify the use of 'Exam mode'.

Are graphical calculators allowed in examinations?

Graphical calculators are allowed for all examinations, unless specifically prohibited in the awarding body's specification, provided they are compliant with ICE. Due to the complex nature of graphical calculators, early conversations with candidates who have graphical calculators is recommended.

Can an 'exam mode' be used to make a graphical calculator compliant with ICE?

Many graphical calculators come with an exam mode which locks down prohibited functions such as any storage facility. This gives centres the confidence that candidates have not stored material prior to the examination. Centres will refer to the manufacturer's website to see if a graphical calculator has an exam mode to ensure compliance.

Some graphical calculators need to be connected to another calculator of the same type, to exit exam mode. For some, the exam mode will last for a specific period, such as 12 or 24 hours. It is important the calculator is in exam mode for the whole of the examination. Exam staff will either demonstrate to candidates on putting the calculator into exam mode just before the examination or will help them individually putting the calculator into exam mode. Some calculators have a flashing border on the display for the first 15 minutes to give confidence that the exam mode will last for the next 12 hours.

Are apps or websites that can graph mathematical functions allowed in examinations?

No. Devices that can communicate with other devices, or the internet, are not allowed in examinations. Tablets and phones with mathematical apps are not allowed. As these are external programs or websites they are prohibited by ICE.

Is there a list of calculators that are allowed in examinations?

No. Due to the extensive range of calculators available, it is not possible to put together a full list of calculators that are allowed in examinations.

Is there a comprehensive list of calculators which are not allowed in examinations?

No. The awarding bodies cannot comment on any specific calculator due to their complex functionality and the wide variety of makes and models available on the market. However, Ruby calculators are strictly prohibited

Can candidates take more than one calculator into an examination?

Yes. There is nothing to prohibit candidates taking more than one calculator into an examination.

Are calculators which can perform numerical integration and differentiation allowed?

Yes. Only **symbolic** algebraic manipulation and **symbolic** calculus are not allowed.

Symbolic algebra and calculus mean that the calculator will show the algebraic stages of the solution. These will often have an indication of being a CAS (Computer Algebra System) on the case. Calculators which perform numerical integration and numerical differentiation, to only produce a numerical answer, can be used in examinations. An example of this would be to calculate the numerical answer to a definite integral without showing the algebraic stages



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

Effective from 1 September 2026

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.

You should also check with your teacher which calculator you may use in your exams.

A. Regulations – Make sure you understand the rules

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

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

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

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

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

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

C. Calculators, dictionaries and computer spellcheckers

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

D. Instructions during the exam

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

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

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

F. At the end of the exam

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

Place any loose additional answer sheets inside your answer booklet.

Make sure you add your candidate details to any additional answer sheets that you use.

For CCEA examinations, any loose additional answer sheets should be placed **behind** your answer booklet.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.



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Information for candidates

On-screen examinations

Effective from 1 September 2026

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

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

- (e) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. memory sticks, social media sites, spreadsheets or the internet;
- (f) 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 exam has finished, you **will not** be allowed to return.
- 8 Do not** borrow anything from another candidate during the on-screen exam.

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

- 1** Know the date and time of your on-screen exam(s). Arrive at least ten minutes before the start of your on-screen exam.
- 2** If you arrive late for an on-screen exam, report to the invigilator running the exam.
- 3** If you arrive more than one hour after the published starting time for the on-screen exam, 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 exam.

C. Calculators, dictionaries and computer spellcheckers

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

D. Instructions during the on-screen exam

- 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 exam;
 - (b) the on-screen exam is in another candidate's name;
 - (c) you experience system delays or any other IT issues;
 - (d) your access to the on-screen exam has not been set up correctly;
 - (e) adjustments to the on-screen exam 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 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 on-screen exam 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 exam

- 1 Ensure that the software closes at the end of the on-screen exam.
- 2 If you are required to print off work outside the time allowed for the on-screen exam, 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 exam.



Joint Council for
Qualifications^{CIC}

Information for candidates

Non-examination assessments

Effective from 1 September 2026

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 2027.

Where AI has been used, 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/>), 25/01/2027. You should also acknowledge the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s)/prompts used to generate the AI content and the AI-generated content itself 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 from other sources 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 not crediting the source. This includes outputs from AI tools. 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 for detecting plagiarism 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

Coursework assessments

Effective from 1 September 2026

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 coursework.

When you submit your work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

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

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.

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’.

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 called ‘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).

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You should also acknowledge the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s)/prompts used to generate the AI content as well as the AI generated content itself 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 produce a bibliography at the end of your work. This **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 from other sources and do not show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – good practice

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

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must each** write up your **own account** of the assignment. Even if the information you have is the same, the description of how that information was obtained and the conclusions you draw from it should be in your own words.

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. **Don't** leave it lying around where your classmates can find it. **Don't** 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.

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- Markers are highly experienced subject specialists who will be 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 for detecting plagiarism and specialised computer software can be used to match phrases or pieces of text with original sources. They can 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 rules, one of the following sanctions will be applied:

- you will be awarded zero marks for your work;
- you will be disqualified from that unit for that examination series;
- 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.

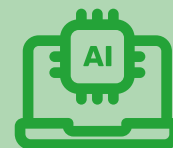
What is AI?

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?

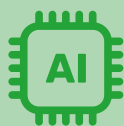
AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*



*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 includes use or possession of hidden AI-enabled technology like smart glasses.
- This is what exam boards call **AI misuse and it 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.

AI misuse can have serious consequences including possible disqualification.



How to make sure you don't misuse AI

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.

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.



On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Before sitting your exams, ensure you know:

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

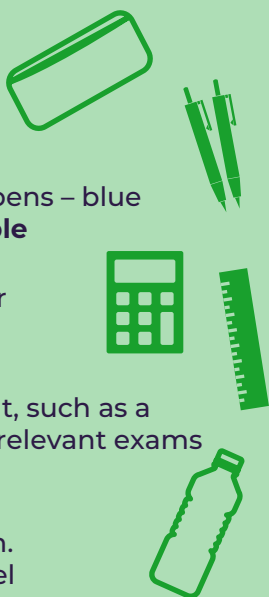
What you cannot take into your exams:

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



What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are **not acceptable**
- ☐ an approved calculator for relevant exams
- ☐ appropriate equipment, such as a ruler or protractor, for relevant exams
- ☐ a clear water bottle if you wish to take one in. It **must not** have a label



Other important information:

- ☐ Listen carefully to the invigilator's instructions, which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need an additional answer sheet, raise your hand and wait for an invigilator to provide one. Remember to add your details to this sheet.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator to escort you from the exam room.
- ☐ Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

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

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



Fortismere Emergency Evacuation Procedure for examinations

In the event of there being an emergency evacuation during an examination, candidates must:

- Remain calm and silent and stop writing when instructed by the invigilator.
- Await for further invigilator's instructions
- Leave all question papers /scripts in the examination room and close their answer booklet(s) so that the content is not visible
- Evacuate the examination room in line with the instructions given by the invigilators, remaining in silence
- Leave all bags or personal belongings
- In silence, follow the invigilator to the assembly point (area of the field next to the tennis court). **Candidates must not go to the school's usual assembly point when they are evacuating during an examination.**
- Remain under exam conditions – it is essential that candidates do not communicate with each other once outside the room

The Exams Officer will come to the evacuation area to support the invigilators and to complete a register to ensure that all candidates are accounted for.

When it is safe to do so, the site manager will inform the exams officer that the candidates may return to their exam room. They will be dismissed to return to their exam room ahead of all other students.

Once back in the exam room, candidates will be reassured that the evacuation will not impact on their work in the exam room. They will be given the full remaining time to complete their examination.

Recording details

As soon as practically possible and safe to do so, details should be recorded by the EO and invigilators. Details must include:

- the actual time of the start of the interruption
- the actions taken
- the actual time the exam(s) resumed
- the actual finishing time(s) of the resumed exam(s)

Further details could include:

- report on candidate behaviour throughout the interruption/evacuation
- a judgement on the impact on candidates after the interruption/evacuation