



St Peter & St Paul

Catholic Voluntary Academy

Pro Petro Paulo Patria

CANDIDATE EXAM HANDBOOK

2025/26

This handbook is reviewed and updated annually

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Introduction

St Peter & St Paul Catholic Voluntary Academy is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Purpose of this handbook

External examinations can be a stressful time for students and parents/carers and it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

St Peter & St Paul Academy will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their best.

This booklet is intended to inform you about examination procedures, to answer some of the most frequently asked questions and to help, guide and support students and parents through the examination process.

Hopefully, this booklet will prove informative and helpful for you and your parents/carers. Please read it carefully and show it to your parents/carers so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and St Peter & St Paul Academy is required to follow them precisely. You should therefore, pay particular attention to the JCQ Notice to Candidates and the Warning to Candidates that are available on the Academy website in the exam information section for students and parents.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations please contact the Exams Office:

The Academy telephone number is: 01522 871400.

Centre Number: 26140

Remember – we are here to help.

Good Luck!

Malpractice

Malpractice means any act, default or practice which is a breach of the Regulations, or which compromises or may compromise the process of assessment.

Any alleged, suspected or actual incidents of malpractice are required to be investigated and reported to the relevant awarding body/bodies

JCQ provides information regarding what constitutes malpractice:

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of candidates' work
- Undermining the integrity of examinations/assessments

The sanctions and penalties that can be applied are listed below:

1. Warning
2. Loss of all marks for a section
3. Loss of all marks for a component
4. Loss of all marks for a unit
5. Disqualification from a unit
6. Disqualification from all units in one or more qualifications
7. Disqualification from a whole qualification
8. Disqualification from all qualifications taken in that series
9. Candidate debarral

JCQ publication: [Suspected Malpractice: Policies and Procedures](#) -Appendix 6

Malpractice is not limited to written exams; it is also applied to non-examination assessments conducted throughout the year. For instance:

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...

Use of AI, research and references

If using AI is permitted by the awarding body for that particular course, 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...

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.

St Peter and St Paul Catholic Voluntary Academy Publication: Managing Behaviour Policy (Exams)

Social Media

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/coursework is not your own independent work

JCQ Information for Candidates Publication – Using Social Media and Examinations/Assessments

Personal data

- Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies...
- The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.
- Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programs and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms.
- Please see the relevant awarding body's privacy notice if you require further information about how your Student Materials may be used by the awarding body.

JCQ Publication: [General Regulations](#) - Section 6

Copyright

- Candidates may access Student Materials (including examination scripts) through the access to scripts arrangements set out in JCQ General Regulations paragraph 5.13.
- Candidates should review the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body

JCQ Publication General Regulations Section 6

Coursework assessments/non-examination assessments

Coursework and non-examination assessments (NEAs) form an important part of many qualifications. These assessments are completed under controlled conditions and contribute to your final grade. It is essential that you understand your responsibilities and the rules that apply.

Key Information for Candidates

JCQ Guidance

You must read and follow the relevant JCQ documents:

- **Information for candidates – coursework**
- **Information for candidates – non-examination assessments**
- **Information for candidates – social media**

These documents outline the rules around conduct, plagiarism, and the use of external assistance. They are available:

- As appendices to this handbook (if applicable)
- On the JCQ website: www.jcq.org.uk
- Via the St Peter and St Paul Catholic Voluntary Academy Website or exams office

Use of Artificial Intelligence (AI)

AI tools (e.g. ChatGPT, Grammarly, translation tools) may be used **only** where permitted by your subject teacher and must be acknowledged appropriately.

What you need to know:

- **AI is** software that can generate or assist with content.
- **Permitted use** includes idea generation or grammar checking, if approved.
- **Acknowledgement:** You must clearly state where and how AI was used.
- **Risks:** AI-generated content may be inaccurate, biased, or plagiarised.
- **Misuse:** Submitting AI-generated work as your own without acknowledgement is malpractice and may result in disqualification.

Refer to the **JCQ AI Poster for Students** for further guidance.

Assessment Schedule

- Assessments will take place throughout the academic year.
- Your subject teachers will inform you of the specific dates and deadlines.
- You will be given sufficient notice to prepare and complete your work.

Communication and Deadlines

- You will be informed of your assessments via your subject teacher
- **Deadlines are strict.** Late submissions may not be accepted unless there are approved mitigating circumstances.

Marking and Feedback

- Your work will be marked by your teacher according to the subject-specific mark scheme.
- You will be informed of your **centre-assessed marks** before they are submitted to the awarding body.
- If you believe your mark is incorrect, you may request a review under the **Internal Appeals Procedure (Assessment Decisions)**. Details of this procedure are available from the exams office or the school's website.

External Assessment

- Some coursework/NEA components may be externally marked by the awarding body. Your teacher will inform you if this applies to your subject.

Written timetabled exams

You will receive a candidate statement of entry, and you need to check that personal details and exam entries are correct. If they are incorrect you will need to speak to the Exams Officer as soon as possible.

- Make sure you **know your timetable**. A copy of the Academy's exam timetable is published on the Academy website, and a copy is displayed on the exam notice board near the Exams Office. You will also receive an individual timetable showing your own specific examinations with details of date, time, duration of exam, venue and seat number, please check it carefully. If you think something is wrong, see the Exams Officer immediately. Please write the details of your exams in your Academy diary.
- Put your timetable in a prominent place and work out a scheme of revision for each exam.

You will be informed by your teacher of the date and time of any speaking tests, practical exams or controlled assessments that you are taking.

Refer to the following documents, available via appendices to this handbook and on the JCQ.org.uk website

- The JCQ information for candidates' documents:
 - Written examinations,
 - Social media

- Exam room posters:
 - Warning to candidates
 - Unauthorised items

JCQ Publication: General Regulations 5.8

Contingency session - Summer 2026

Summer 2026 contingency date:

24/06/2026 – AM&PM

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

In the highly unlikely event that there is national disruption to a day of examinations in summer 2026, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the contingency day on **24/06/2026**. Centres will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of this contingency arrangement so that they may take it into account when making their plans for the summer. However, the awarding bodies will not insist upon candidates being available throughout the entire timetable period as a matter of course.

JCQ Publication: ICE – Section 15

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

A **timetable clash** occurs when a candidate is scheduled to sit two or more exams at the same time. Centres must manage these clashes in accordance with JCQ regulations to ensure the integrity and security of the examinations.

Some candidates may have a clash where two or more subjects are timetabled at the same time. The Academy will make special timetable arrangements for these candidates only. You should receive a form letting you know that you have a clash and what the arrangements will be however you must check your individual timetable and see the Exams Officer if you are unsure of what to do.

General Principles

- The **security of all examinations must be maintained** at all times.
- Candidates must be **supervised continuously** during any timetable variation.

Managing Clashes Within the Same Session

- If the **total duration** of the exams (including any approved extra time or rest breaks) is **three hours or less**, the centre may:
 - Decide the order in which the exams are taken.
 - Allow a **supervised break of up to 20 minutes** between papers, conducted under formal exam conditions (no revision or communication allowed).

Managing Clashes Exceeding Three Hours

- If the total duration **exceeds three hours**, the centre may:
 - Split the exams across **different sessions on the same day**.
 - Decide which paper is sat earlier or later.

Supervision Requirements

- Candidates must be kept under **centre supervision** at all times between exams.
- Supervision includes:
 - No access to electronic devices or the internet.
 - No contact with other candidates who have sat the exam.
 - No coaching by staff.
 - Revision is permitted using **personal resources only**.

Overnight Supervision (Timetable Clashes)

In rare cases where a candidate has a timetable clash that cannot be resolved within the same day, **overnight supervision** may be arranged. This ensures the integrity of the examination process while allowing the candidate to sit all required papers.

Key Points

- **Eligibility:** Used only when exams cannot reasonably be sat on the same day.
- **Supervision:** Begins **30 minutes after the published start time** of the delayed exam and continues until the exam is sat the next morning.
- **Supervisors:** May be a parent/carer, centre staff member, or invigilator.
- **Conditions:**
 - No access to phones, internet, social media, or external communication.
 - No contact with anyone who may have sat the exam.
 - Revision is allowed using personal materials only.
- **Declaration Form:** Must be completed and signed **at least 24 hours in advance**. Copies are retained by the centre and supervisor.
- **Special Consideration:** May be requested for the final exam taken after overnight supervision.

Where you will take your exams

Your exams will take place in the Sports hall, Main Hall or in a classroom.

What time your exams will start and finish

Published external examination start times are as follows:

- Morning examinations start at **9.00 am**
- Afternoon examinations start at **1.30 pm**

These times can be adjusted slightly by the school, if absolutely necessary, affecting the entire exam. Exam times will not be altered for individual candidates, unless the candidate is subject to an exam clash.

Mock/Preliminary examination start times:

- The school strives to maintain the same start times for mock examinations; however, afternoon exams may be held earlier to minimise impact on the school timetable. Candidates will be informed via their timetable and pre-exam briefing as to the general start times.

Your timetable will state the starting time and the allocated room and seat in which you will sit your examination. **Seating plans/rooms may be subject to changes before the day but all efforts to communicate the changes to affected candidates will be made prior to the exam.**

You should be outside the exam room **15 minutes before the start time**; make sure you arrive at the Academy **at least 20 minutes beforehand** so you can get yourself organised. Allow enough time to get to the Academy so that if you are delayed for any reason, e.g. traffic, you will still arrive in good time.

The Centre policy is for students to remain in the exam room for the published duration of the examination.

Exams may run over the end of the academy day. Check your timetable and identify these exams and ensure you make arrangements to get home.

Supervision during your exams

- The Academy employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators have to follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by examinations staff and members of the Senior Leadership Team.

Exam room conditions

- Candidates are called into the exam room by the Invigilator or member of Senior Leadership Team.
- **Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator**
- **DO NOT** write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- **DO NOT** draw graffiti or write offensive comments on examination papers – if you do the awarding body may refuse to accept your paper.
- **DO NOT** write anything on your skin, even if it is unrelated to the examination. You may be asked to remove wristbands / bracelets etc... by exams staff/invigilators
- Candidates **MUST** listen to and follow the instructions of the invigilator at all times in the exam room
- Check you have the correct question paper – check the date, time, subject, paper and tier of entry.
- You **MUST NOT** write on the front of your booklet until you are advised to do so. You **MUST** write your details on the question paper correctly including your candidate number.
- Candidates **MUST NOT** open the question paper until the examination begins
- Read all instructions carefully and number your answers clearly
- Candidates **MUST NOT** talk to, attempt to communicate with or disturb/distract other candidates once they have entered the examination room.
- Candidates are responsible for producing legible handwriting in their exams
- Candidates **MUST** stay in the examination room until the end of the examination. You will not be allowed to leave an examination room early. If you have finished the paper early use any time remaining to check over your answers and ensure that you have completed your details correctly.
- At the end of the examination all work **MUST** be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, place them together in the correct order in the main answer booklet, ensuring you have written all required details each additional answer booklet/paper.

- Invigilators will collect your exam papers before you leave the room. Absolute silence **MUST** be maintained during this time. **Remember you are still under examination conditions until you have left the room.**
- Question papers, answer booklets and additional paper **MUST NOT** be taken from the exam room.

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

JCQ Publication: ICE Section 23

Where you will sit in the exam room

- Candidates are seated in accordance with the seating plan for that exam.
- You will have a candidate ID on your desk. The ID will have your legal name, candidate number and school photo to facilitate identification.
- Please make sure you know where your seat is located before entering the exam room. There will be a seating plan available as a reminder to check that there are no unforeseen changes.
- If you can't find your desk please ask an invigilator – it is important you are seated in the correct place

How your identity is confirmed in the exam room

ID cards will be placed on each desk prior to candidates being invited into the examination room. Senior members of staff will be in the exam room at the start of the exam to confirm identity of students per the school's **Candidate Identification Procedure**.

JCQ Publication: ICE section 16

What equipment you need to bring to your exams

It is your responsibility to arrive at each exam with the correct equipment. Failure to do so may affect your ability to complete the exam effectively.

Authorised Equipment

You must bring only equipment that is **authorised by JCQ** and permitted for the specific exam. This includes:

- **Black ink or ballpoint pens** (no gel pens)
- **Pencils**, erasers, and rulers (for diagrams or maths-based papers)
- **Scientific calculator** (if permitted – check subject-specific rules)
- **Mathematical instruments** (e.g. compass, protractor – if required)
- **Highlighters** may be used in question papers but **not in answers**
- **Clear pencil case** – all equipment must be visible
- **Water bottle** – must be clear and label-free

Refer to **JCQ ICE Section 18** for full details on authorised materials.

Centre-Provided Resources

The centre may provide certain materials depending on the subject and exam board requirements. These may include:

- Formula sheets or data booklets
- Set texts (for open book exams, if applicable)
- Specialist equipment (e.g. for Design & Technology or Science practicals)

Your subject teacher or exams officer will confirm what will be provided and what you need to bring.

Using calculators

Using Calculators

Calculators are permitted in certain exams, but their use is strictly regulated. It is your responsibility to ensure that your calculator complies with JCQ and awarding body rules.

JCQ Regulations

You must be aware of and follow the JCQ instructions regarding the use of calculators in your exams. These are outlined in **JCQ ICE Section 10**.

Key rules include:

- Calculators must be **non-programmable**.
- Calculators must be **silent, cordless, and battery-powered**.
- You are responsible for ensuring your calculator is in **working order**.
- You must clear anything stored on the calculator
- Lids/cases must be removed
- **No sharing** of calculators is allowed during the exam.
- **A calculator must not be able to offer any of the following facilities:**
 - a) Language translators;
 - b) Symbolic algebra manipulation;
 - c) Symbolic differentiation or integration
 - d) Communication with other machines or the internet
- **A calculator must not give access to pre-stored information. This includes:**
 - a) Databanks;
 - b) Dictionaries
 - c) Mathematical formulae
 - d) Text
- Calculators with an 'exam mode' may be acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements. Candidate must show invigilators the exam mode being activated prior to the start of the exam.
- An invigilator may give a candidate a **replacement** calculator
- Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

Subject-Specific Rules

Some subjects may prohibit calculators entirely or allow only specific types. Your subject teacher will advise you on what is permitted.

What you must **not** bring into the exam room

To ensure fairness and maintain the integrity of the examination process, there are strict rules about what is **not permitted** in the exam room.

Unauthorised Items

You must **not bring** any of the following into the exam room:

- **Mobile phones**, smartwatches, or any device capable of storing or transmitting information
- **Watches** of any kind
- **Notes**, revision materials, or unauthorised books
- **Headphones**, earphones, or any audio devices
- **Calculator lids or instruction leaflets**
- **Bags**, coats, or any personal belongings not required for the exam

These rules are outlined in the JCQ *Information for Candidates* documents and **JCQ ICE Section 18**.

Consequences of Breaching Regulations

Bringing unauthorised items into the exam room, even if you do not intend to use them, is a **serious breach** of examination regulations. This may result in:

- **Disqualification** from the exam or the entire qualification
- **Notification to the awarding body** and possible investigation
- **Loss of marks** or cancellation of results

You will be asked to **empty your pockets** and place all unauthorised items in a designated area before the exam begins.

Food and drink in exam rooms

You may bring a bottle of **water** into the examination room. The bottle must be clear and any labels removed.

Unless there is a particular medical reason, which has been discussed with the Examinations Manager in advance, **NO OTHER KINDS OF DRINK AND FOOD ARE PERMITTED**.

JCQ Publication: ICE section 18

What you should wear for your exams

All students attending examinations are expected to adhere to the Academy's dress code.

- **Students in Years 10–11** must wear **full Academy uniform** when attending for examinations.
- **Sixth Form students** are expected to wear clothing that is **in line with the Academy's Sixth Form dress code**. However, items such as **hoodies** are not permitted.

Maintaining a consistent and appropriate standard of dress helps support the formal nature of the examination environment and ensures a respectful and focused atmosphere for all candidates.

Where your personal belongings will be stored during your exam

To maintain a secure and orderly examination environment, candidates must follow the procedures for storing personal belongings as outlined below:

Exams in the Sports Hall

- Personal belongings will be stored in the **preparation area/storeroom** located at the rear entrance to the hall.
- **Mobile phones** must be **switched off** and placed in the **wall pocket** corresponding to your seat number.
- All other items must be stored in your bag/backpack and placed in the designated area.

Exams in Classrooms

- Mobile phones must be **switched off** and placed in a **clear wallet** provided by the invigilator or senior leader. These will be stored in a tray for the duration of the exam.
- All other belongings should be placed in your bag/backpack and stored in a location within the exam room as directed by the invigilator or senior leader. Bags must be kept **away from desks** and positioned so they do **not obstruct walkways or create a hazard**.

Failure to follow these procedures may result in a breach of examination regulations. If you are unsure of the storage arrangements for your exam venue, please speak to the Exams Officer or a member of the invigilation team before your exam begins.

What to do if you arrive late for your exam

JCQ Definitions:

- **Late** is determined as arriving up to an hour after the scheduled time of the exam.
- **Very Late** is determined as over an hour after the scheduled exam start time. Awarding bodies **MUST** be notified if a candidate arrives very late and may not accept the exam script of the candidate in question.

JCQ Publication: ICE section 21

St Peter and St Paul Catholic Voluntary Academy Late Arrival Policy:

- Doors for the exams **WILL** close at the commencement of the exam
- If you arrive **LATE** for an exam, you **MUST** sign in with the Attendance Officer as usual.
- Then you **MUST** report to the Exams Officer who will decide, in conjunction with the Examinations Manager and/or SLT, if you will be permitted to sit the exam.
- If you arrive **VERY LATE** for an exam, you **WILL NOT** be permitted to sit the exam.

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

Your health and wellbeing are important. If you feel unwell before or during an exam, it is essential that you follow the correct procedures to ensure your situation is managed appropriately and fairly.

If You Are Unwell and Unable to Attend

- A parent/carer must contact the **Examinations Office** as soon as possible on the day of the exam.
- You must provide **medical evidence** (e.g. a doctor's note or medical certificate) to support your absence.
- The centre may apply for **special consideration** on your behalf, depending on the circumstances and evidence provided.

If You Are Unwell but Attend the Exam

- Inform the **invigilator** before the exam begins.
- If your performance is affected, the centre may submit a **special consideration request** to the awarding body.
- You may be asked to provide supporting medical evidence.

If You Feel Unwell During the Exam

- Raise your hand and inform an **invigilator immediately**.
- You may be allowed to take a short break or leave the exam room under supervision.
- If you are unable to continue, the incident will be recorded and the centre may apply for **special consideration**.

JCQ Guidance

- JCQ allows centres to apply for **special consideration** for candidates who are ill, injured, or affected by other exceptional circumstances.
- Applications must be supported by appropriate **evidence** and submitted within the awarding body's published deadlines.

For further advice, please speak to the **Examinations Officer** or refer to the JCQ guidance on special consideration available at www.jcq.org.uk.

What happens if you have an unauthorised absence from your exam

Attendance at all scheduled examinations is compulsory. Failure to attend without a valid reason is considered an **unauthorised absence** and may have serious consequences.

Centre Policy on Unauthorised Absence

- If you are absent from an exam **without a valid reason**, this will be recorded as an unauthorised absence.
- You may be required to **reimburse the entry fee** for the missed exam.
- The absence may be reported to your **Head of Year or Senior Leadership Team**, and could affect your progression or future opportunities.

JCQ Regulations

According to **JCQ ICE Section 22**, candidates who are absent from an exam must provide a valid reason, such as:

- **Medical illness** (supported by a doctor's note or medical certificate)
- **Bereavement or other exceptional circumstances**

Without appropriate evidence, the awarding body will not accept a request for **special consideration**, and you may receive **no marks** for the missed paper.

What You Should Do

- If you are unable to attend an exam, a parent/carer must contact the **Examinations Office immediately**.
- Provide any relevant documentation as soon as possible to support your absence.
- Speak to your **Examinations Officer** about whether a **special consideration application** is appropriate.

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

In the event of an emergency during an examination (e.g. fire alarm, lockdown, or medical incident), it is essential that all candidates follow instructions promptly and calmly to ensure their safety and the integrity of the examination process.

Emergency Evacuation Procedure

- If an evacuation is required, the **invigilator will instruct you to stop writing immediately**.
- You must **leave all exam materials on your desk** and **exit the room in silence**, following the invigilator's directions.
- You will be escorted to a designated **assembly point**, where you must remain under supervision and **must not communicate with other candidates**.
- Once it is safe to return, the exam may resume, and the time lost will be noted.
- The incident will be reported to the awarding body, and the centre may apply for **special consideration** if appropriate.

Other Emergencies

- If you feel unwell or witness a medical emergency, raise your hand and inform an invigilator immediately.
- Do not attempt to leave the room without permission.
- The invigilator will follow the centre's emergency response procedures and ensure appropriate support is provided.

JCQ Guidance

This procedure is in line with **JCQ ICE Section 25**, which outlines the actions to be taken in the event of emergencies during examinations.

For further information, please speak to the **Examinations Officer** or refer to the school's full **Emergency Evacuation Policy**.

Candidates with access arrangements/reasonable adjustments

Access arrangements and reasonable adjustments are in place to ensure that candidates with specific needs are not disadvantaged during their examinations. These arrangements are based on individual requirements and are approved in advance by the awarding bodies.

Candidate Involvement

- Candidates are involved in discussions regarding appropriate arrangements through consultation with the **SENDCo** and/or **Examinations Officer**.
- Arrangements are based on **normal classroom practice** and supporting evidence.

Notification of Arrangements

- Candidates will be informed of the **approved arrangements** in place for them before the start of the exam season.
- In some cases, arrangements may not apply to certain assessments (e.g. practical components or oral exams); candidates will be advised accordingly.

Exam Location

- Candidates with access arrangements may sit their exams in:
 - A **separate room** (e.g. for readers, scribes)
 - The **main exam hall**, if appropriate

Details of the exam location and any specific instructions will be communicated in advance.

JCQ Guidance

All arrangements are made in accordance with JCQ regulations and guidance. For more information, refer to the JCQ document *Access Arrangements and Reasonable Adjustments*, available at www.jcq.org.uk.

If you have any questions or concerns about your arrangements, please speak to the **SENDCo** or **Examinations Officer** as early as possible.

Results

Following the completion of your examinations, your results will be issued in accordance with national release dates set by the awarding bodies. These results are provided as **provisional statements**, meaning they are subject to change following any post-results services (e.g. reviews of marking).

Summer 2025 Results Collection

GCE Results – Thursday 13th August 2025

- **Year 13 students** may collect their results from **9:00am**.
- **Year 12 students** are requested to attend **after 10:30am** to allow priority access for Year 13.
- The **cut-off time for collection** is **12:00pm**.

GCSE Results – Thursday 20th August 2026

- **Year 11 students** may collect their results from **9:00am**.
- The **cut-off time for collection** is **12:00pm**.

Collecting Results on Your Behalf

If you are unable to attend in person:

- You may nominate someone to collect your results on your behalf.
- Written authorisation must be submitted to the Academy **before results day**.
- The nominated person must bring **photo ID** when collecting your results.

Uncollected Results

- Candidates who do not collect their results on the designated day must provide a **stamped addressed envelope** before the end of the academic year to receive their results by post.
- Candidates who do not collect their results on the designated day who do not provide a stamped addressed envelope will be able to collect their results when the school reopens in September. Please contact the school in advance to let exams staff know when to expect you.
- **No results will be given out by telephone or email** under any circumstances.

Support on Results Day

- Teaching staff will be available at the collection point to:
 - Hand out results
 - Discuss your outcomes
 - Provide guidance on next steps, including post-results services and progression routes

Post-results services

If you have questions or concerns about your examination results, a range of post-results services is available to support you.

Support on Results Day

- **Exams Office staff and subject leaders / teaching staff** will be available on Results Day to provide advice regarding reviews of marking, appeals, and next steps.
- If you are joining the **Sixth Form** or require guidance on further education, please speak to the relevant Sixth Form staff.

Available Services

The following services are offered through the Academy:

- **Access to Scripts**
You may request a copy of your marked exam paper to support teaching and learning or to inform a Review of Results.
Candidate consent is required.

It is school policy that this is done prior to making any of the following applications:

- **Clerical Check**
A re-check of all clerical procedures to ensure marks have been added and recorded correctly.
Candidate consent is required.
- **Review of Results**
A review of the original marking to ensure the mark scheme was applied correctly.
This is not a re-mark.
The mark may go **up or down**, so the Academy will only submit requests for candidates who are **close to the grade 3-4 boundary**.
Candidate consent is required.
- **Priority Review of Results**
Available if a **university place is dependent** on the outcome of the review.
Candidate consent is required.

Making a Request

- All requests must be made **through the Academy**.
- **Consent forms** will be available after the release of results and must be completed before any application can be submitted.
- You will be notified by the **subject lead** when the outcome of your request is received.
- If you do not hear anything within the specified timeframe, please contact the **Examinations Office**.

JCQ Guidance

These services are provided in line with **JCQ GR 5.13** and awarding body regulations. For further details, refer to the JCQ Post-Results Services information at www.jcq.org.uk.

Certificates

Your examination certificates are official documents that confirm your final results and achievements. It is important that you collect and keep them safe, as they may be required for future education, training, or employment.

Issuing of Certificates

- Certificates are awarded to students at the **Awards' Evening held in December** following the summer examination series.
- You will be informed of the date and arrangements for this event in advance.

If You Are Unable to Attend

- If you cannot attend Awards' Evening, you must:
 - Arrange to **collect your certificates** from the Academy at a later date, or
 - Make a request to have your certificates posted to you. Requests will be processed after the date of the awards evening.

Unclaimed Certificates

- The Academy is required by the awarding bodies to retain certificates for a period of **12 months**.
- After this time, **unclaimed certificates may be securely destroyed**.
- Replacement certificates must be requested directly from the awarding bodies and can be **costly and time-consuming** to obtain.

Important Reminder

- You may not need your certificates immediately, but they are essential for future job applications, further education, or training.
- It is your responsibility to **collect and store them securely**.

JCQ Guidance

This process is managed in accordance with **JCQ GR 5.14**. For further information, please contact the **Examinations Office**.

Internal appeals procedure

St Peter and St Paul Catholic Voluntary Academy has a formal Internal Appeals Procedure to ensure that candidates can raise concerns about internal assessment decisions and post-results services in a fair and transparent manner. This procedure complies with JCQ regulations including **GR 5.3(z)**, **5.7**, and **5.13**.

1. Appeals Relating to Internal Assessment Decisions (Centre-Assessed Marks)

Certain qualifications include components that are internally assessed, such as coursework, non-examination assessments, and controlled assessments. These marks contribute to your final grade and are subject to moderation by the awarding body.

Candidate Involvement

- You will be informed of your **centre-assessed marks** before they are submitted to the awarding body.
- You may request a **review of the centre's marking** if you believe procedures were not followed or the marking standards were not applied correctly.

How to Appeal

- You must submit a written request using the **Internal Appeals Form**, available from the Exams Office.
- You may request copies of your marked work, the mark scheme, and any relevant materials to help you decide whether to appeal.
- Requests must be made **within 5 working days** of receiving the materials.
- Reviews will be conducted by an assessor who was not involved in the original marking and has no personal interest in the outcome.
- You will be informed of the outcome in writing, and a record will be kept by the centre.

Malpractice Appeals

If your work is rejected due to suspected malpractice (e.g. plagiarism or AI misuse), you may appeal the decision by submitting a written request and completing the Internal Appeals Form **within 5 calendar days** of being notified.

2. Appeals Relating to Post-Results Services

Following the issue of results, you may wish to request a clerical check, review of marking, or access to scripts. These services are noted above within the **Post-results services** section of this handbook managed by the centre in line with JCQ regulations.

How to Request a Service

- Requests must be made via the **Head of Department**, using the Post-Results Services Request Form.
- Candidate consent is required before any request is submitted.
- The Head of Department will first request access to the script to determine whether a review is appropriate.
- If a review is supported, the candidate must sign again to confirm consent.

Review Rejection Criteria

Requests may be rejected if:

- The paper was marked fairly.
- The paper is unlikely to gain enough marks to reach the next grade boundary.
- The desired outcome is not a grade 3–4 (D–C) change.

Requests outside these criteria may be considered on a case-by-case basis, but the cost must be covered by the candidate/parent.

3. Appeals Against Centre Decisions Not to Support a Review or Appeal

If the centre decides not to support a post-results service and you disagree:

- You may submit an **internal appeal** using the Internal Appeals Form.
- Appeals must be submitted **at least 5 working days** before the internal deadline for the relevant post-results service.
- You will be informed of the outcome before the deadline.

If you disagree with the outcome of a Review of Results and believe there are grounds for a formal appeal to the awarding body:

- You may submit an internal appeal to the Head of Centre.

- If accepted, a **preliminary appeal** will be submitted to the awarding body within **30 calendar days**.
- Any fees must be paid in advance and will be refunded if the appeal is upheld.

Complaints policy

St Peter and St Paul Catholic Voluntary Academy is committed to ensuring that all candidates receive fair and consistent treatment in the delivery and administration of qualifications. The Academy has a formal Complaints Policy in place, in line with **JCQ General Regulations for Approved Centres (GR 5.8)**, which outlines how candidates (or their parents/carers) can raise concerns or complaints relating to examinations.

Scope of the Complaints Policy

Complaints may relate to, but are not limited to, the following areas:

- **Teaching and Learning:** e.g. incorrect content taught, inadequate feedback, failure to follow JCQ/awarding body instructions.
- **Access Arrangements and Special Consideration:** e.g. failure to implement approved arrangements, lack of candidate involvement in decisions.
- **Entries:** e.g. incorrect or late exam entries, wrong tier of entry.
- **Conducting Examinations:** e.g. poor exam conditions, inadequate invigilation, disruption, or failure to follow regulations.
- **Results and Post-Results Services:** e.g. lack of access to senior staff, failure to inform candidates of post-results options, incorrect service applied for, or lack of candidate consent.

How to Raise a Concern or Complaint

1. Informal Stage

- Candidates or parents/carers are encouraged to raise concerns informally with the relevant member of staff.
- If unresolved, a senior manager will review the concern informally.
- Most complaints are expected to be resolved at this stage.

2. Formal Stage

- If informal resolution is unsuccessful, a formal complaint may be submitted.
- Complete a **Complaints and Appeals Form** (available from the Examinations Office) within **10 days** of the informal complaint.
- Formal complaints will be **acknowledged within 5 working days**.

3. Investigation and Outcome

- The Head of Centre or a senior leader (not involved in the complaint) will investigate.
- A written response will be provided within **20 working days**.

Appeals

- If the complainant remains dissatisfied, an appeal may be submitted within **10 working days** of the complaint outcome.
- Appeals are referred to a **panel of Governors**.
- The final decision will be communicated in accordance with the Academy's Internal Appeals Procedure.

APPENDICES

JCQ Information for candidates - coursework

You **must** read the linked document if you are undertaking qualifications that contain elements of coursework assessment.



https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-Coursework_Assessments_2025_FINAL.pdf

JCQ Information for candidates – non-examination assessments

You **must** read the linked document if you are undertaking qualifications that contain components of non-examination assessment.



https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-NE_Assessments_2025_FINAL.pdf

JCQ Information for candidates – on-screen tests

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



https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-On-Screen_Examinations_2025_FINAL.pdf

JCQ Information for candidates – written exams

You must read the linked document before you take any externally assessed written exams.



https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-Written_Examinations_2025_FINAL.pdf

JCQ Information for candidates – social media

You must read the linked document to help you stay within examination/assessment regulations when using social media.



<https://www.jcq.org.uk/wp-content/uploads/2024/05/JCQ-Social-Media-Infographic-v6.pdf>

JCQ Information for candidates - AI (Artificial Intelligence and assessments)

You must read the linked document to help you stay within examination/assessment regulations when using artificial intelligence. This information explains: What is AI? What is an AI tool? When can I use AI? When can I not use an AI tool? If I'm allowed to use AI, how is this breaking the rules? How to make sure you don't misuse AI.



https://www.jcq.org.uk/wp-content/uploads/2025/09/IFC_AI_Assessments.pdf

JCQ *Unauthorised items* poster

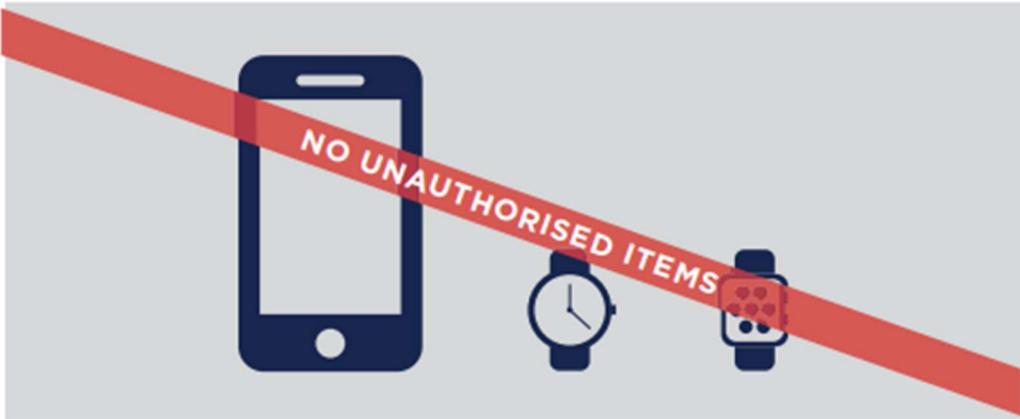
This poster will be displayed outside each exam room. You **must** note that "*Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.*"



AQA City & Guilds CCEA NCFE OCR Pearson WJEC

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.

©JCQP 2025 - Effective from 1 September 2025

JCQ *Warning to candidates* poster

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

Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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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, 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.

JCQ AI poster for students

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



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?



THIS IS CHEATING!

AI misuse is when you take something made using AI and say it's your own work.

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

CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to **Mr Crossman, Examinations Officer**.

If there is anything you do not understand, you should ask **Mr Crossman, your form tutor or Head of Year** for clarification.



CANDIDATE EXAM HANDBOOK

NAME: Overwrite your name here

Date I received the handbook: DD / MM / YYYY

I have read the contents

I understand (Tick all of the boxes that apply)

- What constitutes malpractice (and what AI misuse is) in examinations/assessments and the consequences of committing malpractice
- What my personal data is used for by awarding bodies
- Copyright

I have read and understand the current JCQ information for candidates documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
- Non-examination assessments
- On-screen tests
- Social media
- Written exams

By signing here, I am confirming all of the above

Candidate Signature: Overwrite your signature here

Date of signature: DD / MM / YYYY