South Nottinghamshire Academy

GUIDANCE BOOKLET FOR STUDENTS TAKING EXAMINATIONS ACADEMIC YEAR 2026-2027

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INTRODUCTION

It is the aim of South Nottinghamshire Academy to make the examination experience as stress free and successful as possible for all candidates. We intend this booklet to be informative and helpful for both candidates and parents.

The JCQ (Joint Council for Qualifications) along with the exam boards set down strict rules and regulations that must be followed for the conduct of examinations. Please read the information provided in this booklet carefully and pay particular attention to the Notices for Candidates that are in the back of this booklet.

If there is anything you do not understand please come and see a member of the exams team (Ms Hird or Mrs Fogg); we are here to help.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations you may contact the exams office via email or telephone, details are below.

Ms Hird – Exams Officer
Mrs Fogg – Exams Assistant
examsSNA@snacademy.org.uk
0115 9110091 Ext 219

Important Information

Summer Examinations

Examination Dates for this season run up to and include Wednesday 23rd June 2027

The Joint Council for Qualifications (JCQ) has designated Wednesday 23 June 2027, as the contingency day for external written examinations in the UK summer series. This day will be used in the event of significant national or local disruption that prevents scheduled exams from taking place. You will be provided with a timetable for your examinations in due course. However, students **must remain available for examinations until 23 June 2027** regardless of their individual timetable dates.

If you have any questions, then please come and see Ms Hird in the school exams office.

Before the Examinations

Examination Boards

The School uses the following examination boards:

- AQA
- Pearson/Edexcel
- OCR
- WJEC/Eduqas
- NCFE

Statements of Entry

All students will receive a Statement of Entry from school detailing the subjects they have been entered for and the levels of entry, where applicable. Please check that all the details, including name, date of birth etc. on this are correct. Some subjects will only have one tier of entry, while others have foundation or higher tiers. Please check this information carefully and let the school exams office know immediately if you think any of this information may be incorrect.

Timetables

You will receive your final individual exam timetable before the Easter holidays detailing your own specific examinations including dates, start times, durations and rooming. Please check this again carefully. **If you think something is wrong, please come to the exams office immediately.**

Sometimes there are clashes between exams which means that you are initially scheduled to sit two exams at the same time. There are procedures in place to handle this, and school will amend your timetable so that you are able to take both exams within the JCQ rules. This is likely to mean that you will be supervised between relevant exams. The exams team will explain what this means for you personally before the day or your exam – please come to see us if you would like to discuss this. If you think there is a clash on your timetable that has *not* been resolved, please let the exams team know immediately.

Exam Cards/Candidate Numbers/Centre Number

On your exam desk during every exam there will be an exam card with your picture (so invigilators can identify you), your legal name and candidate number on it. Please **do not deface this card** or write on it in any way as this card will be used throughout the exam season.

Each candidate has a four-digit candidate number. This is the number you will write on each of your exam papers. It will also appear at the top of your exam timetable and on all seating plans. This number appears on your exam card which will be on your desk during exams – you do not need to memorise this number. Please also ensure you always write your **full legal name** on all your exam papers.

South Nottinghamshire Academy's centre number is **28370.** You will also need to write this on the top of each exam paper. This will also appear on your exam card and is on display in every exam room.

Please do not worry about this information. The invigilators will provide thorough instructions before the start of every exam.

Contact Numbers

Please ensure that school has up-to-date telephone numbers in case we need to contact you for any reason during the exam season.

Equipment

Make sure you are prepared for your exams and have all the correct equipment, including calculators (please leave the lids at home). These must be in a **clear pencil case**.

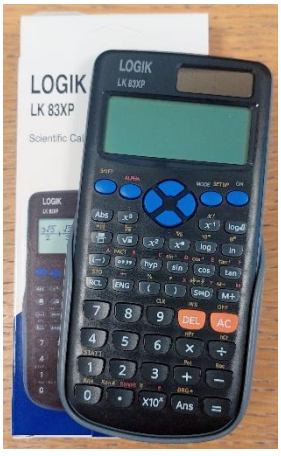
- Clear pencil cases complete with equipment are available to purchase from school for £2.00.

- Scientific calculators are available to purchase from school for £9.00.

Payment for these items to be made through ParentPay and goods collected from the exam's office on the following day. Recipients of free school meals can access these items for free from Mrs Sharpe.



Clear pencil case with equipment for £2.00



Scientific Calculator £9.00

During the Examinations

Examination Regulations

Copies of the JCQ exam information for candidates are enclosed in this booklet. They can also be found on the school website. These should be read carefully. Please note that if you break any of the examination rules or regulations this could lead to a range of sanctions. You should be aware that the school must report any breach of regulations to the Awarding Body.

Exam Invigilators

Invigilators are employed by the school to supervise the conduct of the examinations and ensure that all rules and regulations are adhered to. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

If you have any problem during your exam, you think you have been given the wrong exam paper or you require extra paper for example, invigilators are there to help you. Raise your hand and an invigilator will come to your desk. Do not shout out or get up from your desk.

Please note that invigilators cannot discuss the content of an examination paper with you or explain what the question is asking you to do.

Pupils who are disruptive or behave in an unacceptable manner may be removed from the examination room and reported to the Awarding Body.

Fire Evacuation During Examinations

If the fire alarm goes off during the examination period, it is vital that you follow the instructions of the exam invigilators:

- You will be asked by the invigilators to stop writing immediately and put down your pen. You must remain completely silent as exam conditions will continue to apply for the duration of any evacuation, therefore there should be no communication between you and other candidates
- The invigilators will make a note of the time the alarm went off.
- You will be escorted by the invigilators in silence from the examination room to the fire assembly point; all equipment will be left on your exam desk.
- You will not line up with your tutor groups as you would normally but remain with the invigilators in an allocated location for exam candidates.
- An attendance register will then be taken of all candidates and invigilators at the fire assembly point to ensure that everyone is present.
- Once the “all clear” has been given you will return with your invigilators, still in complete silence and under exam conditions back to the same exam room.

- On return to the examination room, you must not recommence your examination until you are instructed to do so by the invigilators. You will be allowed the full working time for the examination, and a report will be sent by the Exams Officer to the awarding body detailing the incident.

Attendance at Examinations

Students will receive their own personal timetables. Your exam room will be indicated on your personal timetable along with a seat number illustrating where you will sit for your exam. The seating arrangements may change slightly, however a seating plan will be displayed outside the exam room before the start of any exam. Students are responsible for checking their own timetable

Students must wait outside of the relevant exam room at least 15 minutes prior to the start of the examination. You must enter the exam room **in silence**. As soon as you enter the exam room JCQ exam conditions apply; you must not talk or communicate in any way with other candidates. Once seated you must not turn around in your seat.

Equipment

Please leave mobile phones, iPods/iPads, smart watches, wrist watches, MP3 players, headphones/earphones, smart glasses or any electronic device at home.

If you have a school locker then please leave any belongings other than the equipment you require for your exam in your locker.

For those students that do not have a locker, school bags will be placed at the front of each exam room, or outside if a secure area is available. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination, a report will be made to the appropriate Awarding Body. **No exceptions will be made**. Awarding Bodies take this very seriously – even if you were not using the device, sanctions will be made if you accidentally have a device with you in an exam room.

Additionally, if any mobile phone, watch alarm or any electronic device goes off in a bag during an exam this will also be construed as malpractice, and the Awarding Bodies will have to be notified. **Please leave these devices at home – don't take the risk.**

Full school uniform must be worn by all students for examinations, including blazers. Sixth form students must follow school dress code.

All items of equipment – pens, pencils, mathematical instruments, coloured pencils, calculators etc. - should be visible to the invigilators at all times. You must therefore have a **clear pencil case.** Pens should be **black** ink or ballpoint. Correction pens, fluid or tape are not allowed. Highlighter pens or gel pens must not be used in your answers.

For those exams where calculators are permitted, you should make sure your calculator conforms to the examination regulations – see details later in this booklet. Leave any covers or instructions at home and make sure batteries are new. Calculator memories should be cleared before commencing exams.

You must not bring in with you any “good luck” items as these are considered unauthorised items. Examination regulations are very strict regarding items that may be taken into the examination room (see Frequently Asked Questions at the end of this booklet). If you break these rules, you may be disqualified from the examination.

No food is allowed in the examination rooms, unless there are exceptional circumstances i.e. you have a medical condition, and a prior agreement has been made with the Exams Officer. Water is encouraged in exams to boost performance and concentration. You are able to bring your own water bottle but please make sure that it is **a clear bottle with no labels, logos or writing** on it. Any bottle or drink holder not meeting this requirement will not be allowed in exam rooms.

Behaviour During the Exam

Please do not write on examination desks. This is regarded as vandalism by the school, and you may be asked to pay for any damage caused or clean the vandalised desk. Do not draw, graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper for marking.

Please also ensure that there is nothing written on your hands or arms before you start the exam. In addition, you must not write or doodle on your skin during the exam as it is difficult to prove that this was not there when you entered the exam room and may be construed as malpractice.

Listen carefully to instructions and notices read out – there may be amendments (erratum notices) to the exam paper that you need to know about. Check you have the correct question paper – check specifically for the subject and level of tier of entry. If you are unsure or wish to ask a question at any time raise your hand and wait for an invigilator to come over to you. Read all instructions printed on the front of the exam paper carefully and number your answers clearly. Please be aware that you are responsible for producing legible handwriting.

You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you haven’t missed any questions out. Please also make sure that you have completed your details correctly on the front of the paper.

Please try and make time to go to the toilet prior to the start of an exam. You are strongly discouraged from using the toilet in the first and last half hour of any exam as this is disruptive for you and those around you. In the case of an emergency, or medical issue, you will be allowed to leave the exam hall to use the toilet. You will be accompanied by a member of the exams team who will wait outside of the toilet for you and you must use the toilet to which you are directed. Time will *not* be added on to your exam for any toilet breaks taken, unless in the case of an agreed medical

issue or emergency. All toilet breaks are recorded, and any abuse of this approach will be reported to the school leadership team.

You will not be provided with paper to do “rough work” – you must write all rough work on your exam paper and neatly cross through it with a single line. This will enable those marking your paper to see your workings etc. If you require extra answer paper, please raise your hand and an invigilator will bring some over to you.

At the end of the examination all work must be handed in. If you have used more than one answer book or loose sheets of paper, make sure that you have all your candidate details on them and that your answers are numbered. Then place the extra sheets **inside** your answer booklet. 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, and other candidates may still be working. Question papers, answer booklets and additional paper must not be taken from the exam room.

You should remain seated in silence, **facing the front** of the examination room, until you are told to leave. Please leave the room **in silence** and remain silent until you are well away from the examination room to show consideration for other candidates who may still be working.

Examination Fees

The school pays exam fees to the examination boards for the exams you sit with the following exceptions:

- You fail to attend an exam without good reason
- You are a 6th form student re-sitting a unit

You may also be required to pay for any review of marking that you request after you have received your results (see later in this booklet for more details). A full list of these fees will be enclosed with your result slips in August.

After the Examinations

Notification of Results

Results will be available to collect from the school exams office on the relevant results day:

- **A-Level Thursday 12th August 2027**
- **GCSE Thursday 19th August 2027**

If you wish any other person (including family members) to collect your results on your behalf, you must complete the *Candidate Permission Form* attached to this handbook. The person you nominate to collect your results will be required to show photographic ID.

Candidates who cannot collect their results on these dates may provide an A5 stamped addressed envelope to the Exams Officer before results day, to enable us to forward through the post early in the day. Any results that remain uncollected by lunchtime will also be posted later on that day. Unfortunately, no results will be given out by telephone, fax, text or via an email under any circumstances.

After Results

If you require post-results advice or wish to discuss your results, the Exams Officer and teaching staff will be available on results days. Details about the post results services available from exam boards are enclosed later in this guidance booklet. Please note that payment for any review of marking requested must be made prior to an application being submitted.

Certificates

Certificates will arrive in school by the end of November. We will advise you when these are ready for collection.

South Nottinghamshire Academy is only obliged to keep certificates for a period of one year after issue. If they are not collected in this year we will try to issue you a reminder, where we have relevant contact details. After a maximum of 3 years your certificates will be **destroyed**. You are strongly advised to collect your certificates at your earliest convenience.

If a student loses their certificates or fails to collect them within this period of time, it may be possible to request a replacement certificate for some qualifications by applying directly to the appropriate examination boards (AQA, OCR, Edexcel, WJEC or NCFE). Replacement certificates are not possible for GCSEs and A levels but the examination board may provide a certified statement of results instead. **There will be a fee for these services.**

Once you have collected your certificates, please keep them safe as they are important and will need to be presented if you go on to another 6th form college, university or into employment. South Nottinghamshire Academy does not keep copies of students' exam certificates in school.

Exam Check List



Arrive at school **on time**. It is much better to arrive early in case there are problems with your journey. You will be expected to line up outside your exam room at least 15 minutes before the start of any exam.



Clear Water bottles are allowed in the exam hall but must not have any label or writing on them.



Students must not have mobiles phones in their possession (either on or off). **This is very important** – if a phone is found, there is a good chance that you will be disqualified from the exam you are taking and possibly also incur wider sanctions.



You should not have any notes, pagers, AirPods, iPods, watches, smart glasses or smart devices that could capture a digital image or store data in your possession when you come in for an exam – penalties could be incurred. Headphones and earphones are also not permitted.



You should write in black ink. All equipment should be in clear pencil cases. Do not use gel pens – this is because exam papers are now scanned and sent electronically for marking – gel pens do not scan well.



Please make sure that you bring your own calculator for your exams. The stock in the exam hall may not be appropriate to the exam you are taking, and school expects you to provide your own equipment. Please leave calculator lids at home and ensure memories are cleared.

Sshh!

There is **absolutely no talking or communication between students once you enter the exam hall**. If you have any questions, you should raise your hand, and an invigilator will come to you.



Please make sure that you wear full school uniform (or standard dress code for 6th form students) for all of your exams – this includes blazers. Blazers can be removed once you are in the exam hall if the weather is hot.

Malpractice Guidance for Students

What is Malpractice?

"Malpractice" is any act or practice which is in breach of the JCQ regulations or which:-

- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate

This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework, controlled assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

Did you know that the following all constitute malpractice offences for which there are penalties imposed by the awarding bodies?

- Altering results documentation, including certificates
- A breach of the instructions or advice given by an invigilator or awarding body in relation to the examination rules and regulations
- Collusion – working collaboratively with other candidates beyond what is permitted
- Copying from another candidate – including coursework and during the exam
- Deliberate destruction of work – including defacing your own exam script
- Disruptive behaviour in the exam room
- Talking in the exam room
- Written communications between candidates
- Taking unauthorised notes into the exam room
- Using permitted notes/books that have been over annotated
- Including inappropriate or offensive material in scripts or coursework
- Plagiarism – copying from published sources, including from the internet or the misuse of Artificial Intelligence (AI)
- Theft of someone else's work (project or coursework) to pass off as your own
- Possessing a mobile phone (even with the SIM card or battery removed), or MP3, iPod or watch etc. whilst in the exam room or whilst quarantined awaiting an exam
- Leaving the exam room or while still under exam conditions, unescorted before the end of the exam

Make sure you know what you can and cannot do in an exam room, before it is too late. Do not take unnecessary risks otherwise all your efforts could be wasted.



Tips to Manage Exam Stress

Everyone gets nervous and it is a normal part of exams. While it's not so easy to stop feeling nervous, you can use relaxation techniques to keep your nerves under control and focus on what you want to achieve. Here are some tips and techniques you can try if you feel stressed before and in exams.

Before your exams

- Being prepared and doing the work will always help you feel more confident about sitting your exams, so do as much revision as you can.
- Celebrate your success in revision tasks and know when you do well.
- Meditation and exercise are great ways to help clear your mind, leaving you feeling refreshed and energised. Plan something for first thing in the morning – if you start your day well, you are more likely to stay calm.
- Use deep breathing to relax your body and mind – in through the nose out through the mouth.
- Eat the right foods and drink lots of water – too much coffee and sugar for example can make you feel more anxious as they are stimulants.
- Use positive language with yourself and visualise your exams going smoothly.
- If possible, avoid classmates who are highly stressed or who want to talk about the exams.
- Practice your relaxation techniques so they are natural to you by exam day.
- Plan your exam day so you feel in control; allow for travel and proper meals.

In your exams

- **Breathe** – take some deep breaths to relax your body and mind. This will really help if you freeze up or are struggling to get started.
- Focus on **your** paper. Block out the exam room and other students.
- Read the entire question paper, answering the questions you feel most comfortable with. By answering these first, you will feel more confident and settle into the rest of the exam.
- Stuck with a question? Leave it. Work on the next one and then come back to it.
- Remember, it's not a race. You've been allocated a set amount of time – use it and make sure you have done as much as you can.

Keep a good attitude and use positive language with yourself; your nerves will pass. After you have finished each exam take time to celebrate your achievements

Before you leave school for the final time, please make sure you have used all your funds and have nothing left on ParentPay. Please also ensure your account is not overdrawn.

Library Books

Please make sure you have returned all your school library books so you do not get an unexpected invoice through the post.



School Ties/Uniform



We would be very grateful for any school tie or school uniform donations once all your exams have finished. Please hand these into School Reception.

Summer 2027 Results Dates and Post Result Services

- The results day for A Levels is **Thursday 12th August 2027**
- The results day for GCSEs is **Thursday 19th August 2027**
- You will be advised of the hours that school will be open for the collection of results nearer the time

Following the issue of exam results there are a number of Post Results Services available from each of the awarding bodies, should they be required. The main services are:

- **Access to Scripts** – this provides you with a copy of your exam script. These can be utilised by the school for future teaching and learning (with your permission) and can also be useful in deciding whether you wish to request a review of marking.
- **Review of Marking** – if you think an error may have been made with your grade you can request a review of marking. Awarding bodies will review their marking to ensure your work was marked accurately in line with the mark scheme. You must understand that if you pursue a review of marking **the final grade awarded may be lower than, higher than, or the same as the grade originally awarded**. If you think you may wish to request a review, you should discuss this course of action with your subject teacher in the first instance.
- **Priority Review of Marking** – as above but completed in quicker timescales for students with a university or further education place dependent on the result.

Students must give permission in writing before school can pursue any service on their behalf. The Exams Officer will be available on results days with the relevant forms to complete should a student wish to pursue any of the above options. Teaching staff will also be available to offer advice and support. Information regarding deadlines to request any of these services, and any associated costs, will be enclosed with results slips. Applications for post results services will only be made on receipt of relevant payment.

If a student's marks are increased and this leads to a change in grade then the student will receive a refund of the monies initially paid for the relevant paper.

As soon as a review of marking is received back into Centre, the Exams Officer will inform the student of the result. As soon as scripts are received by the Exams Officer these will be given to the student or to the relevant subject teacher with the student's permission. Students' **school e-mail addresses** will remain active during this period and will be used to communicate results of any reviews. **Please check these regularly** if you are waiting for information about post results services. NB We are not able to communicate exclusively with parents acting on your behalf – permission must come from you.

South Nottinghamshire Academy

CANDIDATE PERMISSION FORM

Summer 2027

RESULTS COLLECTION

If you require your results to be posted home, you will need to provide Ms Hird with an A5 stamped addressed envelope.

If you require your results to be collected on your behalf, please complete this form and return it to Ms Hird **prior to the end of the summer term.**

I give permission for my representative …… to collect my results on my behalf from the school on results day.

I confirm that my representative will provide photographic ID on collection.

CANDIDATE SIGNATURE: **DATE:**

CANDIDATE NAME:

TUTOR GROUP:

FREQUENTLY ASKED QUESTIONS

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

The Exams Officer will re-schedule papers (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a short break (no more than 20 minutes) during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. 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 both examinations are completed. In extreme circumstances such as a clash involving multiple examinations, overnight supervision arrangements may be necessary. This is very rare. If in doubt consult the Exams Officer.

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

You will be asked to check before the exam starts. If you think something is wrong put your hand up and let the invigilator know immediately. It is your responsibility to let us know if a mistake has been made.

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

Candidate Numbers are printed on your individual timetables, seating plans (which are displayed outside exam rooms), and on your exam photo cards which will be on your exam desk. You do not need to memorise your number. Invigilators will be on hand to help you find your number.

Q. What do I do if I forget the school Centre Number?

The Centre Number is 28370; this will be clearly displayed in the examination rooms and appears on your exam photo cards on your desk.

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

Inform the Exams Officer at the earliest possible opportunity 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 scribe or laptop to write your answers, but we will need as much prior notice as possible. You will need to obtain medical evidence (from your GP or hospital)

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. 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 an accident or injury, bereavement or extreme disturbance during an exam.

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 and you feel this may have affected your performance so that the Exams Officer can be informed.

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

Provided you are not more than 45 minutes late, it may still be possible for you to sit the examination. You should notify school as quickly as possible to let them know why you are running late. You should follow any instructions given to you by school on the day and get to school as quickly as possible. You must report to reception on arrival. The Exams Officer will escort you to the exam room. You must not enter an examination room without permission after an examination has begun.

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

No. Timetables are regulated by the awarding bodies, and you must attend on the given date and time.

Q. Do I have to wear school uniform?

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

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

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, headphones, watch etc.) is regarded as cheating and is subject to severe penalties by the awarding bodies. If a mobile phone or electronic device is found in your possession in an exam or during lunchtime supervision - even if it is turned off – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations and have stated that students discovered to have a mobile phone with them during an exam or when in lunchtime supervision face disqualification from the subject concerned. Please leave your phone at home.

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

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a whiteboard at the front of the exam room. The duration of your exam will also be printed on the front of the exam paper.

Q. Can I leave the exam early?

You will not be allowed to leave the exam room early as this is disruptive to other candidates.

Q. What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

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

Please try and make time to go to the toilet prior to the start of an exam. You are strongly discouraged from using the toilet in the first and last half hour of any exam as this is disruptive for you and those around you. In the case of an emergency, or medical issue, you will be allowed to leave the exam hall to use the toilet. You will be accompanied by a member of the exams team who will wait outside of the toilet for you, and you must use the toilet to which you are directed. Time will not be added on to your exam for any toilet breaks taken, unless in the case of an agreed medical issue or emergency. All toilet breaks are recorded, and any abuse of this approach will be reported to the school leadership team.

Q. If I have more than one exam on a day, can I get lunch at school?

Pupils who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch.

Q. Why do I need to check the details on the Statement of Entry?

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. I am entitled to extra time – how will this affect the way I take my exams?

Some students receive an allowance of 25% extra time. Candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

If you have any questions that remain unanswered, please do not hesitate to contact Ms Hird (Exams Officer).

Appendix 1:
Complaints Policy and Internal Appeals Procedure

SNA has in place a Complaints Policy and an Internal Appeals Procedure that you are able to follow if you are not happy about a number of issues such as:

- Exams-related teaching and learning
- Examination Entries
- The conduct of examinations
- Results and Post-Results Services
- Internal assessment decisions (centre-assessed marks)
- Access arrangements and special consideration
- Centre decisions relating to other administrative issues

These policies are provided below for your information. They are also on the school website along with the relevant forms. If you have any concerns or questions about this please come to see Ms Hird in the school exam's office in the first instance.

Purpose of the policy

The purpose of this policy is to confirm the arrangements for complaints at South Nottinghamshire Academy and confirms compliance with JCQ's **General Regulations for Approved Centres** (5.3, 5.8) in drawing to the attention of candidates and their parents/carers our written complaints policy which covers general complaints regarding the centre's delivery or administration of a qualification.

Grounds for complaint

A candidate (or their/parent/carer) at South Nottinghamshire Academy may make a complaint on the grounds below (This is not an exhaustive list).

Teaching and Learning

- Non-subject specialist teacher without adequate training/subject matter expertise utilised on a long-term basis
- Teacher lacking knowledge of new specification/incorrect core content studied/taught
- Core content not adequately covered
- Inadequate feedback for a candidate following assessment(s)
- Pre-release/advance material/set task issued by the awarding body not provided on time to an examination candidate
- The taking of an assessment, which contributes to the final grade of the qualification, not conducted according to the JCQ/awarding body instructions
- Candidate not informed of their centre-assessed mark prior to marks being submitted to the awarding body
- Candidate not informed of their centre-assessed mark in sufficient time to request/appeal a review of marking prior to marks being submitted to the awarding body
- Candidate not given sufficient time to review materials to make a decision whether to request a review of the centre-assessed mark
- Candidate unhappy with internal assessment decision (complainant to refer to the centre's **internal appeals procedure**)
- Centre fails to adhere to its internal appeals procedure

Additional grounds for complaint relating to teaching and learning:

Not applicable.

Access arrangements and special consideration

- Candidate not assessed by the centre's appointed assessor
- Candidate not involved in decisions made regarding their access arrangements
- Candidate was not informed that an application for access arrangements was to be processed using *Access arrangements online*, complying with the UK GDPR and the Data Protection Act 2018
- Candidate not informed/adequately informed of the arrangement(s) in place and the subjects or components of subjects where the arrangement(s) would not apply
- Examination information not appropriately adapted for a disabled candidate to access it
- Adapted equipment/assistive technology put in place failed during examination/assessment

- Approved access arrangement(s) not put in place at the time of an examination/assessment
- Appropriate arrangement(s) not put in place at the time of an examination/assessment as a consequence of a temporary injury or impairment
- Candidate unhappy with centre decision relating to access arrangements or special consideration (complainant to refer to the centre's **internal appeals procedure**)
- Centre fails to adhere to its internal appeals procedure

Additional grounds for complaint relating to access arrangements:

Not applicable.

Entries

- Failure to clearly explain a decision of early entry for a qualification to candidate (or parent/carer)
- Candidate not entered/entered late (incurring a late entry fee) for a required examination/assessment
- Candidate entered for a wrong examination/assessment
- Candidate entered for a wrong tier of entry

Additional grounds for complaint relating to examination entries:

Conducting examinations

- Failure to adequately brief candidate on examination timetable/regulations prior to examination/assessment taking place
- Room in which assessment held did not provide candidate with appropriate conditions for taking the examination
- Inadequate invigilation in examination room
- Failure to conduct the examination according to the regulations
- Online system failed during (on-screen) examination/assessment
- Disruption during the examination/assessment
- Alleged, suspected or actual malpractice incident not investigated/reported
- Failure to inform/update candidate on the accepted/rejected outcome of a special consideration application if provided by awarding body

Additional grounds for complaint relating to the conducting of examinations:

Not applicable.

Results and Post-Results

- Prior to the issue of results, candidate not made aware of the arrangements for post-results services and the availability of senior members of centre staff after the publication of results
- Candidate not having access to a member of senior staff after the publication of results to discuss/make a decision on the submission of a results review/enquiry

- Candidate request for return of work after moderation and work not available/disposed of earlier than allowed in the regulations
- Candidate (or parent/carer) unhappy with a result (complainant to refer via exams officer to awarding body **post-results services**)
- Candidate (or parent/carer) unhappy with a centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal (complainant to refer to the centre's **internal appeals procedure**)
- Centre fails to adhere to its internal appeals procedure
- Centre applied for the wrong post-results service/for the wrong script for a candidate
- Centre missed awarding body deadline to apply for a post-results service
- Centre applied for a post-results service for a candidate without gaining required candidate consent/permission

Additional grounds for complaint relating to results and post-results:

Not applicable.

Raising a concern/complaint

If a candidate (or parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification, South Nottinghamshire Academy encourages an informal resolution in the first instance.

This can be undertaken by:

- speaking in person, by telephone, or in writing to the Assistant Head for Curriculum and Examinations

If a concern or complaint fails to be resolved informally, the candidate (or parent/carer) is then at liberty to make a formal complaint.

How to make a formal complaint

All documentation relating to the submission of a formal complaint is available from, and should be returned to:

- the Exams Officer

Formal complaints will be logged and acknowledged within:

- 5 working days

To make a formal complaint, candidates (or parents/carers) must:

- Complete and return a complaints form

How a formal complaint is investigated

The head of centre will further investigate or appoint a member of the senior leadership team (who is not involved in the grounds for complaint and has no personal interest in the outcome) to investigate the complaint and report on the findings and conclusion.

The findings and conclusion of any investigation will be provided to the complainant within:

- 4 working weeks

Internal appeals procedure

Following the outcome, if the complainant remains dissatisfied and believes there are clear grounds, an appeal

can be submitted.

To submit an appeal, candidates (or parents/carers) must:

- follow the centre's internal appeals procedure and complete and return an internal appeals form

Appeals will be logged and acknowledged within:

- 5 working days

The appeal will be referred to:

- Head of Centre

It will be the responsibility of Exams Officer to inform the appellant of the final conclusion in accordance with the internal appeals procedure.

Additional details on the internal appeals process:

Both complaints and internal appeals forms are available in the exams section of the school website.

Purpose of the procedure

This procedure confirms South Nottinghamshire Academy's compliance with JCQ's **General Regulations for Approved Centres** (5.3z, 5.8) that the centre will:

- have in place for inspection that must be reviewed and updated annually by a member of the senior leadership team and communicated within the centre, an internal appeals procedure which must cover at least appeals regarding internal assessment decisions, access to post-result services and appeals, and centre decisions relating to access arrangements and special consideration (with reference to the JCQ document *A guide to the awarding organisations' appeals processes*)
- draw to the attention of candidates and their parents/carers their written internal appeals procedure which will cover appeals regarding internal assessment decisions, access to post-result services and appeals, and centre decisions relating to access arrangements and special consideration

This procedure covers appeals relating to:

- Internal assessment decisions (centre-assessed marks)
- Centre decisions not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal
- Centre decisions relating to access arrangements and special consideration
- Centre decisions relating to other administrative issues

Appeals relating to internal assessment decisions (centre-assessed marks)

Certain qualifications contain components or units of non-examination assessment, controlled assessment and/or coursework which are internally assessed (marked) by centres and internally standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

The qualifications delivered at South Nottinghamshire Academy containing internally assessed components or units are:

A Level	Fine Art
A Level	Biology
A Level	Chemistry
A Level	Design and Technology
A Level	English Language
A Level	English Literature
A Level	Geography
A Level	History
A Level	Media Studies
A Level	PE
A Level	Physics
Level 3	BTEC Sport (National Extended Certificate)
Level 3	Extended Project Qualification
GCSE	Fine Art
GCSE	Design and Technology
GCSE	Drama
GCSE	English Language
GCSE	Food Preparation and Nutrition
GCSE	Media Studies
GCSE	Music
GCSE	PE
GCSE	Photography
Level 1 / 2	Technical Award Childcare
Level 1 / 2	Technical Award Health and Fitness
Level 1 / 2	Technical Award in Food and Cookery

This procedure confirms South Nottinghamshire Academy's compliance with JCQ's **General Regulations for Approved Centres** (section 5.7) that the centre will:

- have in place and be available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates
- before submitting marks to the awarding body, inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking

Deadlines for the submission of marks

Date	Qualification	Details	Exam series
15/03/2027	GCSE & GCE PE	Final date for submission of centre assessed marks (OCR)	Summer-2027
30/04/2027	L1 / 2 Technical Award	Final date for submission of centre assessed marks (NCFE)	Summer-2027
05/05/2027	GCSE Media Studies & Music	Final date for submission of centre assessed marks (WJEC)	Summer-2027
01/05/2027	GCSE English Language	Final date for submission of Spoken Language Endorsement (AQA)	Summer-2027
07/05/2027	GCSE	Final date for submission of centre assessed marks (AQA)	Summer-2027
15/05/2027	GCE Sciences	Final date for submission of internally-assessed grades for A-level Science Practical Skills Endorsement (AQA)	Summer-2027
15/05/2027	GCSE	Final date for submission of centre assessed marks (OCR and Pearson)	Summer-2027
15/05/2027	GCE	Final date for submission of centre assessed marks (AQA, OCR, Pearson and WJEC)	Summer-2027
15/05/2027	Project Qualifications	Final date for submission of centre assessed marks (AQA)	Summer-2027
15/05/2027	Entry Level Qualifications	Final date for submission of centre assessed marks (AQA, OCR and Pearson)	Summer-2027
15/05/2027	L3 BTEC	Final date for submission of centre assessed marks (Pearson)	Summer-2027
31/05/2027	GCSE & GCE	Final date for submission of centre assessed marks Art & Design (AQA)	Summer-2027

South Nottinghamshire Academy is committed to ensuring that, whenever its staff mark candidates' work, this is done fairly, consistently and in accordance with the awarding body's specification and associated subject-specific documents.

South Nottinghamshire Academy ensures that all centre staff follow a robust policy regarding the management of non-examination assessments including controlled assessments and coursework. This policy details the procedures relating to the above listed qualifications, including the marking and quality assurance/internal standardisation processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skills, who have been trained in this activity and who do not have any potential conflicts of interest. If AI tools have been used to assist in the marking of candidates' work, they will not be the sole marker.

South Nottinghamshire Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistent marking.

On being informed of their centre-assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the marking standards to the marking, then the candidate may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

South Nottinghamshire Academy will:

1. ensure that candidates are informed of their centre-assessed marks so that they may request a review of the centre's marking before final marks are submitted to the awarding body

2. inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of work submitted

3. inform candidates that they may request copies of materials (as a minimum, a copy of the marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to help them decide whether to request a review of the centre's marking of the assessment

4. having received a request for materials, promptly make them available to the candidate within 2 working days (this will either be the originals, viewed under supervised conditions, or copies)

5. inform candidates they will not be allowed access to original assessment material, including artefacts, unless supervised

6. provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision

7. provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within **5 working days** of receiving copies of the requested materials by completing the **internal appeals form** and candidates must explain on what grounds they wish to request a review

8. allow **3 working days** for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks

9. ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review

10. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre

11. inform the candidate in writing of the outcome of the review of the centre's marking

The outcome of the review of the centre's marking will be made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the awarding body upon request.

The awarding body will be informed if the centre does not accept the outcome of a review.

The moderation process carried out by the awarding body may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of

marking within the centre, whereas moderation by the awarding body ensures that the centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should, therefore, be considered provisional.

Appeals against decisions to reject a candidate's work on the grounds of malpractice

The JCQ Information for candidates documents (AI (Artificial Intelligence and assessments), coursework, non-examination assessments and social media) which are distributed to all candidates prior to relevant assessments taking place (and prior to a candidate signing the declaration of authentication which relates to their work), inform candidates of the things they must and must not do when they are completing their work.

South Nottinghamshire Academy ensures that staff delivering/assessing coursework, internal assessments and/or non-examination assessments are aware of centre procedures relating to the authentication of learner work and have robust processes in place for identifying and reporting plagiarism (including AI misuse) and other potential candidate malpractice.

Candidate malpractice offences relating to the content of work (i.e. inappropriate/offensive content, copying/collusion, plagiarism (including AI misuse) and/or false declaration of authentication) which are discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication do not need to be reported to the awarding body. Instead they must be dealt with in accordance with the centre's internal procedures.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where the offence does not relate to the content of candidates' work (e.g. possession of unauthorised materials, breach of assessment conditions) or where a candidate has signed the declaration of authentication, must be reported to the relevant awarding body.

If there are doubts about the authenticity of the work of a candidate or irregularities are identified in a candidate's work before the candidate has signed the declaration of authentication/authentication statement (where required) and malpractice is suspected, South Nottinghamshire Academy will:

- Follow the authentication procedures and/or malpractice instructions in the relevant JCQ document (*Instructions for conducting non-examination assessments*/*Instructions for conducting coursework*) and any supplementary guidance that may be provided by the awarding body. Where this may lead to the decision to **not** accept the candidate's work for assessment or to reject a candidate's coursework on the grounds of malpractice, the affected candidate will be informed of the decision.

If a candidate who is the subject of the decision disagrees with the decision:

- an **internal appeals form** should be completed and submitted within 2 working days of the decision being made known to the appellant

The appellant will be informed of the outcome of the appeal within 5 working days of the appeal being received and logged by the centre.

This procedure is informed by the JCQ documents Instructions for conducting non-examination assessments (4.6, 6.1, 9), Instructions for conducting coursework (6, 7, 13.5), Review of marking (centre assessed marks) suggested template for centres, Notice to Centres - Informing candidates of their centre assessed marks and Suspected Malpractice: Policies and Procedures (3.3, 4.5 including reference to Form JCQ/M1)

Appeals relating to centre decisions not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal

This procedure confirms South Nottinghamshire Academy's compliance with JCQ's **General Regulations for Approved Centres** (section 5.13) that the centre will:

- have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal

Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer.

Candidates are made aware of the arrangements for post-results services prior to the issue of results. Candidates are also informed of the periods during which senior members of centre staff will be available immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking. Candidates are informed of this through SNA's Exam Guidance Booklet which is issued prior to the start of the exam season and written communication from the Exams Officer and/or Head of Centre towards the end of the Summer Term.

If the centre or a candidate (or their parent/carer) has a concern and believes a result may not be accurate, post-results services may be considered.

The JCQ post-results services currently available are detailed below.

Reviews of Results (RoRs):

- Service 1 (Clerical re-check)
  This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 (Review of marking)
- Priority Service 2 (Review of marking)
  This service is available for externally assessed components of both unitised and linear GCE A-level specifications. It is also available for Level 3 Vocational and Technical qualifications. For NCFE this service only applies to T-levels.
- Service 3 (Review of moderation)
  This service is not available upon the work of an individual candidate or the work of candidates not in the original sample

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Where a concern is expressed that a particular result may not be accurate, the centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information, etc. when made available by the awarding body to determine if the centre supports any concerns.

For written components that contributed to the final result, the centre will:

1. Where a place at university or college is at risk, consider supporting a request for a Priority Service 2 review of marking (where the qualification concerned is eligible for this service)
2. In all other instances, consider accessing the script by:
   a) requesting a priority copy of the candidate's script to support a review of marking by the awarding body deadline, or
   b) (where the option is made available by the awarding body) viewing the candidate's marked script online to consider if requesting a review of marking is appropriate
3. Collect informed written consent/permission from the candidate to access their script
4. On access to the script, consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking

5. Support a request for the appropriate RoR service (clerical re-check or review of marking) if any error is identified
6. Collect informed written consent from the candidate to request the RoR service before the request is submitted
7. Where relevant, advise an affected candidate to inform any third party (such as a university or college) that a review of marking has been submitted to an awarding body

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 (including priority service 2) is submitted to the awarding body. Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded. Candidate consent must only be collected after the publication of results.

For any moderated components that contributed to the final result, the centre will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
- Consult any moderator report/feedback to identify any issues raised
- Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a RoR service 3 (Review of moderation) will not be available
- Determine if there are any grounds to submit a request for a review of moderation for the work of all candidates in the original sample

Centre actions in the event of a disagreement (dispute)

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, the centre will:

- For a review of marking (RoR priority service 2), advise the candidate they may request the review by providing informed written consent (and the required fee) for this service to the centre by the deadline set by the centre
- For a review of marking (RoR service 1 or 2), first advise the candidate to access a copy of their script to support a review of marking by providing written permission for the centre to access the script (and any required administration fee for this service) for the centre to submit this request
- After accessing the script to consider the marking, inform the candidate that if a request for a review of marking (RoR service 1 or 2) is required, this must be submitted by the deadline set by the centre by providing informed written consent (and the required fee for this service) for the centre to submit this request
- Inform the candidate that a review of moderation (RoR service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support a review of results, an internal appeal can be submitted to the centre by completing the **internal appeals form** at least 5 working days prior to the *internal* deadline for submitting a request for a review of results.

The appellant will be informed of the outcome of the appeal before the internal deadline for submitting a RoR].

Following any RoR outcome, an *external* appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ documents **Post-Results Services** and **A guide to the awarding organisations' appeals processes** will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the RoR outcome, but the candidate (or their parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to

proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the **JCQ document *A guide to awarding oranisations' appeals processes***. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within 5 working days of the notification of the outcome of the RoR. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required **30 calendar days** of the awarding body issuing the outcome of the review of results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams manager/officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

Where the head of centre is satisfied after receiving the preliminary appeal stage outcome, but the candidate (or their parent/carer) believes there are grounds to pursue to an Appeal Hearing, a further internal appeal may be made to the head of centre following the processes outlined above. Following this, the head of centre's decision as to whether to proceed with an appeal hearing will again be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

This procedure is informed by the JCQ documents Post-Results Services and A guide to the awarding organisations' appeals processes

Appeals regarding centre decisions relating to access arrangements and special consideration

This procedure confirms South Nottinghamshire Academy's compliance with JCQ's **General Regulations for Approved Centres** (section 5.3z) that the centre will:

- have in place for inspection that must be reviewed and updated annually by a member of the senior leadership team and communicated within the centre, aninternal appeals procedure which must cover at least appeals regarding... centre decisions relating to access arrangements and special consideration

South Nottinghamshire Academy will:

- comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ documents **Access Arrangements and Reasonable Adjustments** and **A guide to the special consideration process**
- ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced

Access arrangements and reasonable adjustments

In accordance with the regulations, South Nottinghamshire Academy:

- recognises its duty to explore and provide access to suitable courses to submit applications for reasonable adjustments through the access arrangements process and to make reasonable adjustments to the services the centre provides to disabled candidates
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

Failure to comply with the regulations has the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to disabled candidates

Special consideration

Where South Nottinghamshire Academy has appropriate evidence authorised by a member of the senior leadership team to support an application, it will apply for special consideration at the time of the assessment for a candidate who is affected by adverse circumstances beyond their control, when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment.

Centre decisions relating to access arrangements, reasonable adjustments and special consideration

This may include South Nottinghamshire Academy's decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where South Nottinghamshire Academy makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted

- An **internal appeals form** should be completed and submitted within 5 working days of the decision being made known to the appellant.

To determine the outcome of the appeal, the head of centre will consult the respective JCQ document to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within 10 working days of the appeal being received and logged by the centre.

If the appeal is upheld, South Nottinghamshire Academy will proceed to implement the necessary arrangements/submit the necessary application.

This procedure is informed by the JCQ documents A guide to the awarding organisations' appeals processes (3), Suspected Malpractice: Policies and Procedures (3.3), General Regulations for Approved Centres (5.4), Access Arrangements and Reasonable Adjustments (Importance of these regulations) and A guide to the special consideration process (1, 2, 6)

Appeals regarding centre decisions relating to other administrative issues

Circumstances may arise that cause South Nottinghamshire Academy to make decisions on administrative issues that may affect a candidate's examinations/assessments.

Where South Nottinghamshire Academy may make a decision that affects a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with the regulations or followed due process, a written request setting out the grounds for appeal should be submitted; an **internal appeals form** should be completed and submitted within 5 working days of the decision being made known to the appellant.

The appellant will be informed of the outcome of the appeal within 10 working days of the appeal being received and logged by the centre.

This procedure is informed by the JCQ document A guide to the awarding organisations' appeals processes (7)

INTERNAL APPEALS FORM

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please tick box to indicate the nature of your appeal and complete all white boxes* on the form below

- ☐ Appeal against an internal assessment decision and/or request for a review of marking
- ☐ Appeal against a decision to reject candidate's work on the grounds of malpractice
- ☐ Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- ☐ Appeal against the centre's decision relating to access arrangements or special consideration
- ☐ Appeal against the centre's decision relating to an administrative issue

*Where the nature of the appeal does not relate directly to an awarding body's specific qualification, indicate N/A in awarding body specific detail boxes

Name of appellant		Candidate name (if different to appellant)	
Awarding body		Exam paper code	
Qualification type Subject		Exam paper title	

Please state the grounds for your appeal below:

(If applicable, tick below)

☐ Where my appeal is against an internal assessment decision, I wish to request a review of the centre's marking

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature: Date of signature:

This form must be signed, dated and returned to the exams manager/officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure

INTERNAL APPEALS LOG

On receipt, all appeals are assigned a reference number and logged. Outcome and outcome date is also recorded.

The outcome of any review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and logged as an appeal, so information can be easily made available to an awarding body upon request. The awarding body will be informed if the centre does not accept the outcome of a review – this will be noted on this log.

Ref No.	Date received	Appellant name	Outcome	Outcome date

Further guidance to inform and implement appeals

These include, but are not limited to:

JCQ documents

- General Regulations for Approved Centres https://www.jcq.org.uk/exams-office/general-regulations/
- Post-Results Services https://www.jcq.org.uk/exam-results-data/post-results/
- A guide to the awarding organisations' appeals processes https://www.jcq.org.uk/exam-results-data/appeals/
- Notice to Centres – Informing candidates of their centre assessed marks https://www.jcq.org.uk/exams-office/coursework-nea/
- Suspected Malpractice: Policies and Procedures https://www.jcq.org.uk/exams-office/malpractice/
- Access Arrangements and Reasonable Adjustments https://www.jcq.org.uk/exams-office/access-arrangements-and-reasonable-adjustments/
- A guide to the special consideration process https://www.jcq.org.uk/exams-office/access-arrangements-and-reasonable-adjustments/

Ofqual regulations

- GCSE (9 to 1) qualification-level conditions and requirements https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions
- GCE qualification-level conditions and requirements https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements

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.

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JCQ CIC

AQA Questions matter | CAMBRIDGE OCR | City & Guilds | cea Rewarding Learning | NCFE | Pearson | wjec cbac

NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES

NO STORAGE OR WEB-ENABLED DEVICES



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

DISQUALIFICATION

from your examination and your overall qualification.

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

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Joint Council for Qualifications CIC

Information for candidates

Written examinations

Effective from 1 September 2026

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. You should also check with your teacher which calculator you may use in your exams.

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 any unauthorised material into the exam room, including:

(a) notes;

(b) earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods);

(c) a mobile phone;

(d) a watch (e.g. analogue, digital, smartwatch);

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 your 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 and make sure it is in exam mode;

(c) remove any parts such as cases, lids or covers which have printed instructions or formulae;

(d) **do not** bring any operating instructions or prepared programs into the exam room.

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 place any additional answer sheets inside your answer booklet. (For CCEA examinations place any additional sheets behind your answer booklet.)

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 answer booklet.

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.

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Joint Council for Qualifications CIC

Information for candidates

Non-examination assessments

Effective from 1 September 2026

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 2027.

Where AI has been used, 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/), 25/01/2027. You should also acknowledge the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s)/prompts used to generate the AI content and the AI-generated content itself 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 from other sources 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 not crediting the source. This includes outputs from AI tools. 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 for detecting plagiarism 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.

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Joint Council for Qualifications CIC

Information for candidates

Coursework assessments

Effective from 1 September 2026

Produced on behalf of:

AQA Questions matter · CAMBRIDGE OCR · City & Guilds · ceq Rewarding Learning · Pearson · wjec cbac

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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).

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 2027.

Where AI has been used, 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/), 25/01/2027.

You should also acknowledge the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s)/prompts used to generate the AI content as well as the AI generated content itself 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 from other sources 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.

Don't 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.

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and not crediting the source. This includes outputs from AI tools. **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 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 for detecting plagiarism 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.

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Joint Council for Qualifications CIC

Information for candidates

On-screen examinations

Effective from 1 September 2026

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 exam(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 exam.

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 any unauthorised material into the exam room, including:

(a) notes;

(b) earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods);

(c) a mobile phone;

(d) a watch (e.g. analogue, digital and smartwatch);

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

(e) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. memory sticks, social media sites, spreadsheets or the internet;

(f) 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 exam has finished, you **will not** be allowed to return.

8 **Do not** borrow anything from another candidate during the on-screen exam.

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

1 Know the date and time of your on-screen exam(s). Arrive at least ten minutes before the start of your on-screen exam.

2 If you arrive late for an on-screen exam, report to the invigilator running the exam.

3 If you arrive more than one hour after the published starting time for the on-screen exam, 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 exam.

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 and make sure it is in exam mode;

(c) remove any parts such as cases, lids or covers which have printed instructions or formulae;

(d) **do not** bring any operating instructions or prepared programs into the exam room.

3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the on-screen exam

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 exam;

(b) the on-screen exam is in another candidate's name;

(c) you experience system delays or any other IT issues;

(d) your access to the on-screen exam has not been set up correctly;

(e) adjustments to the on-screen exam 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 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 on-screen exam 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 exam

1 Ensure that the software closes at the end of the on-screen exam.

2 If you are required to print off work outside the time allowed for the on-screen exam, 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 exam.

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Information for candidates

Using social media and examinations/assessments

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

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



Things to do on social media:

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

Things not to do on social media:

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

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

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

Please take the time to familiarise yourself with the JCQ rules:

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

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

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?



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

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

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

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 will need:







- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are **not acceptable**
- ☐ an approved calculator for relevant exams
- ☐ appropriate equipment, 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

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2027 exam timetable on the morning and afternoon of 23 June 2027. Make sure you are available on 23 June 2027.

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. earbuds, smart glasses or tablets)

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.

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

You can also find useful information about preparing for exams at
www.jcq.org.uk/exams-office/information-for-candidates-documents