

Preparing for Examinations



Empowering students to achieve their best through academic excellence, personal growth, and a vibrant, caring community.

Warning

- If you do not follow the instructions by the exam boards and invigilators then you could be penalised severely for breach of regulations.
- Sanctions are not decided by the school, they are imposed by the exam boards.
- Regulations apply for mock exams and other assessments, not just the Summer exams.



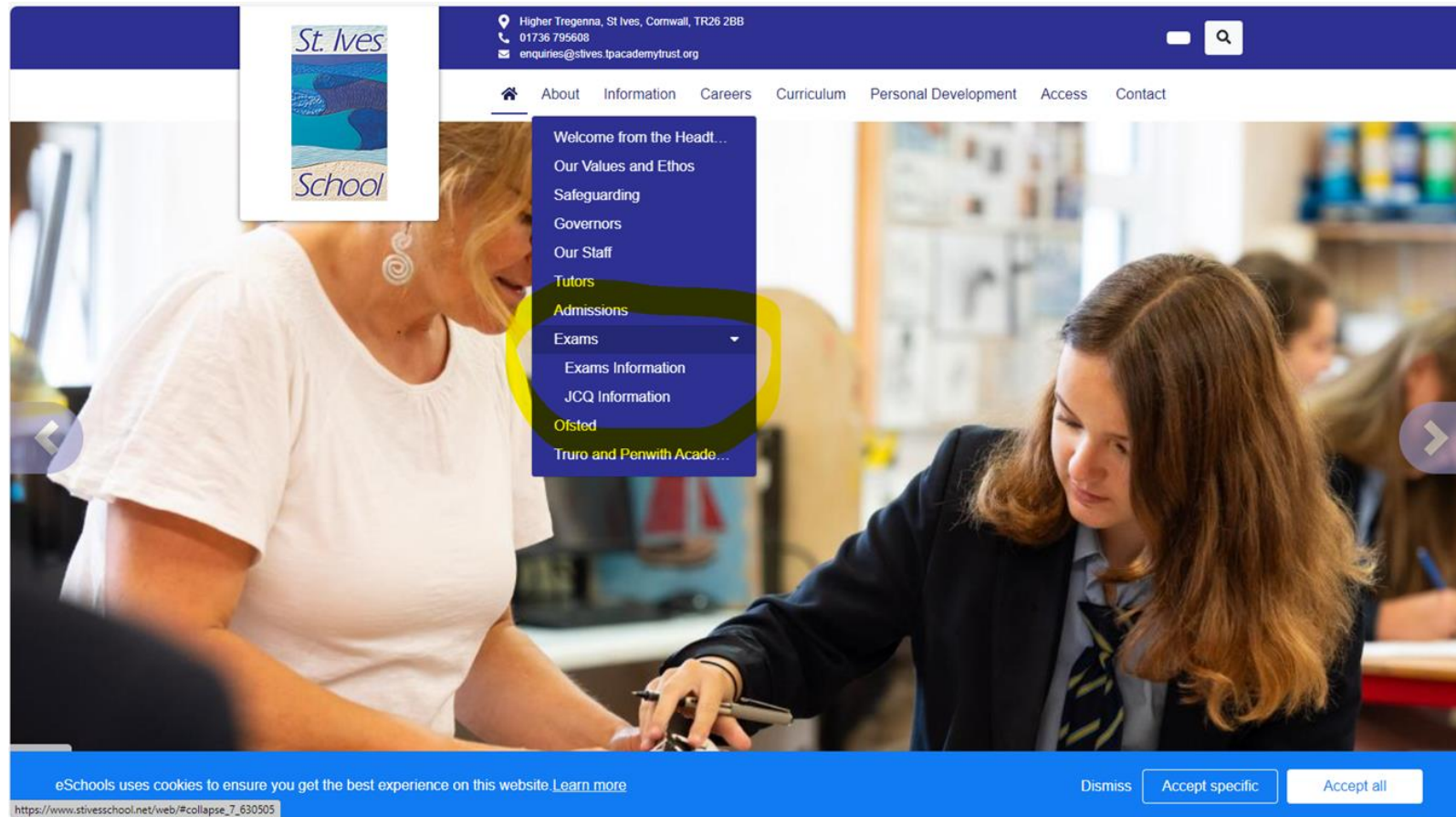
Information for Candidates 2025-26



The
ExamsOffice
Information for Candidates
2025 / 2026

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Check the school website for important exam/assessment information and for Exam timetables.



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The following documents can be found here
which you should read carefully:



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Exam Policies

Under the Information section of the website, the Policies page has details of:

- Appeals procedures
- Exam Policies
- Post-results services

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Controlled/Non-Examination Assessments

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.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

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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

You can't make/use something using AI and claim it as your own work.

You can't use AI in an exam.

If you are allowed to use AI, you won't get marks for content just produced by AI - marks come from showing understanding and producing your own work.

If you use AI - reference it!

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EFFORT



KINDNESS



COMMUNITY





Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

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



Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work



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

- Receive a written warning
- Lose marks
- Be disqualified from a part of or all of your qualifications
- Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)



COMMUNITY



Appeals and Reviews of Marking

- Candidates have the right to appeal their marks for their internal assessments and to request a review of marking for their examinations.
- This can only be based on the process of marking and not the mark itself.
- **Marks can go down, up, or stay the same following an appeal or review.**
- Further information on reviews and appeals can be found in the policy section of the website.



Before the exam

- Go to the toilet before the exam.
- Empty your pockets - **ensure your mobile phone is turned off in your bag and remove your watch.** Place everything you don't need in your bags.
- Bring the correct equipment: **2 black pens, pencil, rubber, ruler and pencil sharpener are essential. Calculator (no lids), protractor and compass.** These must be in a **clear** pencil case.
- Water bottles must be transparent and free from writing. Remove any labels.
- You must not speak to, or communicate in any other way to another student once you enter the exam room, remain in silence at all times.



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During the Exam

- Follow the instructions from the invigilators
- Do not communicate with any other candidate
- Face the front of the room.
- If you need anything, raise your hand and an invigilator will help you.
- When the exam is over remain seated and follow instructions. Leave the exam room in silence and remain silent in the corridor.
- **Do not disrupt the exam in any way.**



Emergency Evacuation

- If the fire alarm goes off, remain seated and in silence.
- Listen to the instructions from the invigilator.
- Do not communicate with any other candidates during the evacuation – remain in total silence
- The full time for the examination will be given once the evacuation has been completed and it is safe to return into school.



Access Arrangements

- Access arrangements e.g. extra time, are in place to help you achieve your very best.
- Please use them! They are supposed to reflect your 'normal way of working'. Use it or lose it!



Timetable

Date	9.00am	1.30pm
Thursday 6th Nov	Art Option C (all day)	
Friday 7th Nov	Art Option B (all day)	
Monday 10th Nov	English Literature (1hr 45)	Film and iMedia (1hr 30)
Tuesday 11th Nov	English Language (1hr 45)	Maths Paper 1 (1hr 30)
Wednesday 12th Nov	History Paper 2 (1hr 45)	Geography Paper 1 (1hr 30)
Thursday 13th Nov	Biology (1hr 45/ 1hr 15)	Maths Paper 2 (1hr 30)
Friday 14th Nov	Chemistry (1hr 45/ 1hr 15)	History Paper 1 (1hr 20)
Monday 17th Nov	Food (1hr 45) and Music (1hr 30)	Geography Paper 2 (1 hour)
Tuesday 18th Nov	DT (1hr 30)	French Writing (1hr 10/ 1 hour)
Wednesday 19th Nov	Physics (1hr 45/ 1hr 15)	Sport Studies (45 mins)
Thursday 20th Nov	Drama (1 hour)	
	French Speaking (all day)	



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