

# CANDIDATE EXAM HANDBOOK

2025/26

This handbook is reviewed and updated annually

|                           |         |
|---------------------------|---------|
| Produced/reviewed by      |         |
| Liz Cooper / Matt Halifax |         |
| Date of next review       | 2026/27 |

## Contents

|  |   |
|--|---|
| Introduction.....  | 3 |
| Purpose of this handbook .....   | 3 |
| Malpractice.....   | 3 |
| Personal data.....   | 4 |
| Copyright.....   | 4 |
| Coursework assessments/non-examination assessments.....  | 4 |
| Written timetabled exams.....  | 4 |
| Contingency sessions - Summer 2026.....  | 4 |
| What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)..... | 5 |
| Where you will take your exams.....  | 5 |
| What time your exams will start and finish.....  | 5 |
| Supervision during your exams.....   | 5 |
| Exam room conditions.....  | 5 |
| Using calculators.....   | 6 |
| What you must not bring into the exam room.....  | 6 |
| What to do if you arrive late for your exam.....   | 6 |
| What to do if you are unwell on the day of your exam.....  | 6 |
| Results .....  | 6 |
| Post-results services .....  | 6 |
| Internal appeals procedure.....  | 7 |
| Complaints policy.....   | 7 |
| Notes on enclosed documents.....   | 8 |
| JCQ Information for candidates - coursework .....  | 8 |
| JCQ Information for candidates – non-examination assessments.....  | 8 |
| JCQ Information for candidates – on-screen tests.....  | 8 |
| JCQ Information for candidates – written exams .....   | 8 |
| JCQ Information for candidates – social media.....   | 8 |
| JCQ <i>Unauthorised items</i> poster .....   | 8 |
| JCQ <i>Warning to candidates</i> poster .....  | 8 |
| JCQ AI poster for students.....  | 8 |

## Introduction

Breckenbrough 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 assemblies
- To inform candidates about:
  - malpractice in examinations/assessments
  - the use of their personal data and copyright
  - all relevant information about their exams and assessments in advance
  - JCQ regulations and information, including student posters
  - any exams related policies/procedures they need to be aware of.

## Malpractice

Malpractice means any act or practice which is in breach of the Regulations. This includes but is not limited to:

- Bringing any unauthorised materials into the exam room such as notes, a mobile phone, a watch, your planner or any other smart/internet enabled device
- Any form of communication with other candidates, which includes non-verbal communication
- Copying from other candidates, or allowing others to copy from you
- Using unauthorised aids such as notes written on paper or on your hands/arms
- Refusal to follow the instruction of Exams Staff and Invigilators
- Breaching the exam conditions of the room
- Plagiarism of the work of others that forms part of any non-exam assessment element of your qualification Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.

**Penalties for malpractice can include disqualification from one or all of your exams.**

### 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

### Research and using references

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...

## 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... 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.**

## Personal data

The awarding bodies collect information about exam candidates. To understand what information is collected and how it is used, you must read the Privacy Notice released by each awarding body. Information about where to access these privacy notices can be found on the school website in the exams section.

## Copyright

The copyright of any form of work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate. By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence). If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights.

## Coursework assessments / non-examination assessments

Some subjects have an element of coursework/controlled assessments and non-examination assessments included in them. It is your responsibility to read and understand the exam boards' Notice to Candidates relating to coursework/controlled assessments & The Notice to Candidates relating to non-examination assessments. These documents can be found on the school website in the exams section.

Before your marks are submitted to the Exam Board, for subjects which fall under JCQ regulations, you will be notified of your marks and given a period of time to appeal. These marks will be issued to you by your class teacher and should you wish to raise an appeal then you will need to consult the school Internal Appeals Policy which can be found on the school website. The policy will detail all time frames and instructions for submitting an appeal.

Please make sure you have read and understood the Non-examinations Assessment – Artificial Intelligence Policy which can be found on the school website in the exams section.

## Written timetabled exams

Breckenbrough School have issued candidates with an exam timetable showing the date and time of each examination. These were given both in person and emailed using the candidate's school email address.

Candidates must be aware of the content of the JCQ Unauthorised items and Warning to Candidates posters. These posters will be displayed outside every examination room.

## Contingency sessions - Summer 2026

The contingency day is on the **24th of June 2026**. This means that although there are currently no exams on the timetable for this day, you must remain available up to and including the 24th of June 2026 to take exams on this day should any exam need to be re-scheduled for un-foreseen reasons. If an exam is re-scheduled for a contingency day and you are absent, we will not be able to apply for special consideration.

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

If you notice a clash of exams, arrangements will be made for you to take these subjects one after the other, as long as the total published exam time is three hours or less. If the total time is more than three hours, the exams will be split between the morning and afternoon sessions. If this happens, an invigilator will supervise you (in 'isolation') and ensure you have access to lunch in between.

No Mobile phones, iPods, MP3/4 Players, watches, no potential technological/web enabled sources of information must be in your possession. Whilst in the isolation room you are allowed to revise from your own notes for your next exam. You will be informed of any special arrangements involving clashes before your exams.

## **Where you will take your exams**

Candidates will sit their exams in an allocated room for each exam and will be advised of this space before the start of every exam. Rooms may vary depending on the number of candidates on the day. It is not always possible to have the same space for each exam.

## **What time your exams will start and finish**

The awarding bodies published start time for all morning exams is 9.00am and we aim to start as close as possible to this.

For afternoon exams the published start time is 1.30pm (unless it is a Cambridge Exam where the published start time is 1pm). Afternoon exams may run past usual taxi pick up time and therefore parents will need to confirm alternative arrangements in advance to school (Keyworker).

## **Supervision during your exams**

Exams are invigilated by staff already employed by Breckenbrough School. All staff have undertaken invigilator training and must follow strict rules and regulations when conducting exams in line with JCQ regulations.

## **Exam room conditions**

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 listen to and follow the instruction of the invigilator at all times.

Candidates must listen to the invigilators announcement carefully and complete the relevant actions when requested.

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

When told to do so you will need to fill out the front cover of your exam paper. You will find the exam information displayed on white boards at the front of the room.

**You must only use your legal name on your exam papers as this will be the name you are entered with to the awarding bodies.**

You must not use preferred names or nicknames.

You must not write anything else on the front of your exam paper, and you must not open your exam paper until told to do so.

## Using calculators

Instructions on the question paper will say if the use of calculators is permitted or not.

Where the use of a calculator is permitted Breckenbrough School will provide one to candidates. Should candidates wish to use their own calculator this must be discussed well in advance of the exam day with the subject teacher to ensure it meets the awarding bodies' regulations.

On the day of the exam the calculator must be handed in to the Exams Office upon arrival at school where it will be fully checked and kept until the start time of the exam. This is to ensure it does not have any retrievable information stored on it.

## What you must not bring into the exam room

The following items must not be brought into any exam room:

- Mobile phones or watches of any kind
- Devices with potential technological/web enabled sources of information
- Non-transparent pencil cases/boxes
- Calculator cases and instruction books
- Headphones, Air Pods, personal stereos, MP3 players, iPods, or any other kind of music storage/playing device
- Books (except for authorised texts), notes, letters, diaries or other printed material

**POSSESSION OF UNAUTHORISED ITEMS, SUCH AS A MOBILE PHONE, IS A SERIOUS OFFENCE AND COULD RESULT IN DISQUALIFICATION FROM YOUR EXAMINATION AND YOUR OVERALL QUALIFICATION.**

## What to do if you arrive late for your exam

Candidates who arrive late may be able to sit their exam at the discretion of the centre and in accordance with exam board regulations.

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

Candidates or their parent/carer should contact school at the earliest opportunity. The Exams Officer will contact you as soon as possible to discuss the situation

## Results

Results day for the Summer 2026 exam series will be on the 13th of August (A Level) and the 20th of August (GCSE).

Students will receive their results via email on the morning of the above dates.

## Post-results services

Post Results Services Information will be made available to candidates during the summer term. This will include both the services available and which members of staff will be available to support students immediately following the issue of results.

## Internal appeals procedure

A copy of the policy is available to students/parent/carers on the school website in the exams section.

## Complaints policy

A copy of the policy is available to students/parent/carers on the school website in the exams section.

### Notes on enclosed documents

- **JCQ Information for candidates - coursework**

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.

- **JCQ Information for candidates – non-examination assessments**

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

- **JCQ Information for candidates – on-screen tests**

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).

- **JCQ Information for candidates – written exams**

You **must** read this information before you take any externally assessed written exams.

- **JCQ Information for candidates – social media**

You **must** read this information to help you stay within examination/assessment regulations when using social media.

- **JCQ *Unauthorised items* poster**

This poster will be displayed outside each exam room. You **must** note that *"Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification."*

- **JCQ *Warning to candidates* poster**

This poster will be displayed outside each exam room. You **must** note all the warnings.

- **JCQ AI poster for students**

This poster is a quick guide to help you to better understand the rules for use of AI in assessments.