Examinations Information for Candidates & Parents/Carers

Centre Number:

55151

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CONTENTS

Introduction

Before the Examinations:

- Statement of Entry
- Timetables
- Examination Boards
- Candidate Name
- Candidate Number
- Examination Clashes
- Contact Numbers
- Seating Plans
- Equipment / Calculators

During the Examinations:

- Examination Regulations
- Examination Start Times
- Attendance at Examinations
- Exam Room Conditions
- Invigilators
- Absence from Examinations

Malpractice

- Things Not to Do on Social Media
- Research and Using References
- Plagiarism
- Personal Data
- Copyright

After the Examinations

- Contingency Days
- Summer Results
- Post Results
- Certificates
- Frequently Asked Questions

Appendix

- An Important Note About Your Certificates
- JCQ Notices/Warnings and Information to Candidates
- Examples of Malpractice

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INTRODUCTION

The aim of The Bishop of Winchester Academy is to make the examination experience as stress free and successful as possible for all candidates.

Please read this booklet carefully so you are aware of the examination regulations, and the procedures to follow in the event of any problems occurring.

On the Academy website, under 'Parents – Exams', there are the following documents and posters. They contain very important information and outline the regulations in relation to examinations, completion of non-examined assessments and coursework. You must be aware of these regulations. **Please ensure you read these:**

Information for candidates (IFC) – Written Examinations
Information for candidates (IFC) – Non-Examination (NE) assessments
Information for candidates (IFC) – Coursework Assessments
Information for candidates (IFC) – AI and Assessments
JCQ Social Media
JCQ Unauthorised items poster
JCQ Warning to candidates
Awarding Body Privacy Notices

The awarding bodies (examination boards) set down strict criteria which must be followed for the conduct of examinations, coursework and controlled assessments, and TBOWA is required to follow them precisely. You should therefore pay particular attention to these documents on the website.

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 have any queries or need help or advice at any time before, during or after the examinations please contact:

Exams Officer - Mrs Woodford
exams@tbowa.org

Head of Year 11 – Miss Pelling
rachel.pelling@tbowa.org

6th Form – Mrs Moore
6thform@tbowa.org

SENCO
senco@tbowa.org

Remember – we are here to help. **GOOD LUCK!**

BEFORE THE EXAMINATIONS

STATEMENT OF ENTRY

- Candidates will receive a personalised statement of entry. This will detail the examinations that you have been entered for including the subject and tier (if applicable). Please check these details are correct. If you have any queries, see your subject teacher in the first instance.

TIMETABLES

- Candidates will receive an individual timetable in mid—April, showing their own specific examinations with details of date, time, and duration of exam, as well as their date of birth. Check it carefully. If you think something is wrong, see the Exams Officer immediately. The personal details you see here will appear on any certificates you achieve so it is important to check the spelling of your name and date of birth.

EXAMINATION BOARDS

- TBOWA uses the following Examination Boards: AQA, NCFE, OCR, Pearson (Edexcel) and WJEC.

CANDIDATE NAME

- Candidates are entered under the name format of Legal First Name and Legal Surname, e.g. Thomas Smith. Please check that the name is your legal name, and the spelling is correct so that all certificates are printed correctly. If mistakes are noticed after the certificates are printed, you will have to pay the exam board charges of around £45 per certificate to correct them.

CANDIDATE NUMBER

- Each student has a four-digit candidate number. This is the number you will enter on ALL examination papers. Your candidate number is on your personalised timetable. **Please learn it**.

EXAMINATION CLASHES

- The Exams Officer will have already identified this and will be planning how to resolve the clash for you.
- We have strict rules to follow regarding when the exam has to be taken. It cannot be moved to another day, and you will need to remain in exam conditions until the clash exams have been sat. You will receive a letter from the Exams Officer detailing the timings for any clash exams.

CONTACT NUMBERS

- Please ensure that school has up-to-date contact numbers for you.

SEATING PLANS

- Candidates must sit in their allocated seat. Seating plans will be put up prior to each exam. It is the responsibility of the candidate to ensure that they check the room and seat number prior to each exam.

EQUIPMENT

- A pencil case with basic stationery will be supplied by the school. Please do not vandalise, remove or destroy any of the equipment.

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CALCULATORS

- Candidates are required to bring their own calculator for examinations.

You may use a calculator in all exams unless it specifically says that you can't.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations. **Calculators must be:** • of a size suitable for use on the desk; • either battery or solar powered; • free of lids, cases and covers which have printed instructions or formulas.	**Calculators must not:** be able to offer any of these facilities: - • language translators; • symbolic algebra manipulation; • symbolic differentiation or integration; • communication with other machines or the internet;
The candidate is responsible for the following: • the calculator's power supply; • the calculator's working condition • clearing anything stored in the calculator	**During an examination a calculator must not give access to pre-stored information. This includes:** • databanks; • dictionaries; • mathematical formulas; • text. **A calculator must not be borrowed from another candidate during an examination.** Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the "Warning to Candidates" and "Unauthorised Items" is printed in this booklet. Other information to candidates, issued by JCQ, is available on our website. All candidates must read these carefully and be aware that breaking any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body who will make the final decision on penalties given.

EXAMINATION START TIMES

- Morning exams commence at **8:40am.** All students must be registered onsite by 8am.

- Afternoon exams (Mon – Thu) commence at **13:40pm**.

- Friday afternoon exams commence at **13:00pm.**

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ATTENDANCE AT EXAMINATIONS

- Candidates must attend all examinations. It is important to understand that **there are no opportunities to sit papers outside of the timetable set by awarding bodies.**
- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time.
- It is very important that candidates are on time for their examinations. Candidates who are late to an external examination risk not being allowed into the examination room and receiving no marks on their paper. If special consideration applies, then you must speak to the Exams Officer.
- Full Academy uniform must be worn by all candidates attending examinations.
- School photo id cards must be brought to every exam.
- Pens must be BLACK ink or ballpoint. No correction pens are allowed.
- Watches are NOT permitted in the examination room; these must be removed prior to entering the examination room. This includes normal wrist watches.

EXAM ROOM CONDITIONS

- You must enter the examination room in silence.
- Do not open or write anything on your examination paper until instructed to do so.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry. It is your responsibility to make sure you have been given the correct exam paper. **If in doubt, put up your hand and ASK.**
- Read all instructions carefully and number your answers clearly.
- If a subject has a choice of questions, please ensure you put the QUESTION NUMBER in the space indicated (otherwise it might not be marked!).
- Please write your legal name on your examination papers.
- Do not attempt to communicate with, copy from, or distract other candidates.
- If you drop something on the floor do NOT pick it up - please put your hand up clearly and an invigilator will come to you.
- Candidates must remain in the examination room until the end of the examination. Use any time remaining to check over your answers, check that you have answered all the required questions and that you have completed your details correctly.
- Stop writing/typing immediately when told to do so.

If you break the rules, the penalties can range from a loss of marks, disqualification from a unit(s), disqualification from a whole/all qualifications to being barred from examination entries for a set period of time.

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- 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 booklet or loose sheets of paper, make sure that you have written all your details on every sheet/answer booklet.

- If you use a laptop to write your exams, you must check and sign your printed work at the end of the examination and tuck your work inside the script.

- Question papers, answer booklets and additional paper must NOT be taken from the examination room.

- Invigilators will collect your exam papers before you leave the examination room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the examination room.

- Remain seated in silence until told to leave the examination room. Remember you are still under examination conditions until you have left the room/building.

- Once you have left the room, please show consideration for other candidates who may still be working.

- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules, you could be disqualified from the examination.

- Mobile telephones, watches (all types) and other electronic equipment **MUST NOT BE TAKEN INTO THE EXAMINATION ROOM**. If a mobile phone (or any other type of electronic communication or storage device) or a wristwatch is found in your possession during an examination (even if it is turned off) it will be taken from you and reported to the appropriate exam board. No exceptions can be made.



- No food is allowed in the examination rooms. Only water is permitted, and the plastic bottle/reusable bottle must be transparent and colourless with no label or writing on it.



- Please do not write on examination desks. This is regarded as vandalism, and you will be charged for any damage caused.

- Do not draw, graffiti or write offensive, inappropriate, obscene or discriminatory content in examination papers – this is considered malpractice.

If you break the rules, the penalties can range from a loss of marks, disqualification from a unit(s), disqualification from a whole/all qualifications to being barred from examination entries for a set period of time.

FIRE ALARM

- If the fire alarm sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you must evacuate the examination room, you will be asked to close your exam paper and leave the room in SILENCE, and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone during the evacuation. When you return to the examination 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 awarding body detailing the incident.

If you break the rules, the penalties can range from a loss of marks, disqualification from a unit(s), disqualification from a whole/all qualifications to being barred from examination entries for a set period of time.

INVIGILATORS

- Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

- 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.

- Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room by the Exams Officer or a member of the Senior Leadership Team and reported to the examination board.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.

- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent/carer and given to the Exams Officer without delay to support any application for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Exams Officer, which can be countersigned, by your doctor or nurse.

Misreading the timetable will not be accepted as a satisfactory explanation of absence.

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MALPRACTICE

To maintain the integrity of qualifications, strict Regulations are in place. Candidates must be aware of what malpractice is and the possible consequences.

- Malpractice means any act or practice which is in breach of the Regulations.
- 'Candidate malpractice' normally involves a breach of Regulations by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios or assessment evidence and the completion of any examination.
- Examples of malpractice include possession of a phone, watch, headphones, notes, talking, bad behaviour, plagiarism, graffitiing an exam script and posts on social media regarding exams. Additional examples of malpractice can be found in the appendix.
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported the relevant awarding body in line with JCQ regulations.
- Offences are graded according to levels of seriousness, and a range of penalties may be applied to candidates, ranging from warnings to loss of marks or even disqualification from the qualification. NB: According to Ofqual, candidates in summer 2019 were given 3,040 penalties. Of these, 58% were given to candidates who brought unauthorised material into the exam room and in more than three quarters of these cases this was a mobile phone. Also, 15% of the penalties given were for the inclusion of inappropriate or offensive material in scripts

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

RESEARCH AND USING REFERENCES

- 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 must submit a copy of the computer-generated content with your work for reference and authentication purposes.
- 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 the computer-generated content for reference and authentication purposes in a non-editable format (such as screenshot) and provide a brief explanation of how you used it. These **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.**

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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**.

PERSONAL DATA

- The protection of personal data is taken very seriously. Candidates must understand that personal data will be processed by awarding bodies for various reasons including processing candidate's examination entries and results.
- Awarding bodies (examination boards) may disclose personal data or sensitive data to trusted third parties including Universities and Colleges Admission Service (UCAS) in line with the provisions of the GDPR Act 2018.
- To understand what information is collected and how it is used, you should read the awarding bodies Privacy Notices (links via the Exams' page of the Academy website).

COPYRIGHT

- The copyright of any work created by a candidate that is submitted to an awarding body for assessment belongs to the candidate. By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials.
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights.

AFTER THE EXAMINATIONS

CONTINGENCY DAYS

- The Joint Council of Qualifications (JCQ) has stated that for this academic year, **Wednesday 23rd June** has been designated by the Exam Boards as a 'contingency day' for examinations.
- This means that in the unlikely event of national or significant local disruption to a day of examinations, examinations could (as a last resort) be rescheduled. Therefore, candidates need to make sure they are available on this date and should not be away / on holiday. The JCQ go on to say, if candidates are not available because they are on holiday and one of their exams is rescheduled to a contingency day, they will not be eligible for special consideration by the examination boards. For this reason, the JCQ request all schools inform parents and candidates of these dates so that they can be taken into account when making plans for the summer.

SUMMER RESULTS



A level results will be issued on the **Thursday 12th August**.

GCSE results will be issued on the **Thursday 19th August**.

Candidates will be informed of the arrangements for results day prior to the end of the summer term.

POST RESULTS

- Post-results services are available after results are issued. If you did not get the grade you were expecting then it may be possible to request a review of marking, depending on how close you are to the next grade boundary. Should you have any concerns about your grades, please speak to a member of staff on results day. Further information will be provided on Results Day (in results envelopes and on the 'Exams' page of the Academy website).

- Please be aware that there may be fees to pay for post-results services. These can be costly, as reviews are for each exam paper, not the overall subject. **There is no guarantee the grade will improve, and as a result the overall grade could go down, up or remain the same.**

CERTIFICATES

- It is a requirement that candidates' legal forename and surname are on examination certificates, not preferred names.

- Certificates will be available for candidates to collect around late November/early December. We will send an email to all parents to inform candidates when they can be collected. We will also post this information on the 'Exams' page of the Academy website.

- We will NOT post certificates. This is to avoid the substantial replacement charges which would be made to you by the exam boards for replacement certificates, if the originals were lost or damaged during transit in the postal system.

FREQUENTLY ASKED QUESTIONS



Q. What do I do if there's a clash on my timetable?

The Exams Officer will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a short, supervised break during which they must not have any communication with other candidates. They will then sit the second subject paper. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until all examinations are completed. If in doubt, please see the Exams Officer.

Q. What do I do if I think I have the wrong paper?

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately. If you are unsure, it is better to ask (just in case!) than not to ask.

Q. What do I do if I forget my Candidate Number?

Invigilators will be able to help you. Alternatively, you can check it on the seating plan, before going into the examination room.

Q. What do I do if I have an accident or am ill before the exam?

Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a laptop or scribe to write your answers, but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Exams Officer must be informed immediately, so that the necessary paperwork can be completed (within 5 days of the exam for each subject) and the candidate will be required to provide evidence to support the application.

Q. What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam.

Q. If I am late, can I still sit the examination?

Depending on the circumstances for the lateness, it may be possible for you to sit the examination. You should get to school as quickly as possible and report to Main Reception. A member of staff will escort you to the examination room. You must not enter an examination room without permission after an examination has started.

You should also be aware that if you start the exam more than 1 hour after the published starting time, the school must inform the exam board who may decide not to accept your work. Please allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination, can I take it on another day?

No. Exam dates are nationally set by awarding bodies, not by schools. You must attend on the given date and time. There are no exceptions. Misreading the timetable is not an acceptable excuse for missing an exam.

Q. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What items are not allowed into the examination room?









- No unauthorised materials or notes are allowed in the examination room. This includes writing on hands/arm etc. Candidates who are found to have any unauthorised material, will be reported to the appropriate examinations board. Using unauthorised materials in an exam, will almost certainly result in disqualification from the paper or the subject concerned.
- Bags, coats, and any other items not permitted in the examination room must be left in your locker or the designated bag room. Do not bring any valuables into school with you when you attend for an examination.
- No food is allowed in the examination room.
- Wristwatches and mobile phones (or any other electronic communication device, e.g. ipod, headphones, smart watch/glasses) must NOT be brought into the examination room, even if they are turned off.

Q. Why can't I bring my mobile telephone into the examination room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. ipod, headphones, smart watch/glasses) is regarded as malpractice/cheating and is subject to severe penalty from the awarding bodies:

The penalties will vary according to the type of offence but can range from a loss of marks, disqualification from a unit(s), disqualification from a whole/all qualifications to being barred from examination entries for a set period of time.

Q. How do I know how long the exam is?

The length of the examination is shown in minutes on your individual timetable. Invigilators will tell you when to start and finish the exam. They will write the start and finish time of the exam on a board at the front of the examination room. There will be a clock in all examination rooms.

Q. Can I leave the exam early?

All candidates must stay until the full time of the exam has elapsed. If you have finished the paper, use any time remaining to check over your answers and that you have completed your details correctly.

Q. Can I go to the toilet during the exam?

You may only leave the exam room to use the toilet if you have been issued with a toilet pass. An invigilator will escort you, and you will be required to remove your blazer before entering the toilet. Please ensure you use the toilet before the start of the exam.

Q. If I realise after leaving the examination room that I have left my water bottle on my desk, can I return to get it?

No, once you have left the exam room you are not permitted to re-enter as it goes against exam board regulations. See a teacher or an invigilator outside the room to collect it for you.

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APPENDIX

There are a number of notices and further information for candidates that are issued by JCQ. All of these documents can be found on the JCQ website www.jcq.org.uk and our school website under the exams section.

JCQ CIC

AQA CAMBRIDGE OCR City & Guilds cea NCFE Pearson wjec cbac

NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES

NO STORAGE OR WEB-ENABLED DEVICES



Possession of unauthorised items
is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

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

Warning to candidates



1
You **must** be on time for all your examinations.

2
Possession of a mobile phone or other unauthorised material is not allowed even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3
You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4
You **must** follow the instructions of the invigilator.

5
You **must not** sit an examination in the name of another candidate.

6
You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7
If you are confused about anything during your examination, raise your hand to speak to an invigilator.
Do not speak to or disturb anyone else.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Information for candidates **AI (Artificial Intelligence and assessments)**

What is AI?

AI stands for artificial intelligence and can be used to create text, images, videos, music and artwork based on instructions given to an AI tool.

What is an AI tool?

AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*

*The list of certain suppliers of AI-related products is for information purposes only and does not constitute an endorsement by JCQ and awarding bodies. It is each centre's responsibility to investigate and verify any suppliers they use, including any terms and conditions which govern the sale or use of the supplier's products. The list provided is not exhaustive.

When can I use AI?

- Your teachers may use it in class when teaching the course, but remember teaching in the classroom is not an exam!
- There are some assessments where you can use AI – your teachers will tell you if you can or cannot use an AI tool.
- Remember, the rules are different for different assessments and subjects, so always check with your teachers first!
- When an AI tool is allowed, **you must acknowledge**** the AI tools and the material produced by the AI tool that you have used in your work. If you do not acknowledge AI use, it will be **considered as cheating.**

When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply. This includes use or possession of hidden AI-enabled technology like smart glasses.
- This is what exam boards call **AI misuse and it is a form of cheating.**

**Acknowledgment – When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words, for example, *ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2025.*

IF YOU USE AN AI TOOL, YOU CANNOT GET MARKS FOR WHAT THE AI TOOL HAS PRODUCED, AS IT IS NOT YOUR OWN WORK

If I'm allowed to use AI, how is this breaking the rules?

AI misuse is:

- when you use an AI tool in an exam or assessment where you are not allowed to; and/or
- where you use an AI tool to create work and then say it's your own.

AI misuse can have serious consequences including possible disqualification.

How to make sure you don't misuse AI

ACKNOWLEDGE

If you are allowed to use an AI tool in your assessment (remember to check!), you must do the following:

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

DECLARE

- Remember to sign your declaration form when handing in your work for final assessment.
- Your signature on the declaration form tells your teacher and the exam board that you are saying all the work you're handing in is your own.
- If you have used an AI tool, **you must declare***** that you have used it before signing the declaration form

***Declare – this means that when you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

LAST CHECKS — Know the rules — Check with your teachers — ACKNOWLEDGE and DECLARE

EFFECTIVE FROM 1 SEPTEMBER 2026

Examples of Candidate Malpractice (this list is not exhaustive)

• being in possession (whether used or not) of unauthorised material during an examination or assessment, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), watches, instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, AirPods, MP3/4 players, smart watches/glasses, pagers, or other similar electronic devices;
• disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
• a breach of examination conditions, the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
• exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication;
• the inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
• copying from another candidate (including the use of technology to aid the copying);
• allowing work to be copied, e.g. posting work on social networking sites prior to an examination or assessment;
• the unauthorised use of alternative electronic devices or technology;
• accessing the internet, online materials or AI tools;
• failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
• collusion: working collaboratively with others, beyond what is permitted;
• the deliberate destruction of another candidate's work;
• failing to report to the centre or awarding body the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information online;
• making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;
• allowing others to assist in the production of controlled assessments, coursework, non-examination assessments, examination responses or assisting others in the production of controlled assessments, coursework, non-examination assessments or examination responses;
• the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);
• being in possession of unauthorised confidential information about an examination or assessment;
• bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);
• plagiarism: unacknowledged copying from, or reproduction of, third party sources or incomplete referencing (including the internet and artificial intelligence (AI) tools);
• the unauthorised use of a memory stick or similar device where a candidate uses a word processor;
• facilitating malpractice on the part of other candidates;
• behaving in a manner so as to undermine the integrity of the examination

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