

CLAYDON



Joint Council for
Qualifications

Claydon High School

Centre 19226

Candidate Exam Handbook

2026-2027

Name: _____



Introduction

This handbook is produced to support all Claydon High School candidates in preparation for their external end of year assessments. If you wish to discuss further any points raised in the handbook or any of your exam arrangements please come and see me in my office (next to EN6).

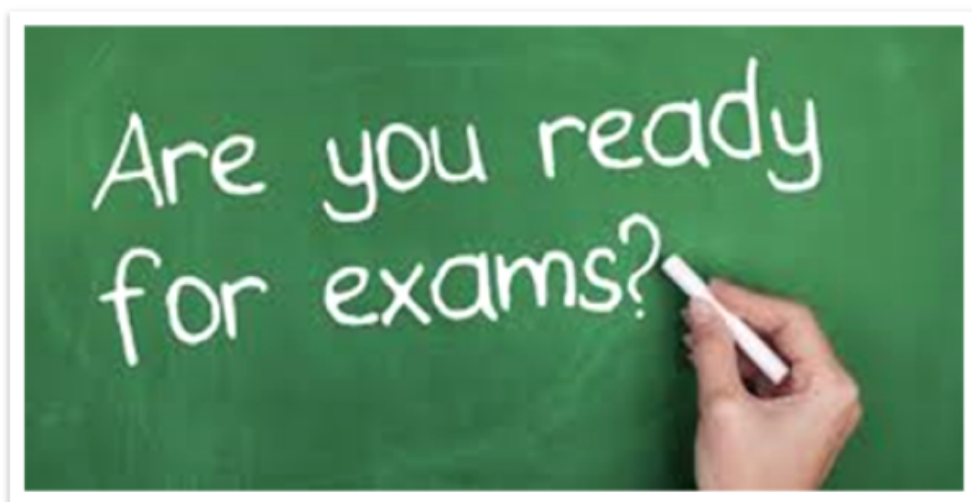
Parents and carers can contact me at mtate@claydonhigh.com

Mr Tate

Exams & Data Manager

Purpose of candidate exam handbook

- To provide you with all the relevant information about your exams and assessments.
- To ensure you understand the schools and Joint Council for Qualifications (JCQ) expectations and behaviour requirements when taking your exams and assessments.
- To answer any questions or concerns you may have in the preparation and getting organised for your exams and assessments
- To provide you and parents/carers details of exams-related procedures including behaviour expectations and policies.
- This document also includes the JCQ Candidate notices listed on page 8
- The Exams Policy and JCQ links can also be found on the school's website <https://www.claydonhigh.com/Exam-Information>





Exam Room Conduct

We expect all our students to behave appropriately at all times.

Behaviour that contravenes the school and JCQ codes of conduct can result in you being disqualified from an exam paper or the whole qualification and charged for the exam cost to the school. More information on the JCQ regulations can be found on our website under Information, Exam Information and Useful links section.

You should line up outside the main hall and follow instructions. Line up in surname order and wait for instructions to go to your exam room and your desk number.

You must place all unauthorised material, including **mobile phones, all watches**, smart glasses, calculator lids and revision notes **in your bag** before entering the exam rooms.

Have all your equipment for that exam ready and if you bring a pencil case, **it must be clear** and see through without logos or labels.

No food or drink can be taken into an exam. Only a clear water bottle with the label removed / no logos and clear liquid is allowed. The cap must be removed for checking before entering the exam room.

When you enter the exam room you must take your place in silence.



You are under formal exam conditions from the moment you enter the exam room, during the exam and at the end. This includes when exam scripts are being collected, whilst you are being dismissed from the exam room, collecting your belongings and leaving the building.

You must listen to the instructions at the start of each exam. These can vary from exam to exam. You will be required to check the date and exam subject details on the paper in front of you before the start.

Do not speak to anyone else or get up and move around the room/leave the exam room without permission – you will not be allowed to continue your exam. You must put your hand up and wait to speak to an invigilator.

The school are required to inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration involving a candidate or a member of staff, by completing the appropriate JCQ documentation.

See the JCQ Information for Candidates Booklet at the back of this booklet. (page14)

Written exam timetable

You can access your individual timetable from your Arbor account. This can also be viewed by parents/carers on their Arbor Parent Portal and App.
Please ensure that you check this, particularly your legal name and your date of birth, as this is how they will appear on your certificates.

Exam start and finish times

Unless you are advised otherwise external exams start:

Morning examinations: **9:00am**

Afternoon examinations: **1:00pm**



You may be invited in for a pre-exam warm up session by your teacher, please ensure you attend on time. You must be outside the main hall 10 minutes before your examination is due to begin.

Remember - the day and time of external exams are set nationally and you cannot sit it at a different time or day. It is your responsibility to get to your exam on time.

Where will you take your exams?

Exams will take place in the Main Hall. Students sit in candidate number order.
A different room is only allocated where the student is eligible under the JCQ regulations.
Details will be on your timetable.



What should you wear for your exams?

Only school uniform is acceptable at all times whilst at school.

How will your identity be confirmed in the exam room?

The Invigilator, when completing the register, has to verify your identity at the start of every exam. A visiting inspector may also need to verify your identity.
Your desk card should be left **face up** on your desk during the exam so it can be seen and so we do not disturb you should anyone need to see it.

Any defacing of the desk card will be classed as damage to school property and dealt with under the school behaviour policy.



Where will you sit in the exam room?

The JCQ regulations require you to enter an exam room in silence and find your allocated desk.
We are required to seat you in candidate number order.

Where there are special arrangements in place, extra time or where medical conditions require it, seating will be arranged accordingly.

A desk card with your photo and candidate number will be placed on your desk.



An invigilator will be on hand to help you get to your desk quickly – do not talk to anyone else.
You will be asked to leave the exam room if you talk or speak to other candidates.

What can you bring into your exams?

It is your responsibility to ensure you have the right equipment with you for each of your exams. These can be taken into the exam in a clear see through pencil case and include:

- BLACK ink ballpoint pens (bring a minimum of 2 just in case!)
- Calculator with lid removed (see below Using Calculators)
- Ruler
- Pencil and eraser
- Highlighter pens – these must not be used on any of your answers but can be used to highlight questions/text on the question paper



Using Calculators

You may use a calculator in an examination unless prohibited by the awarding body's specification.

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used. Remember to leave lids/cases in your bag – do not bring them into the exam room.

You are responsible for making sure that your calculator meets JCQ regulations. See the JCQ FAQs sheet on our website <https://www.claydonhigh.com/Exam-Information/> under Useful links for more information.

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 formulas.	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 formulas; ○ text.
The candidate is responsible for the following: ○ the calculator's power supply; ○ the calculator's working condition; ○ clearing anything stored in the calculator.	

What you should not bring into the exam room?

It is your responsibility to make sure you do not bring any unauthorised material or devices into the exam room.

These include but not limited to:

- **Mobile phones – whether switched on or off / whether you intend to use it or not.**
- **Watches** – all watches must be removed and placed in your bag
- Notes or revision material, electronic enabled equipment and ‘smart’ glasses
- Food or drink (except water in a clear bottle with label removed)
- Calculator lids, gel pens or correcting fluid such as Tipp-Ex
- Pencil cases that are not clear and see through



The penalties for being found with unauthorised material or devices on you is severe.

What should you do if you are unwell on the day?

You must make every effort to get into school on time. Exams can not be taken at a different time or day.

You must let us know if you are unwell. We will do all we can to support you to enable you to complete your exam or assessment.

A medical note should be obtained from your Doctor's surgery to cover the day(s) your performance was affected.



This needs to be passed to Mr Tate at the earliest opportunity so the application for special consideration can be submitted with the evidence you provide to the awarding body.

Please be aware the school is not advised of the action taken by the awarding body on applications made.

BE PREPARED

What do you do if you are late for an exam?

It is your responsibility to be at the right location at the right time on the correct day for each of your exams.

Exams must start at the times published. Dates and times cannot be changed under any circumstances.

If you are late through no fault of your own, such as public transport delays, please contact the School Office as soon as you can. On arrival to school you will sign in and Mr Tate or Mr Harris will be contacted to escort you to the exam room. The invigilator will allow you the full time for your exam. A full statement will be taken at the end of the exam and, where required, sent to the awarding body. It will be at their discretion if your exam script is accepted

Toilet Breaks

Toilet breaks are only permitted in an emergency, unless you have a medical condition we are aware of. **You should make sure you go before your exam.** No one is allowed to go to the toilet in the last 15 minutes of an exam to enable students to complete their papers uninterrupted and allow invigilators to carry out their end of exam duties.

Exam Clash

Occasionally some subjects clash, where two or more examinations are timetabled at the same time. If this is the case you will be informed of the arrangements in place for these exams nearer the time.

The arrangements, which will be explained to you should you have a timetable clash, will depend on the duration of the exams. You will remain in exam conditions throughout the day including the lunch period. You will be allowed to revise or read during the supervised lunch period, but from your own notes and books only. You will not have access to your phone or any electronic devices, other candidates or teaching staff.

You will need to bring in a packed lunch.

What happens if you have unauthorised absence from an exam?

It is your responsibility to be at all your exams.

Unauthorised absence will result in a 0 mark for the paper and result in an invoice being issued to cover the cost to the school of that exam entry made.

Access arrangements?

If you qualify for access arrangements, such as extra time, use of a laptop, scribe, reader etc, you will have had these during your internal exams and will be your normal way of working within your time at school see Mr Pope if you have any questions.

Late applications/requests will not be accepted unless due to an emergency such as broken limb.

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

The usual school evacuation procedure will apply although you will wait to be directed by the invigilator.

Where this happens during an exam or assessment you must listen to the instructions of the Invigilators about what to do.

Your safety is the priority. Where you are asked to evacuate the room, all exam material and scripts must be left in the room.

You remain under exam conditions throughout the whole emergency period.

Follow instructions regarding when and if you can return to the exam room or get relocated to an alternative location.

Where the exam can continue, the invigilator will amend the end time to ensure you have the full time.

Where the exam cannot be completed Mr Tate will liaise with the Senior Leadership Team and the Awarding Bodies and advise you and your parents/carers accordingly.

Contingency day—Summer 2027

The awarding bodies have designated the following date as contingency day for this year's examinations. You will need to be available in the event of national or local disruption, such as the death of the monarch, during the examination period requiring papers to be rescheduled:

Wednesday 23rd June– All day



JCQ Candidates notices

- Unauthorised Items Poster – visible outside every exam room (below)
- Warning to Candidates Poster – visible outside every exam room (page 9)
- Information for candidates - information about you and how we use it (page 10- 12)
- Information for Candidates – Written Examinations (page 13-14)
- Information for Candidates – NEA (page 16-18)





**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.

©JCQ 2026 – Effective from 1 September 2026

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 CIC® 2026 – Effective from 1 September 2026

Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed [here](#) (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed [here](#) (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Information for candidates

Written examinations

Effective from 1 September 2026



**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.

Non-examination assessments (NEA)

The NEA is used by an awarding body to assess essential knowledge and skills that cannot be evidenced through a written examination. Any work, either written or practical, that is externally set by the awarding body and internally assessed in school is classified as a non-examination assessment.

See the JCQ Information for Candidates NEA document <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/> on our website.

NEA appeals procedure:

As a school we have a duty to inform you of the mark given for a centre assessed component/unit of work. This is to allow all candidates to know the mark they have been awarded for each individual NEA component/unit in their subjects, before it is sent off to the awarding body and then externally moderated. Once marks are submitted to the awarding body they cannot be changed by the school. The mark submitted is the only one that the awarding body will use as part of the moderation process and which they can amend. Final moderated marks awarded are not known until results day.

You, as the candidate, with your parent/carer's consent, have the right to request a review of the centre's marking prior to the marks being submitted. This review can only be requested if you have a specific concern regarding the quality of work submitted not being given sufficient credit for meeting the criteria in the assessment materials.

Every NEA has been through a rigorous internal assessment procedure which includes the initial marking, internal assessment across the subject and an internal moderation process with other professionals.

If a candidate would like a review to be undertaken they and the centre have to adhere strictly to the following protocol:

- Request a review within the deadline set in the letter stating their marks
- Within 48 hours of the request of the review the centre will supply the candidate with the appropriate paperwork, a photocopy of the candidate's work for that component/unit and the awarding body assessment scheme
- The candidate has 3 days from receipt of the documentation to return the completed review paperwork and all copies of the work and assessment scheme to the centre
- The school's Headteacher and the school's Exams and Data Manager will decide, based upon the evidence, if a review is applicable
- If a review is deemed appropriate the review will be undertaken by a professional who has not taught the candidate previously or been used to moderate the initial work. This can be someone from a different specialism or a colleague within the Trust
- The candidate will be informed in writing if their review has been successful or unsuccessful.
- Due to the clerical nature of the review there will be a non-refundable charge of £30 to cover costs associated. This will need to be paid before all the relevant paperwork is released by the centre

It is important to understand that with any review and moderation, internal or external, marks could go up, down or stay the same. Whatever mark is granted after a review is the one that is carried forward.

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 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.

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 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:

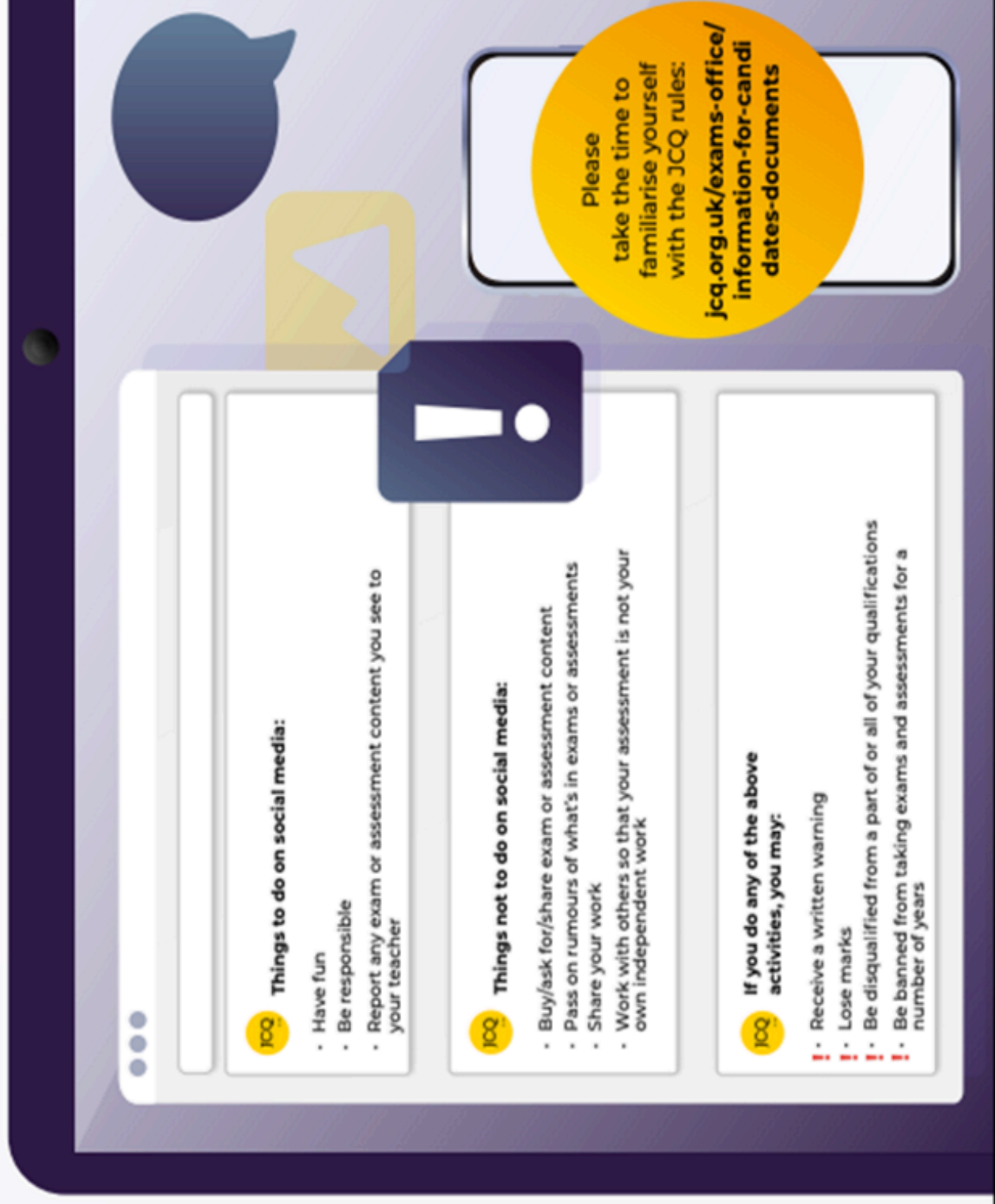
- reference the AI tool you have used
- give the date of when the AI tool generated the content
- give details of how you used it.
- save screenshots of what you have asked or instructed the AI tool to do and what answer the AI gave you, and include this with the work submitted.



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

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 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

Results

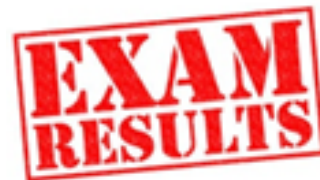
GCSE results will be released on Thursday 19th August 2027

Details on collecting these from the school will be published nearer the time. This will usually be between 9-11am.

If you wish for someone else to collect your results, you must let Mr Tate know and supply written confirmation of the name of the person you authorise to collect your results.

All uncollected results will be sent out in the post on 19th August 2027

Please note we are not able to provide results over the phone or by email.



Enquires about Results

The Awarding Bodies, under the regulation of JCQ, provide a number of post result services. All applications have to be made through the School. These services do come with a charge from the awarding body and have deadlines which we have to adhere to.

Services available:

Review of results (RoRs):

Service 1: Clerical recheck – a re-check of all clerical procedures leading to the issue of a result.

Service 2: Review of marking – exams review of the original marking to ensure the mark scheme has been applied correctly. This service is available for externally assessed (written) exams.

Service 3: Review of Moderation – a review to ensure the assessment criteria has been applied fairly, reliably and consistently. Available where centres internal marks have been amended during the moderation process.

Access to Scripts (ATS):

Awarding bodies on request will provide centres with access to the marked script for the candidate or for the centre to support future teaching and learning.

The school may decide to apply for one or more of the services above. The fee for these services will be met by the school.

The school will analyse the results and grade boundaries and make applications for RoRs Service 2 and for ATS.

In all cases you will need to complete a Candidate Consent Form which will be supplied by your teacher or Mr Tate and must be returned by the published deadline.

Service 2 Consent form ensures you have understood that a mark can go down as well as remain the same or go up.

ATS Consent form allows you to confirm if a script is used for teaching and learning in a class, your name can be removed should you wish.

If you wish to make a Service 2 request where the school has not identified your result from their analysis for review, speak to your teacher or Head of Faculty. They will be able to discuss your request and look at the breakdown of your marks. If you still decide to go ahead with Service 2, you will need to make your application, including a cheque for payment, with Mr Tate before the published deadline.



Certificates

Certificates will be handed out to students at a celebratory presentation evening, usually held in November. You will be invited to this nearer the time.

If you are unable to attend the presentation evening or we are unable to hold this event, we will arrange a time for these to be collected from the school's reception after the presentation evening.

If you wish for someone else to collect your certificates, you must supply this person with a letter of authorisation signed by you.

Certificates are important official documents which you will need in future for applications and interviews. It is therefore essential you collect these and keep them safe. We are required to return uncollected certificates to the awarding bodies.

Where you do not collect these and they have been returned to the awarding body or if you misplace them, you will have to make an application online to the relevant awarding bodies. They do charge high fees to reissue them to you so look after them. The school cannot reissue/reprint certificates.

Complaints and appeals procedure

The Penrose Learning Trust Complaints Policy and Claydon High School Exams Policy are available on the school website www.claydonhigh.com

Awarding Bodies 2026 - 2027

GCSE Biology - 8461
GCSE Chemistry - 8462
GCSE Combined Science Trilogy - 8464
GCSE Design and Technology - 8552
GCSE French - 8652
GCSE Geography - 8035
GCSE Music - 8271
GCSE Physical Education - 8582
GCSE Physics - 8463
GCSE Spanish - 8692
Level 2 certificate in further Mathematics - 8365



GCSE English Language - C700QS
GCSE Sociology - C200QS
GCSE Hospitality and Catering - 5409QA
GCSE Religious Studies - C120OP

GCSE Art and Design; Fine Art - IFA0
GCSE Art and Design; Textiles - ITA0
GCSE Drama - IDRO
GCSE English Literature - IETO
GCSE History - IHIA
GCSE Mathematics - IMA1
GCSE Statistics - ISTO



CAMBRIDGE
OCR

GCSE Computer Science J277
L1/2 Cambridge National Certificate Engineering Design - J822

L1/2 Technical Award in Business and Enterprise - 603/7004/X
L1/2 Technical Award in Health and Social Care - 603/7013/0



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.

