



# Summer 2026 Exams Student Information

At Fairfax, we understand that sitting exams can very extremely stressful so we aim to make the experience as straightforward as possible for each student.

JCQ (Joint Council for Qualifications) and the exam boards provide very clear guidelines about conducting exams which all centres must follow. All students must familiarise themselves with the JCQ 'Information for Candidates' documents which are available on the school website and included at the end of this guide.

We hope that this information booklet will answer a lot of the queries that students and parents/carers might have about the examination process but, if you require any further information, please email us at [FF-Exams@fairfax.fmat.co.uk](mailto:FF-Exams@fairfax.fmat.co.uk)

## **Summer Exam Series 2026**

Exam Series: 7<sup>th</sup> May – 15<sup>th</sup> June  
Contingency Day – 24<sup>th</sup> June

## **Summer Exams 2026 - Results Days**

A-Level/BTEC L3 – 13<sup>th</sup> August 2026  
GCSE – 20<sup>th</sup> August 2026

# Summer 2026 Exams - Information

## BEFORE THE EXAMS

**Timetables** - You will receive your individual student timetable at the end of April which lists all of the exams that you will be sitting and details of the date, times, duration of exams, exam venue and seat number. Please check this carefully and report any errors/concerns to the exams office as soon as possible.

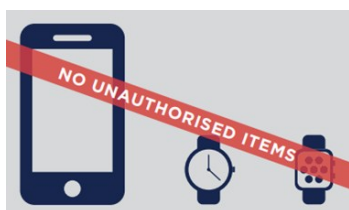
**Exam clashes** - Some candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. This may involve you taking one exam straight after the other or that you may need to remain under invigilator supervision in between exams. Affected students will receive a clash form which outlines the proposed plan.

**Candidate name** - Candidates should check that the name which appears on their timetable is their correct legal name as this will appear on certificates. Candidates must also write their **legal name** on all examination scripts. *Any name changes made after the exams start in May could result in the previous name being printed on the certificate – any charges as a result of this will be passed onto the parent/carer.*

**Candidate Number** - Each candidate has a four-digit candidate number which will appear on their timetable and which must be written on all examination scripts.

**Food and drink** - Food is not permitted in the examination room unless there is a medical requirement, evidence of which should be submitted to the Examinations Officer prior to the start of the exam series. Water is permitted in the examination room but must be **in a clear bottle with the label removed**. Please note that if you cannot see through it, if it is a colour other than clear or has any patterns or writing on it, then you will not be allowed to take it into the exam.

**Equipment** - Students should bring their own working black pens and a pencil to all examinations. Maths equipment (ruler, eraser, protractor, compass, calculator & tracing paper) will be provided. Students may bring their own mathematical equipment into the exam, but it must be in a clear plastic pencil case or bag.



Possession of unauthorised material is **MALPRACTICE**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

## DURING THE EXAMS

**Examination Regulations** - Copies of the JCQ information notices for students can be found on the school website under Our Academy > Examination Information and are included at the end of this document. It is important that parents, carers and students read and understand the regulations as any breach of these rules could result in a student receiving zero marks or being disqualified from an examination. Full details of malpractice and sanctions can be found at [www.jcq.org.uk/exam-office/malpractice](http://www.jcq.org.uk/exam-office/malpractice).

*The 'Warning to Candidates' and 'Unauthorised Items Poster' are displayed outside each examination venue and a recorded announcement is played at the beginning of each exam.*

**Malpractice** - Please be aware that failure to follow the rules and regulations of the examinations will result in a malpractice report being sent to the exam boards. This now includes talking or attempting non-verbal communication with other candidates from the moment they walk into the exam room.

**Exam timings** - The standard start times for examinations are 9:00am and 13:30pm. However, these can vary depending on exam access arrangements, clashes or venue. Please refer to your individual timetable for confirmed times. The finish times of examinations will vary depending upon the length of the exam; this information can also be found on exam timetables. Please note that examinations may finish outside of the school day. Students must remain in the examination room until the end of the exam, unless authorisation has been given by the Principal prior to the examination starting. *Students who have been awarded extra time are encouraged to stay for the full duration of the exam.*

## UNAUTHORISED MATERIALS!

- Unauthorised items include: Mobile phones, watches, iPods, earphones, earbuds, smart glasses or any smart/technological/web enabled devices.
- Candidates are instructed to switch off mobile phones and leave them and all watches/earphones in their bags. Alternatively, they may hand mobile phones, watches, ear phones or other electrical devices to invigilators before they enter the exam room.
- Invigilators place unauthorised items in a plastic see-through bag and candidates are given a card with a number matching the plastic bag.
- In each venue there will be a designated area for candidates to put their personal belongings, invigilators will instruct candidates when entering the exam room where to place them.
- When the exam has finished candidates, on producing the card to the invigilator, will receive their unauthorised items.

**Attendance** - Students are responsible for checking their timetables and arriving at school on the correct day and time. Students must arrive ten minutes prior to the start of each exam, in full school uniform.

**Invigilators** - Fairfax employs experienced and trained invigilators to conduct the examinations. All students are expected to behave in a respectful manner towards invigilators and follow their instructions at all times. Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators or the Head of Year and may be prohibited from sitting any further examinations.

*Once the student enters the exam room they must follow the exams conditions which are clearly set out by the exam awarding body JCQ:*

#### **ROLE OF THE INVIGILATOR**

- Ensuring all students enter and leave the exam room under examination conditions
- Distributing and collecting the papers
- Informing students when to start and finish
- Handing out any additional materials
- Dealing with any problems that occur
- Monitoring the exam to ensure that rules and regulations are adhered to

#### **STUDENT CONDUCT DURING THE EXAM**

- No talking to other students
- Hand in unauthorised items to invigilator
- Leave bags and coats in the changing room/ at the back of the exam venue
- Once seated, face the front of the room
- No turning around or gesturing to other students
- Do not draw or doodle on your exam paper
- Raise your hand to receive help

**Special Consideration** - Special Consideration is a post-exam adjustment to a candidate's mark or grade to reflect temporary injury, illness, or other indisposition **at the time of the examination/assessment** which may be awarded in exceptional circumstances. If a candidate is unwell or experiences a recent bereavement, domestic crisis or other circumstances which could potentially affect their performance during exams, it is very important that you get in touch to let us know. We will be able to advise whether an application may be made for Special Consideration and the medical or other evidence required by the exam boards. Please be aware that the amount awarded for Special Consideration is low, typically between 1 - 3 % of the overall mark awarded.

**Absence from Exams** - If a student is unable to attend an exam, the Attendance Manager must be informed as soon as possible. Fairfax may invoice parents/carers if a student fails to attend an exam without medical documentation. The approximate fee per GCSE exam is **£50**. Please note that misreading the timetable is not a valid reason for absence or lateness. In exceptional circumstances, special consideration can be applied for absence from an exam due to a medical reason. Evidence must be provided to the Exams Officer as soon as possible in order for the application to be made. Students must have completed at least one component of the total course in order for special consideration to be considered by the exam board.

## **AFTER THE EXAMS**

**Notification of results** - GCSE results will be available for collection from school on **Thursday 20th August** between 8:30am and 9:30am. Staff will be available to help with Post 16 plans and students wishing to enrol for the Fairfax Sixth Form. Students who are unable to collect their results in person should bring in a stamped addressed envelope to the Exams Officer, who will arrange for exam results to be posted out on the day. Alternatively, a letter/email may be submitted prior to results day nominating somebody to collect the results on the student's behalf.

**Post-Results Services** - If you are unhappy with a mark, you have the opportunity to request a copy of your exam script or for a clerical re-check/review of marking to be undertaken. It is important to be aware that marks/grades may be lowered, raised or stay the same after a review. A copy of the Post-Results Services form and further information will be included in results envelopes and will be available on the school website in August. Please note there are strict deadlines to submit these applications to the examination boards and fees are charged by exam boards for these services which will be refunded if the grade changes.

**Coursework/NEA** - Please note that it is not possible to apply for post-results services for coursework or non-examined assessments. The process for appealing coursework marks is outlined in the Internal Appeals Procedure available on the school website. A candidate has 5 working days from receiving their mark in the Spring term to appeal, after which time the marks are submitted for moderation by the exam boards.

**Certificates** - Certificates are issued by the examination boards to school in late November. Certificates can be collected from Reception by leavers. School are only required to keep certificates for a period of one year after issue. Replacements must be applied for directly to each exam board. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates as soon as possible and to keep them safe. If you would like an email reminder to collect your certificates, please email [FF-Exams@fairfax.fmat.co.uk](mailto:FF-Exams@fairfax.fmat.co.uk) following results day.

## Summer 2026 Exams - F.A.Q

### WHAT DO I DO IF I THINK I HAVE THE WRONG PAPER?

It is your responsibility to check that you have the correct paper before the examination starts. If you think you have the wrong paper or tier, you must put your hand up immediately and advise the invigilator.

**You will be reminded of this in the announcement which is played before each exam.**

### WHAT IS AN APPEAL FOR SPECIAL CONSIDERATION?

Special Consideration is an appeal to the examination board for an adjustment to marks if a candidate is disadvantaged at the time of their examination because of illness, bereavement or other similar distressing occurrences. If the candidate is ill, a current medical note is required. If you feel that you have been disadvantaged during an exam for the reasons above, please inform an Invigilator as a record must be kept of the incident.

### IF I AM LATE, CAN I STILL SIT THE EXAMINATION?

Students will be permitted to sit the examination at the discretion of the school. However, if the student is more than one hour late then this is considered very late and it is likely that the exam board may decide not to accept their work. Please refer to JCQ Instructions for Conducting Examinations for further details with regards to this policy.

### IF I MISS AN EXAMINATION, CAN I TAKE IT ON ANOTHER DAY?

No. Timetables are regulated by the examination boards and you must attend on the specified date and time.

### WHAT HAPPENS IF I TAKE A MOBILE PHONE, WATCH, IPOD OR EARPHONES INTO THE EXAMINATION ROOM?

At the beginning of an examination, the invigilators will ask you to hand in any unauthorised items. If you are found to have a mobile phone, watch, earphones, IPOD or MP3/4 player in your possession even if they have been turned off, the school has no choice but to report the incident to the examination board. Without exception, the student will be disqualified from the examination paper.

**EVERY YEAR THIS HAPPENS TO SOMEONE - DO NOT TAKE THE RISK!**

### WHAT DO I DO IF THE FIRE ALARM SOUNDS?

The invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other students during the evacuation. In the unlikely event that this does happen, the examination board will be contacted and special consideration will be applied for.

### CAN I GO TO THE TOILET DURING THE EXAMINATION?

Only if it is absolutely necessary or if you have a toilet pass for medical reasons. The Lead invigilator will give specific information at the start of each exam. You will be escorted by an invigilator but will not be allowed any extra time unless this is part of your exam access arrangement. Please ensure that you leave time to visit the toilet before the start of each exam.

### WHAT TO DO IF I WANT TO APPEAL AN INTERNALLY ASSESSED (COURSEWORK) GRADE?

All appeals for coursework have to be submitted within 5 working days of receiving your mark in the Spring Term. Contact the exams office or look on the school website for a copy of the Internal Appeals Procedure.

### HOW DO I APPLY FOR A POST-RESULTS SERVICE SUCH AS A REVIEW OF MARKING

On results day, you will receive the relevant forms and information on how to apply and the relevant deadlines and associated exam board fees.

### WHAT DO I DO IF I WILL BE AWAY ON RESULTS DAY?

Inform the Exams Office as soon as possible ([FF-Exams@fairfax.fmat.co.uk](mailto:FF-Exams@fairfax.fmat.co.uk)) so that alternative arrangements for collection of results can be organised.

### WHEN SHOULD I COLLECT MY EXAM CERTIFICATES?

Exam boards send us exam certificates in late November. If you have remained at Fairfax, then these will be distributed in school. If you are a leaver, you will need to collect your certificates from Reception. All exam certificates must be signed for on collection. If you would like to nominate another person to collect on your behalf, please email [FF-Exams@fairfax.fmat.co.uk](mailto:FF-Exams@fairfax.fmat.co.uk) to provide details and to confirm your consent.

**GOOD LUCK!**

# Information for candidates

## Written examinations

With effect from 1 September 2025



Joint Council for  
Qualifications C1C

<b>A Regulations – Make sure you understand the rules</b>	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	<b>Do not</b> 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 <b>must not</b> 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 <b>must</b> be see-through. <b>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</b>
5	<b>Do not</b> use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	<b>Do not</b> talk to or try to communicate with, or disturb other candidates once you have entered the exam room.
7	You <b>must not</b> write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you <b>will not</b> be allowed to return.
9	<b>Do not</b> borrow anything from another candidate during the exam.
<b>B Information – Make sure you attend your exams and bring what you need</b>	
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 equipment which you need for the exam.
5	You <b>must</b> write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C Calculators, dictionaries and computer spell-checkers</b>	
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) <b>do not</b> bring into the exam room any operating instructions or prepared programs.
3	<b>Do not</b> use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
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	<b>Do not</b> 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. <b>Do not</b> 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.
<b>E Advice and Assistance</b>	
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.
	Put up your hand during the exam if:
2	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 <b>must not</b> ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
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 sheets should be placed behind your script.
2	<b>Do not</b> leave the exam room until told to do so by the invigilator.
3	<b>Do not</b> 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.

# Information for candidates

## Non-examination assessments



Effective from 1 September 2025

This document tells you about some things that you **must** and **must not** do when 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 data you have is the same, you **must** describe in your own words how that data 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 pre-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, encyclopaedias, 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](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 are 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 or style of writing or punctuation.

## Penalties for breaking the regulations

If it is discovered that you have broken the regulations, one of the following penalties 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 penalty is appropriate.

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

# Information for candidates

## Coursework assessments

Effective from 1 September 2025



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 something 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, encyclopaedias, 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'.

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.

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](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2026.

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You may be required to include 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 of others 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 data you have is the same, the description of how that data 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.

**Do not be tempted to use any pre-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.

## Plagiarism

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**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 are 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 or style of writing or punctuation.

## Penalties for breaking the regulations

If it is discovered that you have broken the rules, one of the following penalties 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 penalty 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 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



**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



### JCQ Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

### JCQ 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





### JCQ If you do any of the above activities, you may:

- !! Receive a written warning
- !! Lose marks
- !! Be disqualified from a part of 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:  
[jqc.org.uk/exams-office/information-for-candidates-documents](http://jqc.org.uk/exams-office/information-for-candidates-documents)

# Warning to candidates



 Questions matter <b>AQA</b>	 <b>City &amp; Guilds</b>	 Rewarding Learning <b>CCEA</b>	 Oxford Cambridge and RSA <b>OCR</b>	 <b>Pearson</b>	 <b>WJEC</b>
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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 exam/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.**

# On your exam day

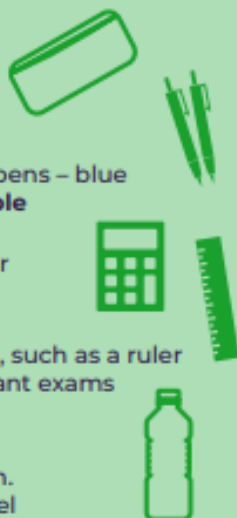
This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

## 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 will need:

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



## What you cannot take into your exams:

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



## Other important information:

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

## Contingency sessions:

- There are contingency sessions within the Summer 2026 exam timetable on the morning and afternoon of 24 June 2026. Make sure you are available on 24 June 2026.

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

