



Exams

Handbook

2025/26

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Date	AM/PM	Board	Code	Title	Duration
07/05/2026	PM	AQA	8662/LH	German Paper 1 (Listening)	45m
07/05/2026	PM	AQA	8662/RH	German Paper 3 (Reading)	1h
08/05/2026	PM	AQA	8261/W	Drama Written Paper	1h 45m
11/05/2026	AM	AQA	8702/1	English Literature Paper 1	1h 45m
11/05/2026	PM	Pearson	1CNO 3H	Chinese (Mandarin) Paper 3 (Reading)	1h 05m
11/05/2026	PM	Pearson	1CNO 1H	Chinese (Mandarin) Paper 1 (Listening)	45m
11/05/2026	PM	Pearson	1BS0 01	Business Studies: Investigating Small Business	1h 45m
12/05/2026	AM	OCR	J625/01	Religious Studies: Christianity Beliefs, Teaching & Practices	1h 00m
12/05/2026	AM	OCR	J625/05	Religious Studies: Hinduism Beliefs, Teaching & Practices	1h 00m
12/05/2026	PM	AQA	8464/B/1F & 1H	Combined Science: Biology Paper 1 (H & F)	1h 15m
12/05/2026	PM	AQA	8461/1F & 1H	Biology Paper 1 (H & F)	1h 45m
13/05/2026	AM	OCR	J383/01	Geography: Living in the UK Today - Written paper	1h 00m
13/05/2026	PM	Pearson	1CP2 01	Computer Science: Principles of Computer Science	1h 30m
14/05/2026	AM	AQA	8300/1F & 1H	Mathematics Paper 1 (non - calculator) (H & F)	1h 30m
14/05/2026	PM	AQA	8662/WH	German Paper 4 (Writing)	1h 15m
15/05/2026	AM	Pearson	1H10 11	History: Medicine in Britain	1h 20m
18/05/2026	AM	AQA	8464/C/1F & 1H	Combined Science: Chemistry Paper 1 (H & F)	1h 15m
18/05/2026	AM	AQA	8462/1F & 1H	Chemistry Paper 1 (H & F)	1h 45m
18/05/2026	PM	Pearson	1CNO 4H	Chinese (Mandarin) (Writing)	1h 25m
19/05/2026	AM	AQA	8702/2	English Literature Paper 2	2h 15m
19/05/2026	PM	Pearson	1CP2 02	Computer Science: Application of Computational Thinking	2h 00m
20/05/2026	PM	OCR	J625/06	Religious Studies: Religion, philosophy and ethics ...	2h 00m
21/05/2026	AM	AQA	8700/1	English Language Paper 1	1h 45m
21/05/2026	PM	Pearson	1BS0 02	Business Studies: Building a Business	1h 45m
22/05/2026	AM	Pearson	1PE0 01	Physical Education: Fitness and Body Systems	1h 30m
HALF TERM	HALF TERM	HALF TERM	HALF TERM	HALF TERM	HALF TERM
01/06/2026	AM	Pearson	1PE0 02	Physical Education: Health and Performance	1h 15m
02/06/2026	AM	AQA	8464/P/1F & 1H	Combined Science: Trilogy - Physics Paper 1 (H & F)	1h 15m
02/06/2026	AM	AQA	8463/1F & 1H	Physics Paper 1 (H & F)	1h 45m
03/06/2026	AM	AQA	8300/2F & 2H	Mathematics Paper 2 (calculator) (H & F)	1h 30m
03/06/2026	PM	OCR	J383/02	Geography: The World Around Us	1h 00m
04/06/2026	AM	Pearson	1H10 2A-2W	History: The American West / Early Elizabethan	1h 50m
05/06/2026	AM	AQA	8700/2	English Language Paper 2	1h 45m
05/06/2026	PM	WJEC	C660U30-1	Music - Appraising	1h 15m
08/06/2026	AM	AQA	8464/B/2F & 2H	Combined Science: Trilogy - Biology Paper 2 (H & F)	1h 15m
08/06/2026	AM	AQA	8461/2F & 2H	Biology Paper 2 (H & F)	1h 45m
08/06/2026	PM	AQA	8365/1	Further Mathematics - Paper 1	1h 45m
09/06/2026	AM	Pearson	1SP1 2F/2H	Spanish Paper 2: Listening and understanding (H & F)	0h 45m / 1h
09/06/2026	PM	Pearson	1H10 33	History: The USA	1h 30m
10/06/2026	AM	AQA	8300/3F & 3H	Mathematics Paper 3 (calculator) (H & F)	1h 30m
10/06/2026	PM	WJEC	C600U10-1	Design and Technology: D&T in the 21st Century	2h 00m
11/06/2026	AM	OCR	J383/03	Geography: Geographical Skills	1h 30m
11/06/2026	PM	OCR	J309/01	Food preparation and nutrition	1h 30m
12/06/2026	AM	AQA	8464/C/2F & 2H	Combined Science: Trilogy - Chemistry Paper 2 (H & F)	1h 15m
12/06/2026	AM	AQA	8462/2F & 2H	Chemistry Paper 2 (H & F)	1h 45m
15/06/2026	AM	AQA	8464/P/2F & 2H	Combined Science: Trilogy - Physics Paper 2 (H & F)	1h 15m
15/06/2026	AM	AQA	8463/2F & 2H	Physics Paper 2 (H & F)	1h 45m
15/06/2026	PM	AQA	8365/2	Further Mathematics - Paper 2	1h 45m
16/06/2026	AM	Pearson	1SP1 3F/3H	Spanish: Reading and understanding (H & F)	0h 45m
17/06/2026	AM	Pearson	1SP1 4F	Spanish: Writing in Spanish (H & F)	1h 15m

HOBART EXAM CONTACTS

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Frequently Asked Questions

❖ What are the dates of the GCSEs for 2026?

The GCSE exams period runs from **Thursday 7th May to Wednesday 17th June 2026**.

There is a nationwide contingency day planned for Wednesday 24th June *used only in case of a national emergency/disruption*. Students are advised to make themselves available until this date.

❖ When will I receive my timetable for the summer exams?

A Statement of Entry will be issued after Spring half term.

Once this has been checked by you - and all details confirmed correct - you will be issued with your individual timetable in the following 2-3 weeks.

❖ What should I check on my Statement of Entry?

- That you have been entered for the **correct examinations AND correct TIER of entry**.
- That your **LEGAL** name, as it appears on your birth certificate, is the one being used.
- That your name is spelt correctly.
- That your date of birth is correct.

Please inform your teacher or Mrs Bromley ASAP if any of the above are incorrect.

❖ Must I wear school uniform for the exams?

Yes, you must be in full school uniform for all exams.

❖ What times do the exams start?

Morning exams start at **9:00am** and afternoon exams start at **1:00pm**.

❖ What time must I arrive for my exams?

You must arrive at **least 15 minutes before** the start time. Please wait quietly outside the exam room until you are invited to enter by a member of staff.

❖ If I am late, can I still sit the exam?

Yes. You should get to school as quickly as possible and report to the office. A member of staff will come to collect you and escort you to the exam room. **You must not enter** an examination room without permission after an examination has begun.

If you arrive very late (more than 1 hour) the school must inform the Exam Board, giving the reason and evidence for your lateness. The Exam Board may decide not to accept your work.

You will be allowed the full time for the exam.

❖ If I miss the exam? Can I take it on another day?

No – not in the current exam season. GCSE Timetables are regulated by the Exam Boards and you must attend on the given date and time along with students across England, Wales and abroad.

❖ Why does school need an up-to-date contact number for me?

As stated above, each exam takes place at the same time. **We need to be able to contact you if you are not in school to sit the exam.**

❖ **What if I am ill or have an accident before the exam?**

Inform school immediately so that we can help or advise you. For instance, if you have an injury which means you are unable to write it may be possible to provide you with a scribe. You must obtain medical evidence (from your doctor or hospital) if you wish the school to make an appeal for Special Consideration on your behalf.

❖ **Who are the Invigilators?**

Invigilators are in the examination rooms to supervise the conduct of the examination and are employed externally by the school.

Pupils are expected to behave in a respectful manner towards all Invigilators and follow their instructions at all times.

They will distribute and collect the examination papers, tell you when to start and finish the examination, hand out extra writing paper/equipment if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Invigilators cannot discuss the examination paper with you or explain the questions.

❖ **What are 'exam conditions'?**

As soon as you enter the exam room there must be complete **silence; you must not speak, distract or communicate with other candidates in any way**. You must face the front at all times. If you need anything you must put up your hand and wait for an Invigilator to come to you.

Any pupil who is disruptive or behaves in an unacceptable manner may be removed from the examination room and taken to a member of the Senior Leadership Team and may be reported for malpractice.

❖ **What equipment should I take into the exam room?**

ALL EXAMS	A CLEAR WATER BOTTLE with any labels removed. TRANSPARENT PENCIL CASE or clear plastic bag that includes that includes: <ul style="list-style-type: none">● black pen (NO blue pens and NO gel pens)● pencil● pencil sharpener● eraser● ruler
SCIENCES	ALL OF THE ABOVE plus a scientific calculator without lid
MATHS	ALL OF THE ABOVE plus a scientific calculator without lid , protractor, compass etc
D&T	ALL OF THE ABOVE plus coloured pencils

- You are responsible for providing your own equipment for examinations.
- You must not lend equipment or attempt to borrow it from another candidate.
- **If you find yourself without a piece of equipment that you need, take your seat and raise your hand and an invigilator will come to you.**
- Only material listed on the question paper is allowed in the examination room.

❖ **What equipment must I NOT take into the exam room?**

Mobile phones even if switched off, notes, books, papers, calculator case or lid, calculator instruction leaflets, correction fluid or pen, reading pens, instruments which can capture a digital image, electronic devices (any watches iPods, MP3/4 players, pagers or the like).

If you are found to have anything with you which is not allowed, **even if you did not intend to use it**, this must be reported to the Exam Board and you could be disqualified from this and/or the rest of your exams.

❖ **What Access Arrangements/additional support do I have?**

Any Access Arrangements will have been communicated to you by the SENDCO prior to the start of the exam period. They will also be marked on your candidate card.

Purple = 25% Extra Time. **R** = Reader. **S** = Scribe. **RB** = Rest Breaks. **L** = laptop. **CP** = coloured paper.

❖ **What if I think I have the wrong paper/tier?**

Invigilators will ask you to check before the start of the exam. If you think something is wrong **put your hand up and tell the Invigilator immediately**.

❖ **What if I think there is an error on the paper?**

If you think something is wrong, **raise your hand** and wait for the Invigilator to come to you.

❖ **What details do I need to fill in on the front of the exam/answer paper?**

Legal name (as it appears on your birth certificate), **candidate number**, **centre number**, and, finally **your signature**. Please make sure that you put your name in the correct boxes – ie, Surname = last name and Forename = first name.

❖ **What is my Candidate number?**

Each candidate has a four-digit candidate number which is used by all the Exam Boards to identify you. **You must write it on all your examination papers and coursework.**

❖ **What if I forget my Candidate Number?**

Your Candidate Number is **printed on your candidate card** which is placed on your desk for every examination.

❖ **What is the school Centre Number?**

The Centre Number is **18421**. This will also be **printed on your candidate card** and is also on the projected screen/whiteboard displayed at the front of the Sports Hall/exam room.

❖ **How do I know how long the exam is?**

This is **displayed on projected screen/whiteboard** at the front of the Sports Hall/exam room and will also show the finish time for both standard time and extra time.

❖ **Can I go to the toilet during the exam?**

Only if it is absolutely necessary. You will be asked to remove your blazer and will be escorted by an Invigilator. Any time missed will not be added on to the end of the exam.

❖ **What if I feel ill during the exam?**

Raise your hand and an Invigilator will assist you. You should always inform an Invigilator if you feel ill before or during an exam.

❖ **What if I finish the exam early?**

You will not be allowed to leave an examination room early. If you are sure that you have finished the paper, use any time remaining to **carefully check your answers, check the exam instructions** (have you completed all of the questions that you need to?) and **check that you have completed your details correctly.** You must sit quietly and facing the front. **Do not turn round or look about the room, make any noise or distract other candidates in any way.**

❖ **What happens at the end of the exam?**

The Invigilator will announce when there is 5 minutes of the exam remaining (standard time – see next FAQ for extra time). When it is the end of the exam the Invigilator will instruct you to put down your pens and to stop writing.

You must stop writing immediately and remain silent, facing the front. Remember that you are still under examination conditions until you have left the room.

Invigilators will collect all question papers, answer booklets and additional paper. Remember to cross out any rough work in your answer book.

If you have used more than one answer book or loose sheets of paper you must place it inside your paper, **make sure you have your name and candidate number on any loose sheets.**

Remain seated, in silence, until told to leave the examination room. Please leave the room **quietly** and show consideration for other candidates who may still be working.

❖ **What happens if I have Extra Time?**

If you are entitled to extra time you can remain in the room after the standard time candidates have left and continue with the paper (if you wish to use the extra time).

Extra time finish times will also be displayed on the screen/whiteboard at the front of the room.

The Invigilator will announce when there is 5 minutes remaining of the extra time period.

If you finish your paper before the end of the extra time period, remain seated and raise your hand. You will be allowed to leave the room when your paper has been collected by an Invigilator.

❖ **What happens if there is a fire alarm during an exam?**

If the fire alarm sounds during an examination leave everything on your desk. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room, do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the Exam Board with details of the incident.

I hope that you have been able to find the answers to your questions.

Please contact Mrs Bromley in the Exams Office if you or your parents have any other queries about exam procedures before or during the exams.

*******And finally, but most importantly, we wish you the very best of luck for your exams*******

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.

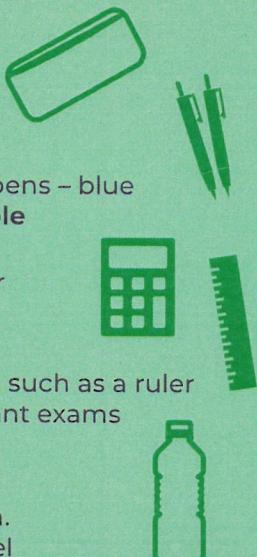
What you cannot take into your exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)
- smart devices (e.g. Airbuds, 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 apparatus, 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 2026 exam timetable on the morning and afternoon of 24 June 2026. Make sure you are available on 24 June 2026.

If you have any questions about your exams, please ask your teacher or exams officer.



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

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



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

JCQ Things to do on social media:

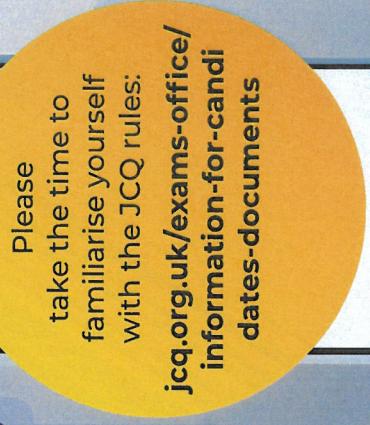
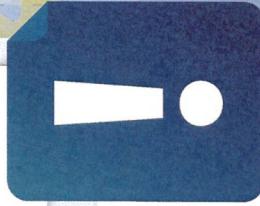
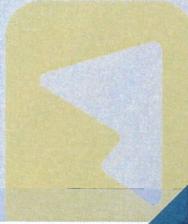
- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

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:

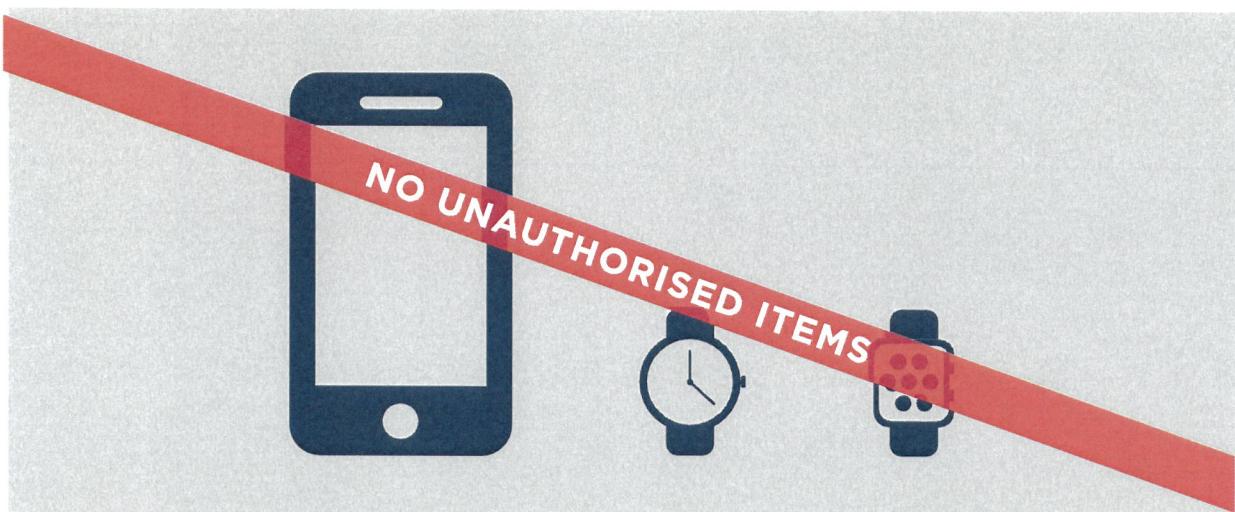
- Receive a written warning
- Lose marks
- Be disqualified from a part of or all of your qualifications
- Be banned from taking exams and assessments for a number of years



Please take the time to familiarise yourself with the JCQ rules:
jcq.org.uk/exams-office/information-for-candidates-documents

NO MOBILE PHONES NO WATCHES

**NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL SOURCES OF INFORMATION**



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.

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

Warning to candidates



AQA Questions matter AQA	City & Guilds Rewarding Learning City & Guilds	CCEA	OCR Oxford Cambridge and RSA OCR	Pearson Pearson	wjec cbac WJEC
---------------------------------------	-----------------------------------------------------------------	-------------	-----------------------------------------------	---------------------------	---------------------------------



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 exam/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, only speak to an invigilator.

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.



Joint Council for
Qualifications CIC

Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:



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**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

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 into the exam room any unauthorised material, including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) watches.

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 each 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.

C. Calculators, dictionaries and computer spellcheckers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in its memory;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed;
 - (c) you think you have not been given the expected access arrangement(s).
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are not sure what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.



Joint Council for
Qualifications CIC

Information for candidates

Non-examination assessments

Effective from 1 September 2025

Produced on behalf of:



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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 2026.

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.

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 of others 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 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.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who will be very familiar with work on the topic concerned. They may have read the source you are using or even marked the work you have copied from.
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Sanctions for breaking the regulations

If it is discovered that you have broken the regulations, one of the following sanctions will be applied:

- you will be awarded zero marks for your work;
- 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 sanction is appropriate.

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



Joint Council for
Qualifications CIC

Information for candidates

Coursework assessments

Effective from 1 September 2025

Produced on behalf of:



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This document tells you about some things that you **must** and **must not** do when you are completing coursework.

When you submit your work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

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.

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'.

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 called '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).

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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.

You may be required to produce a bibliography at the end of your work. This **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 of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. They will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must each** write up your **own account** of the assignment. Even if the information you have is the same, the description of how that information was obtained and the conclusions you draw from it should be in your own words.

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. **Don't** leave it lying around where your classmates can find it. **Don't** 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.

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Don't think you won't be caught; there are many ways to detect plagiarism.

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- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources. They can detect changes in the grammar and style of writing or punctuation.

Sanctions for breaking the regulations

If it is discovered that you have broken the rules, one of the following sanctions will be applied:

- you will be awarded zero marks for your work;
- you will be disqualified from that unit for that examination series;
- 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 sanction is appropriate.

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



Joint Council for
Qualifications CIC

Information for candidates

On-screen tests

With effect from 1 September 2025

Produced on behalf of:



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**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.

A. Regulations – Make sure you understand the rules

- 1** Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2** **Do not** become involved in any unfair or dishonest practice during the on-screen test.
- 3** If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
- 4** Only take into the exam room the materials and equipment which are allowed for that exam.
- 5** You **must not** take into the exam room any unauthorised material including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) a watch.

Unless you are told otherwise, you **must not** have access to:

- (d) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. floppy disks, CDs, memory sticks, social media sites, spreadsheets or the internet;
- (e) prepared templates.

Bringing unauthorised material into the exam room is breaking the rules, whether you intend to use it or not. You will be subject to sanctions and possible disqualification.

- 6** **Do not** talk to, try to communicate with or disturb other candidates once you have entered the exam room.
- 7** If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 8** **Do not** borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

- 1** Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2** If you arrive late for an on-screen test, report to the invigilator running the test.
- 3** If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4** Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spellcheckers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in its memory;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the examination room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT issues;
 - (d) your access to the on-screen test has not been set up correctly;
 - (e) adjustments to the on-screen test have not been made for you, e.g. additional time has not been added, computer reading software or speech recognition software has not been uploaded.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are told that the exam has begun.

E. Advice and assistance

- 1 If, on the day of the on-screen test, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the on-screen test if:
 - (a) you have a problem with your computer and are not sure what you should do;
 - (b) you do not feel well.
- 3 You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.