Preparing for Examinations

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Warning

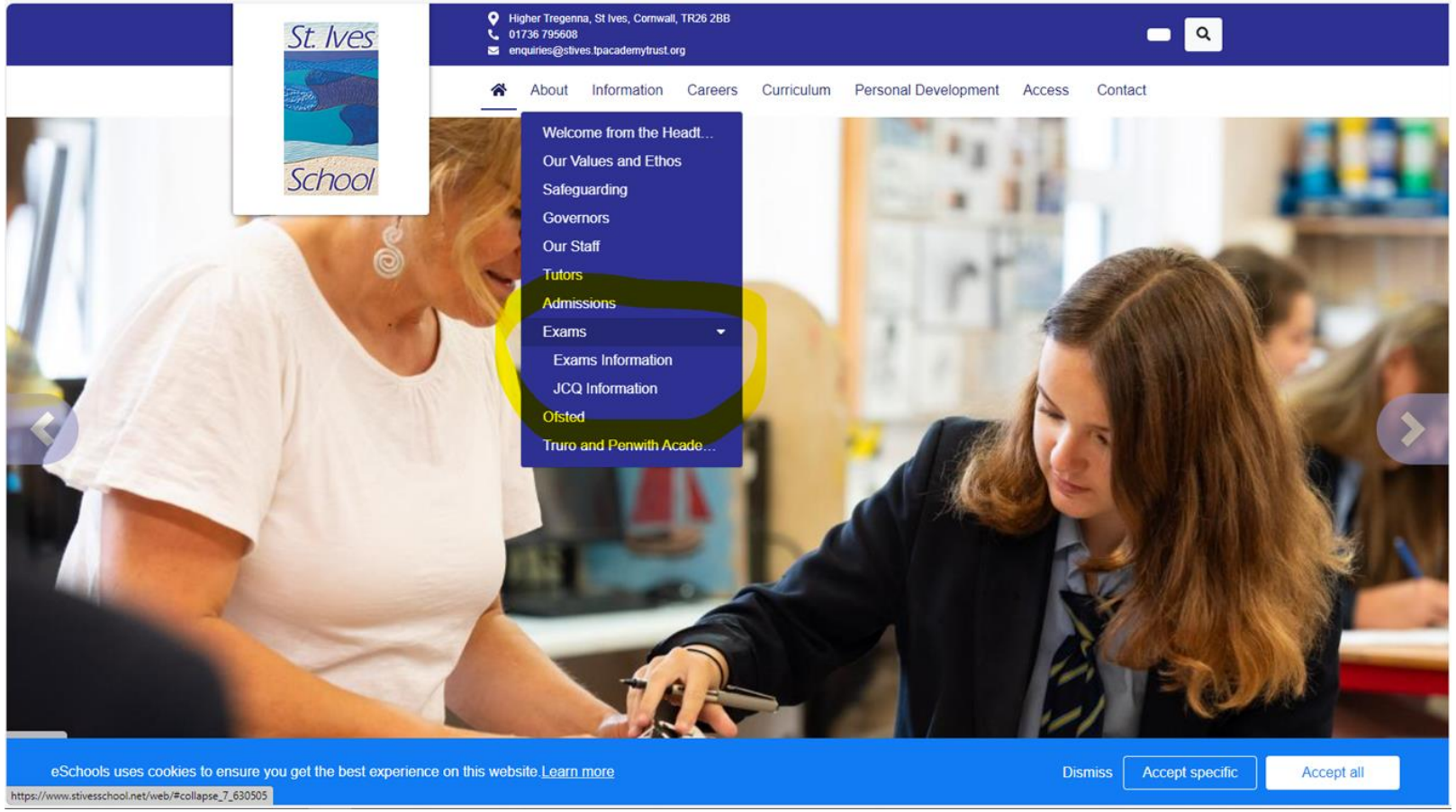
- If you do not follow the instructions by the exam boards and invigilators then you could be penalised severely for breach of regulations.
- Sanctions are not decided by the school, they are imposed by the exam boards.
- <u>Regulations apply for mock exams and other assessments, not just the Summer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

Information for Candidates 2026-27

https://youtu.be/wNuOqs1C50M?si=5nIvcq8uhluUWmuG

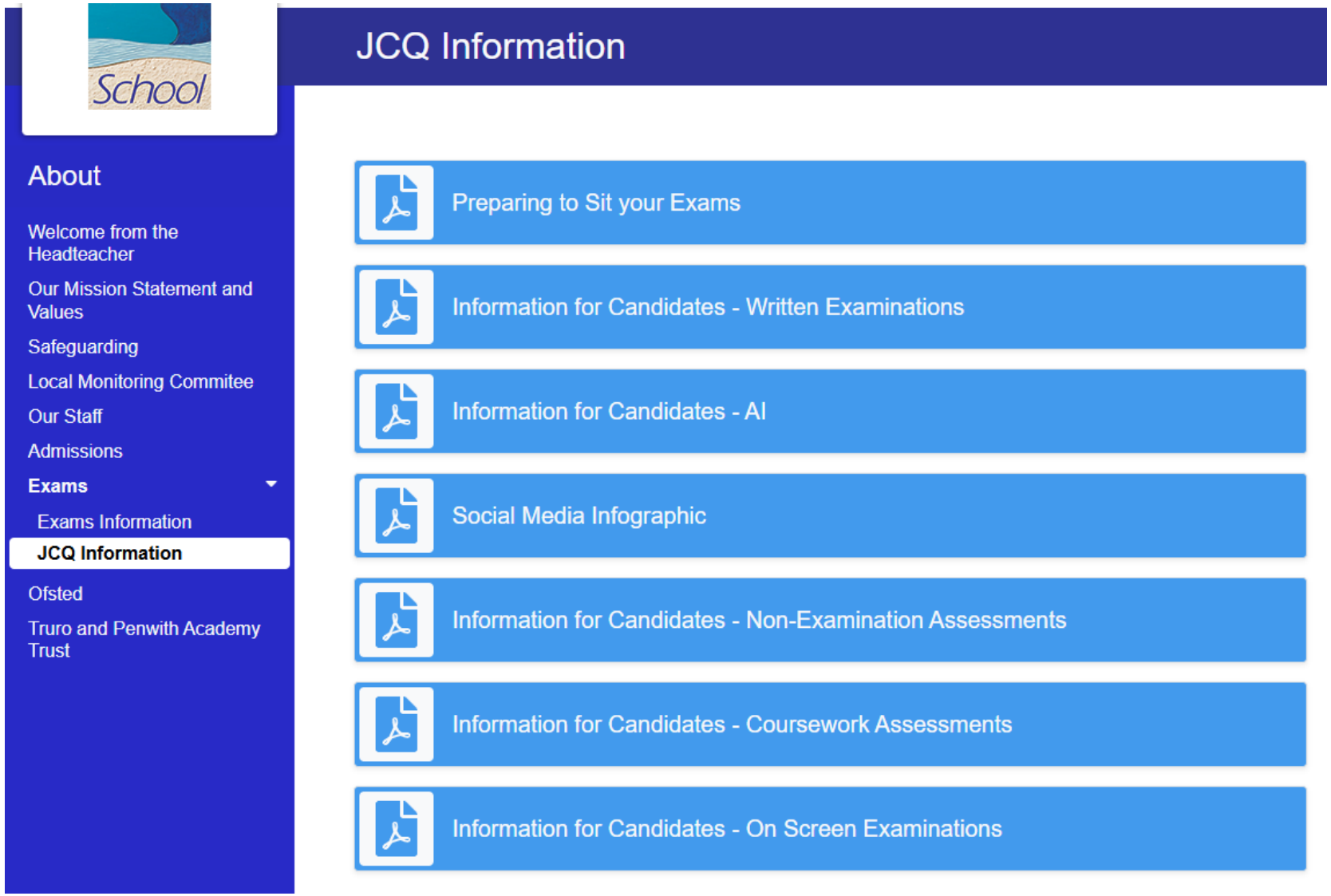
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Check the school website for important exam/assessment information and for Exam timetables.



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



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Exam Policies and Data Protection

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

- Appeals procedures
- Exam Policies
- Post-results services

PERSONAL DATA

A student's personal data will be shared with the awarding bodies for the purpose of examining and awarding qualifications. Awarding bodies may request and retain student materials (written work, audio-visual materials, artwork, digital files etc.) in accordance with their terms. Please refer to the relevant awarding body's privacy notice for further information.

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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Notice to Candidates (NEA/Coursework)

The work you submit for assessment must be your own.
You must not plagiarise. This means you must not take someone else's words, thoughts, ideas or outputs and try to pass them off as your own.

You must clearly reference all your sources.
If you have used any material to create ideas for your work (like a book, journal or internet search) you must reference this, even if you haven't used exactly the same words or phrases in your own work. You must make clear which part, element or phrase you have used and say where it came from. 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.

You must clearly acknowledge and reference any use of AI.
Sometimes you are allowed to use an AI tool to create your NEA. You must keep a copy of the original question(s) and any AI generated content you used, for example, a screenshot with a short explanation of how you used it. You must acknowledge the name of the AI tool used; the date the content was generated and the sources used by the AI tool in generating the content.
You need to hand this in with your final work so your teacher can check the AI content and how you used it.

You must keep your work confidential.
You can only share the work you submit for assessment with your teacher(s). You must not share it with anyone else, and you must not post it online.

The work you submit for assessment must be produced under the conditions set out in the specification.
Each qualification has a specific set of conditions. Your teacher will explain the level of supervision and control necessary for this assessment.

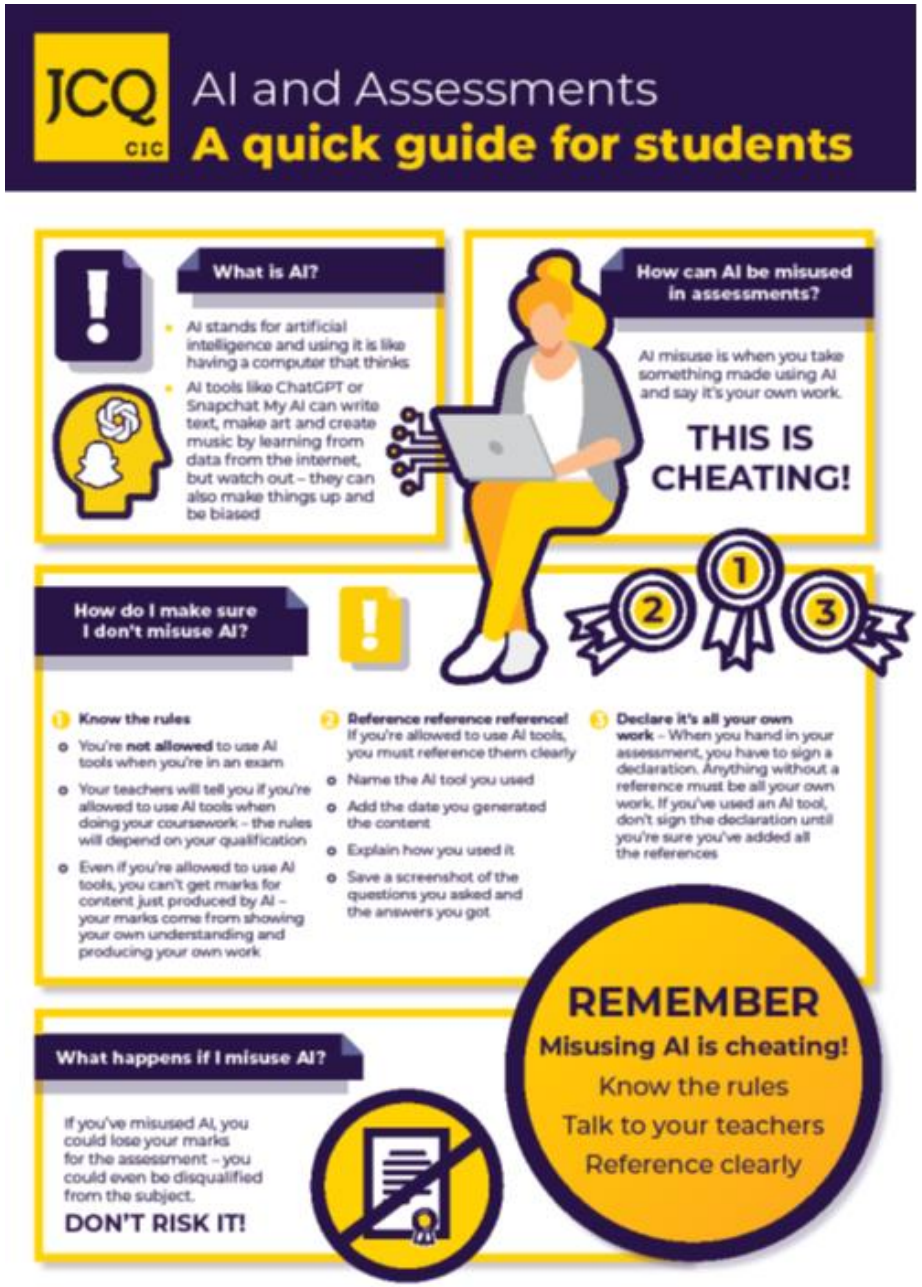
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You can't make/use something using AI and claim it as your own work.

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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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:
jcq.org.uk/exams-office/information-for-candidates-documents

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Appeals and Reviews of Marking

- Candidates have the right to appeal their marks for their internal assessments (NEAs) 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, **<u>you will not be allowed to go during the exam.</u>**
- Empty your pockets - **ensure your <u>mobile phone is turned off in your bag</u> 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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JCQ CIC

AQA · CAMBRIDGE OCR · City & Guilds · Gea · NCFE · Pearson · wjec cbac

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.

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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.**

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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

	9.00	1.30
Monday 9th Nov	English Literature Paper 2 (2hr 15)	History (1hr 20)
Tuesday 10th Nov	Biology (1hr 15/1hr 45)	Geography Paper 1 (1hr 30)
Wednesday 11th Nov	Computer Science/Music/Drama/Film (1hr 30)	Maths Paper 1 (1hr 30)
Thursday 12th Nov	Chemistry (1hr 15/1hr 45)	Maths Paper 2 (1hr 30)
Friday 13th Nov	History (1hr 45)	French Writing (1hr 10/1hr 15)
Monday 16th Nov	English Language Paper 2 (1hr 45)	Geography Paper 2 (1hr 30)
Tuesday 17th Nov	Physics (1hr 15/1hr 45)	Sport Studies (1hr 15)
Wednesday 18th Nov	Design Technology (2hrs)	Maths Paper 3 (1hr 30)
Thursday 19th Nov	Food (1hr 45)	
	Opt A - Art all day	
Friday 20th Nov	French Listening and Reading (1hr 20/1hr 45)	
	Opt B - Graphics all day	
Monday 23rd Nov	Opt C - Art all day	

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