



CANSFIELD

ACHIEVING EXCELLENCE TOGETHER

CANDIDATE EXAM HANDBOOK

Effective from 1 September 2026

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Cansfield High School is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Purpose of this handbook

- To support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

Malpractice

- To maintain the integrity of qualifications, strict Regulations are in place
- Malpractice means any act or practice which is in breach of the Regulations
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room
 - Breaches of examination conditions
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
 - Offences relating to the content of candidates' work
 - Undermining the integrity of examinations/assessments

Refer to **ICE 24** and the *Indicative sanctions against candidates* (Appendix 6, [Suspected Malpractice: Policies and Procedures](#))

Refer to [Information for candidates](#)

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

and/or non-examination assessments and coursework, as example:

Research and using references

... 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...

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.** Plagiarism is a form of cheating which is taken very seriously...

Refer to **Managing Behaviour Policy** (Exams) and **Malpractice Policy** (Exams)

Personal data

- Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies...
- The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.
- Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programs and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Please refer to the relevant awarding body's privacy notice if you require further information about how you Student Materials may be used by the awarding body.
- Candidate notice and opt-out**
A candidate may notify the awarding body, by giving notice to the centre, that they wish to opt out of the awarding body's use of their Student Materials for the purposes set out above.

Refer to [GR 6](#)

Copyright

- Candidates may access Student Materials (including examination scripts) through the access to scripts arrangements (**post results services**)

Refer to [GR 6](#)

Coursework assessments/non-examination assessments

- Relevant JCQ information for candidates' documents - **AI Artificial Intelligence and assessments, coursework, non-examination assessments, social media which must be read and understood prior to beginning their work** this can be found as an appendix in this document and on the schools website.
- The use of AI. AI use refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead towards qualifications. AI chatbots are AI tools which generate text in response to user prompts and questions. Users can ask follow-up questions or ask the chatbot to revise the responses already provided. AI chatbots respond to prompts based upon patterns in the data sets (large language model) upon which they have been trained. They generate responses which are statistically likely to be relevant and appropriate. The use of AI chatbots may pose significant risks if used by students completing qualification assessments. As noted above, they have been developed to produce responses based upon the statistical likelihood of the language selected being an appropriate response and so the responses cannot be relied upon. AI chatbots often produce answers which may seem convincing but contain incorrect or biased information. Some AI chatbots have been identified as providing dangerous and harmful answers to questions and some can also produce fake references to books/articles by real or fake people.
- AI misuse is where a student has used one or more AI tools but has not appropriately acknowledged this use and has submitted work for assessment when it is not their own. Examples of AI misuse include, but are not limited to, the following:
 - Copying or paraphrasing sections of AI-generated content so that the work submitted for assessment is no longer the student's own
 - Copying or paraphrasing whole responses of AI-generated content

- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies.

AI misuse constitutes malpractice as defined in the JCQ Suspected Malpractice: Policies and Procedures (<https://www.jcq.org.uk/exams-office/malpractice/>). The malpractice sanctions available for the offences of 'making a false declaration of authenticity' and 'plagiarism' include disqualification and debarment from taking qualifications for a number of years. Students' marks may also be affected if they have relied on AI to complete an assessment and, as noted above, the attainment that they have demonstrated in relation to the requirements of the qualification does not accurately reflect their own work.

It remains essential that students are clear about the importance of referencing the sources they have used when producing work for an assessment, and that they know how to do this. Appropriate referencing is a means of demonstrating academic integrity and is key to maintaining the integrity of assessments. If a student uses an AI tool which provides details of the sources it has used in generating content, these sources must be verified by the student and referenced in their work in the normal way. Where an AI tool does not provide such details, students should ensure that they independently verify the AI-generated content – and then reference the sources they have used.

In addition to the above, where students use AI, they must acknowledge its use and show clearly how they have used it. This allows teachers and assessors to review how AI has been used and whether that use was appropriate in the context of the particular assessment. This is particularly important given that AI-generated content is not subject to the same academic scrutiny as other published sources.

Where AI tools have been used as a source of information, a student's acknowledgement must show the name of the AI source used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026. The student must retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a noneditable format (such as a screenshot) and provide a brief explanation of how it has been used. 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.

- Reading and understanding the Candidate declaration (form) **prior to beginning** their work and understanding the declaration **must not** be signed until they have completed their work and handed it in for final assessment
- Assessments are calendared in and information shared by HOF and class teachers
- Deadlines are set by teachers and must be met
- Teachers assess and moderate the work
- When candidates are informed of their centre-assessed marks (refer to the internal appeals procedure (internal assessment decisions) and requesting a review of the centre-assessed marks)
- The Centre will inform candidates which, if any work is externally marked/assessed.

Refer to [Instructions for conducting coursework](#), [Instructions for conducting non-examination assessments](#) and [Information for candidates documents](#)

Refer to [AI and Assessments: A quick guide poster for students](#)

Refer to [AI Use in Assessments: Your role in protecting the integrity of qualifications](#) (Centre engagement with and discussion of AI)

Written timetabled exams

- Candidate statement of entry (to check that personal details and exam entries are correct)
- Contact Mrs Rothwell if you think there is an error
- Candidate exam timetable will be provided (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements, exam rooms etc.
- The JCQ information for candidates' documents – written examinations, social media can be found as an appendix in this document and on the school website
- Exam room posters – Warning to candidates, Unauthorised items can be found as an appendix in this document and on the school website
- JCQ information for candidates – Preparing to sit exams

- The centre will... notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments... ensure that the JCQ Information for candidates documents [\(AI \(Artificial Intelligence and assessments\)\)](#), coursework, non-examination assessments, on-screen [examinations](#), social media and written examinations) and awarding body privacy notices are distributed to all candidates whether electronically or in hard copy format **prior** to assessments and/or examinations taking place... (Candidates **must** also be made aware of the content of the JCQ Unauthorised items and Warning to candidates posters. (GR 5.8)

Refer to [GR 5.8](#)

Contingency session - Summer **2027**

- The date that has been set aside as the contingency day is **Wednesday 23rd June (all day)**. This means that all exam candidates must be available to sit exams from the date of their first exam until **Wednesday 23rd June 2027**. Refer to [ICE 15](#)

On-screen [examinations](#)

- Some Candidates may have an on-screen [examination](#) for PE resits. Please see the [Information for candidates – on-screen examinations](#)

What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)

- JCQ guidance on what constitutes a timetable clash
- How a timetable clash within the same session will be managed (where one paper will be taken, followed immediately, Candidates may also be given a supervised break of no more than 20 minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions at all times*. This means that candidates cannot use this time to revise.
- The centre will speak to candidates who have a timetable clash, they will be provided with information on how the clash will be managed and what centre supervision arrangements are in place
- 'Centre supervision' means that a member of centre staff, or an invigilator, will always be in the same room as the candidate(s). The invigilator must not be the subject teacher for the rescheduled examination. Candidates may revise using their own resources whilst under centre supervision between examinations but must not: a. be in possession of an electronic communication or storage device or have access to the internet; b. have contact with any candidate who has sat the examination; c. be coached by a member of centre staff.

Refer to [ICE 7, 8](#)

Where you will take your exams

- All exams will take place in the Sports Hall or the gym.

What time your exams will start and finish

- Examinations will begin at:
- 9AM for morning sessions
- 1.30PM for afternoon sessions

Supervision during your exams

- Exams are supervised by a team of invigilators
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc.

Exam room conditions

- Candidates will be invited into the examination room by a an invigilator
- Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator. This means no communication can be made from this point

and all unauthorised items must not be in the examination room. Once entered you cannot leave until the finish time.

- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Candidates must not communicate with or disturb other candidates
- What information is displayed in the exam room (centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam)
- Candidates are required to complete the front of their answer books (first name and surname that matches their entry information, candidate number etc.) and candidates must only do this when the invigilator's announcement instructs them to
 - Additional answer sheets/answer books etc are available on request
 - Candidates must not open the question paper until the examination begins

Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave.

Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body.

Candidates must not open the question paper until the examination begins. If they do, this must be reported to the relevant awarding body.

Refer to **Leaving the Examination Room Policy**

Refer to [ICE 19](#) and [ICE 23](#)

Where you will sit in the exam room

- Candidates have an individualised seat number which they will be informed of prior to the examination.
- Candidates must look at seating plans outside of the room prior to entering. If you cannot find your seat then speak to an invigilator.

How your identity is confirmed in the exam room

- All Candidates have name cards with photos on their desk to identify them.

Refer to [ICE 16](#)

What equipment you need to bring to your exams

- Equipment will be provided by the centre.
- If you wish to bring your own is must be free from writing and in a clear pencil case

Refer to [ICE 18](#)

Using calculators

- You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams

Refer to [ICE 10](#)

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae. Calculators must not:
 - be designed or adapted to offer any of these facilities:
- language translators;
- symbolic algebra manipulation;
- symbolic differentiation or integration;
- communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them.

This includes:

- databanks;
- dictionaries;
- mathematical formulae;
- text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator

Refer to **ICE** 10

What you must not bring into the exam room

- JCQ information regarding unauthorised items
- If you breach this it may be seen as malpractice and awarding bodies will be contacted

Food and drink in exam rooms

- No food is permitted in the examination room.
- Only water in a clear plastic bottle with no label is permitted in the examination. This will be provided by the centre.

Refer to **ICE** 18

What you should wear for your exams

- Full school uniform

Where your personal belongings will be stored during your exam

- Bags, coats, unauthorised items including switched off mobile phones, watches etc. will be stored in a designated room.

What to do if you arrive late for your exam

- Candidates will be allowed to enter the examination room if late. If very late then awarding bodies reserve the right to decline the paper.

Refer to **ICE** 21

What to do if you are unwell on the day of your exam

- All Candidates must sit all examinations. If a candidate is unwell on the day of an examination please inform the school and we may be able to look at reasonable adjustments being made with seating. However, all Candidates must attend.
- If the candidate feels unwell during the exam they should inform an invigilator.
- JCQ information regarding absence from exams for illness or other acceptable reason can be found on their website
- In the event of illness special consideration can be applied for however evidence from a medical professional may need to be provided to support a request

What happens if you have an unauthorised absence from your exam

- Candidates absent from an examination will score 0 for that paper
- JCQ information regarding absence from exams for illness or other acceptable reason can be found on their website
- Special consideration may be applied for this is rare

Refer to [ICE](#) 22

What happens in the event of an emergency in the exam room

- Candidates must remain seated and await instructions from invigilators
- Candidates must remain silent for the duration of the emergency evacuation

Refer to [ICE](#) 25

Candidates with access arrangements/reasonable adjustments

- Candidates with access arrangements will sit their examination in the sports hall or an alternative room onsite depending on their need
- All Candidates have been spoken to, trained and informed of their access arrangement entitlement
- Any queries should be directed to Mrs Darbyshire (SENCO)

Results

- Provisional statement of results will be issued/distributed on Results day, [19th](#) August 2027 at 9:30
- Members of the senior leadership team and some heads of faculty will be available immediately after the publication of results
- Any candidate unable to collect their examination results on the day must write a letter to Mrs Rothwell with confirmation of who can collect them on the day or an email address to send them to. This will only be issued once all candidates have collected their results in person.

Refer to [GR](#) 5.12 and JCQ's [Post-Results Services](#) information

Post-results services

- Services available are reviews of results and appeals, access to scripts
- Requests for post-results services must be made through the centre
- Once contact has been made by the candidate or by the centre to the candidate all deadlines, fees and charges for these services will be shared
- For consent/permission to be collected candidates will be required to complete an electronic form

Refer to [GR](#) 5.13 and JCQ's [Post-Results Services](#) information

Certificates

- Certificates will be available/distributed during an awards evening in November/December (date to be confirmed)
- Candidates not able to attend can collect their certificates in person after this date
- Any candidate unable to collect their certificates in person must write a letter to Mrs Rothwell with confirmation of who can collect.

Refer to [GR](#) 5.14

Internal appeals procedure

- **See the Internal appeals procedure**

Refer to [GR](#) 5.3x, 5.7, [5.8](#) and 5.13

Complaints policy

- **See the Complaints and Appeals procedure.**

Refer to [GR](#) 5.8

JCQ Information for candidates - AI (Artificial Intelligence and assessments)

You **must** read this information, **prior to beginning your assessments**, to help you stay within examination/assessment regulations when using artificial intelligence. This information explains: What is AI? What is an AI tool? When can I use AI? When can I not use an AI tool? If I'm allowed to use AI, how is this breaking the rules? How to make sure you don't misuse AI.



Information for candidates AI (Artificial Intelligence and assessments)

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.

LAST CHECKS



Know the rules



Check with your teachers



ACKNOWLEDGE and DECLARE



JCQ Information for candidates – Coursework assessments

You **must** read this information **prior to beginning your work**, if you are undertaking qualifications that contain elements of coursework assessment and before. **If there is anything that you do not understand, you must ask your teacher.**

<https://www.cansfield.wigan.sch.uk/teaching-and-learning/exams/>

JCQ Information for candidates – non-examination assessments

You **must** read this information, **prior to beginning your work**, if you are undertaking qualifications that contain components of non-examination assessment. **If there is anything that you do not understand, you must ask your teacher.**

<https://www.cansfield.wigan.sch.uk/teaching-and-learning/exams/>

JCQ Information for candidates – On-screen examinations

You **must** read this information **prior to** if you will be taking any externally assessed on-screen **examinations** as part of your qualification(s). **If there is anything that you do not understand, ask your teacher.**

<https://www.cansfield.wigan.sch.uk/teaching-and-learning/exams/>

JCQ Information for candidates – Written examinations

You **must** read this information **prior to** taking any externally assessed written **examinations**. **If there is anything that you do not understand, ask your teacher.**

<https://www.cansfield.wigan.sch.uk/teaching-and-learning/exams/>

JCQ Information for candidates – Social media

You **must** read this information, **prior to beginning your assessments/exams**, to help you stay within examination/assessment regulations **when using social media**. This information explains: Things to do on social media; Things not to do on social media; What may happen if you do anything on social media that you must not do.

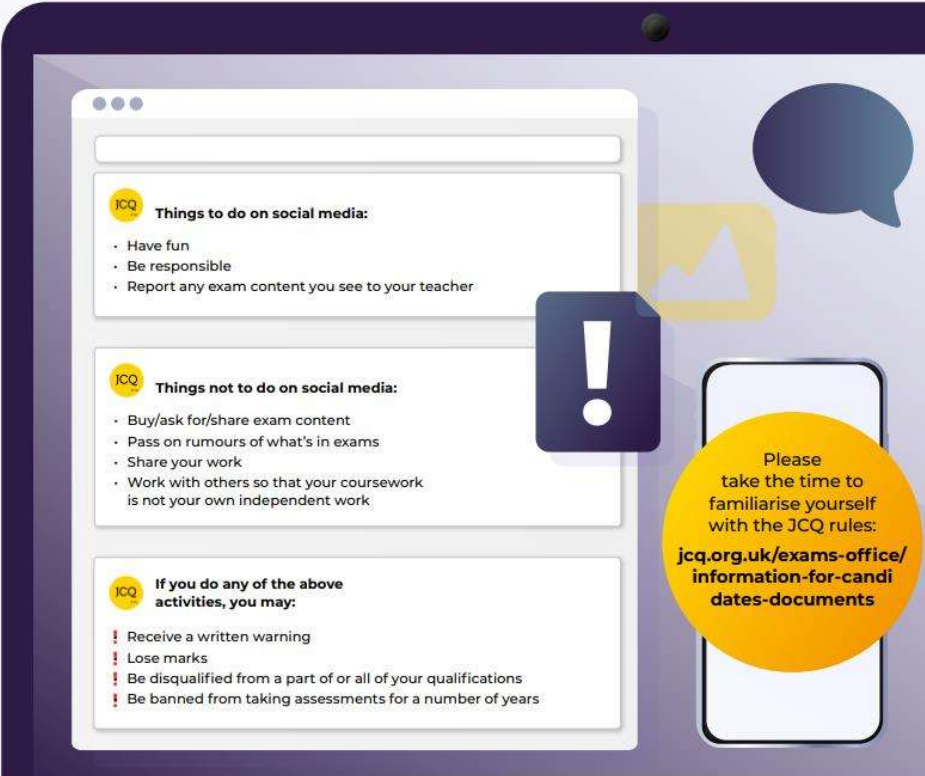


Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, 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 content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework 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 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

JCQ Unauthorised items poster

You **must** read this information **prior** to taking any externally assessed on-screen or written examinations. If there is anything that you do not understand, ask your teacher.

This poster will be displayed outside each exam room. **Before** you enter the exam room, you **must** remind yourself that *"Possession of unauthorised items (such as a mobile phone, smart glasses, any type of watch or any storage or web-enabled device) is a serious offence and could result in **DISQUALIFICATION** from your overall examination and your overall qualification."*



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

JCQ Warning to candidates poster

You **must** read this information **prior** to taking any externally assessed on-screen or written examinations. If there is anything that you do not understand, ask your teacher.

This poster will be displayed outside each exam room. **Before** you enter the exam room, you **must** remind yourself of all the warnings.

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.

JCQ AI poster (for students)

This is a quick guide to help you to better understand the rules of **AI and Assessments**.

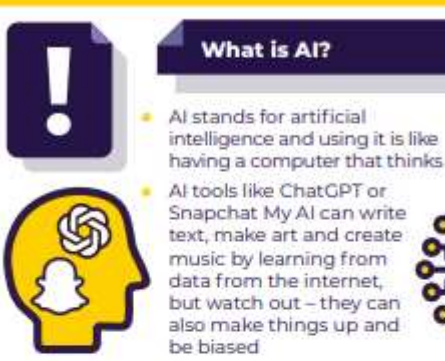
This information quickly explains: What is AI? How can AI be misused in assessments? How do I make sure I don't misuse AI? What happens if I misuse AI?



AI and Assessments

A quick guide for students

What is AI?



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

How can AI be misused in assessments?



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

THIS IS CHEATING!

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



1 Know the rules

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

2 Reference reference reference!

If you're allowed to use AI tools, you must reference them clearly

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

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

What happens if I misuse AI?

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

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly

JCQ Information for candidates – Preparing to sit exams

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.



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.



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



CANSFIELD

ACHIEVING EXCELLENCE TOGETHER

CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to Mrs Rothwell by **9th October 2026**

If there is anything you do not understand, you should ask Mrs Rothwell for clarification.



CANDIDATE EXAM HANDBOOK

NAME: _____

Date I received the handbook: _____

I have read the contents

I understand (Tick all of the boxes that apply)

- ☐ What constitutes malpractice in examinations/assessments (and what AI misuse is) in examinations/assessments and the consequences of committing malpractice
- ☐ What my personal data is used for by awarding bodies
- ☐ Copyright

I have read and understand the current JCQ information for candidates documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- ☐ Coursework
- ☐ Non-examination assessments
- ☐ On-screen tests
- ☐ Social media
- ☐ Written exams

By signing here, I am confirming all of the above

Candidate Signature: _____

Date of signature: DD / MM / YYYY