

# CANDIDATE EXAM HANDBOOK

## 2025/26

This handbook is reviewed and updated annually

Date of next review	September 2026
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## Introduction

Mulberry Academy Woodside is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

## Purpose of this handbook

- *To support/complement candidate briefings/assemblies*
- *To inform candidates about malpractice in examinations/assessments*
- *To inform candidates about the use of their personal data and copyright*
- *To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken*
- *To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken*
- *To answer questions candidates may have etc.*
- *To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures they need to be made aware of*

## Malpractice

*Candidates must not become involved in any unfair or dishonest practice in any aspect of examinations, non-examination assessments or assignments that form part of the assessment for a qualification.*

- *Malpractice means any act or practice which is in breach of the Regulations*
- *Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies*
- *The following actions will constitute malpractice:*
  - *Sitting an examination in the name of another candidate*
  - *In possession of unauthorised material in the examination room - phones, notes, cases, leaflets, bags, stereos, iPods, MP3/4 players or pagers, Air pods, earphones/earbuds, watches, smart glasses, any other smart devices*
  - *Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)*
  - *Breaches of examination conditions – e.g. Disruptive Behaviour, Talking, etc*
  - *Offences relating to the content of candidates' work – Copying, writing inappropriate, obscene or offensive material*
  - *Undermining the integrity of examinations/assessments – Being in possession of confidential material in advance of an examination*

### **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

### **Things not to do during non -examination assessments and coursework**

#### **False declaration of authentication**

Making a false declaration of authentication in relation to the authorship of an assignment or coursework.

### **Research and using no references**

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026.

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

You **must** retain a copy of the question(s) and computer-generated content for reference and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used.

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

### **Plagiarism**

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It could also include AI-produced material. **Plagiarism is a form of cheating which is taken very seriously...**

You may also want to make reference to appendix 4 of school **Examination Policy**

## **Personal data**

- *Mulberry Academy Woodside will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.*
- *Personal data and educational needs of candidates will be shared with awarding bodies when applying for Access Arrangements*
- *Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved.*
- *Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies.*
- *Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programs and data ("Student Materials").*
- *Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms.*

## Copyright

- *Candidates may access Student Materials (including examination scripts) through the access to scripts arrangements after results are released.*
- *Candidates may also access evidence of Access Arrangements from SENCo after results are released*
- *Candidates may access portfolio of coursework after results are released.*

## Coursework assessments/non-examination assessments

- *Ofqual refers to any GCSE/GCE assessment which is not an examination taken on the same day, at the same time, by all students as 'Non-examination assessment' (NEA).*
- *In Mulberry this includes assessments such as: English language GCSE spoken language endorsement; Modern Foreign Languages speaking assessments; Art, Photography and 3Ddesign GCSE externally set assignment; Music GCSE performing and composing assessments; Drama GCSE performance assessments, Physical Education GCSE performance assessments; BTEC Qualification Assignments*
- *Registrations and entries are submitted to the relevant awarding int time*
- *Exam information, Themes, Tasks are shared with candidates by Subject Leads/Heads of Departments*
- *In practical assessments, subject teachers/technicians are available for support*
- *All students are reminded that submitting work that is not your own, i.e through AI plagiarism, previous years' work, constitute malpractice and once you sign the declaration form, any malpractice will be reported to the awarding body.*
- *Students' work for an NEA is stored securely in a locked cupboard/cabinet unless students are working on it, or teachers are marking/moderating it. Assessments completed electronically are saved into a dedicated secure area on the school network.*
- *Where marking is internal, moderation processes involving all teachers who mark work are managed by the HoD and outcomes are recorded*
- *Candidates are informed of the marks they have been awarded for their work prior to the marks being submitted to the awarding body for moderation.*

## Written timetabled exams

*For all written examinations:*

- *Candidates are expected to check their statement of entry (to check that personal details and exam entries are correct)*
- *Candidates are expected to receive and check their exam timetable (emails and printed copies) to ensure you know the date, time, venue, seat numbers., Access Arrangement details of all their exams/assessments.*
- *Candidates should read the JCQ information for candidates documents – written examinations, social media, preparing to sit your exams (available on school website)*
- *Be familiar with the Exam room posters – Warning to candidates, Unauthorised items (available on school website)*
- *Come to the exam hall prepared and with the right equipment*
- *Candidates must not become involved in any unfair or dishonest practice in any aspect of examinations*
- *Follow the instructions of the Invigilators in the exam Hall.*

## Contingency session - Summer 2026

The awarding bodies designate contingency sessions for examinations. This will be stated in your examination timetable for use in the event of national or significant local disruption to examinations.

**The Contingency day for Summer 2026 series is 24<sup>th</sup> June 2026.**

**(Until you have completed all your examinations, you must make sure that you are available on the contingency day)**

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

- *Where your timetable shows a clash, The exams officer will reschedule the exams where one paper will be taken, followed immediately/after a short, supervised break by the next paper(s). You will be under supervision at all times, and you may be required to bring lunch with you.*
- *Where you have three or more papers timetabled for the same day and the total duration for those papers is more than five and half hours, including approved extra time and supervised rest breaks, The Head Teacher may allow for the afternoon examination to be taken the following morning, including Saturdays.*
- *This overnight supervision will follow a strict procedure and will only be applied as a last resort and once all other options have been exhausted.*

## Where you will take your exams

- *Your exams may take place in the school Sports Hall, Main Assembly Hall, The Hub, or a classroom.*
- *Details of your exam venue will be on your Timetable.*

## What time your exams will start and finish

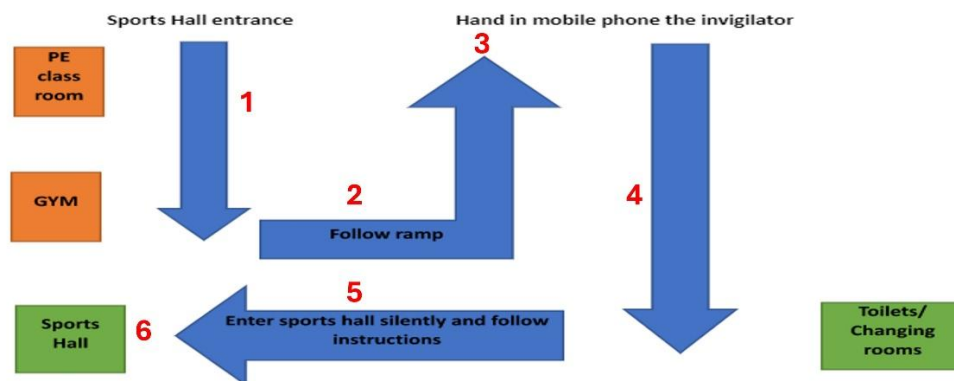
- *For GCSE summer exams, Morning exams start at 8:40am and Afternoon exams starts at 1:30 pm*
- *Please check your individual timetable carefully for clashes as that they start at a different time.*
- *For Mock exams, Morning exams start at 8:40am, Mid-morning exams at 11:10am and Afternoon exams starts at 1:30 pm*
- *Candidates are expected to stay for the full duration of the exams and wait to be dismissed from the exam hall.*

## Supervision during your exams

- *From the moment you enter the exam hall until you leave, you are expected to follow the instructions of the Invigilators*
- *Exams are supervised by a team of invigilators*
- *Invigilators follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.*
- *Failure to follow Invigilators instructions may lead to Malpractice*

## Exam room conditions

- All candidates are invited or escorted into the exam hall, e.g Sports Hall, by going round the ramp, handing in any unauthorised items and down the stairs into the main exam hall.



- Candidates are under formal examination conditions from the moment they enter the exam room until they are given permission to leave by the invigilator.
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Candidates must not communicate with or disturb other candidates
- Exam Information will be displayed on the screens (centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam)
- Candidates will listen to the Invigilators Announcement and follow relevant information relating to the completion of the front of their answer books (first name and surname, candidate number, Centre Number etc.)
- Any relevant information regarding the use of Toilet, dismissal, erratum notice will be read out by the Exams officer or Lead Invigilator.
- Candidates must not open the question paper until the exam begins

## Where you will sit in the exam room

- Candidates will be seated in Alphabetical order, separated by Access Arrangements approved and in place.
- Each seat will have an Alphabet and a number. The Alphabets: A,B,C,D... will be posted on the wall horizontally and Numbers: 1,2,3,4,5 .... Posted Vertically.
- Candidates seating plan will be posted both outside and inside the exam room.
- Candidates are expected to check their Timetables before the exam day and as they approach the exam room.

## How your identity is confirmed in the exam room

- Candidates' cards display students' names with Photographs for verification
- A register is taken by a member of the Senior Leadership and attendance officer just before students enter the hall
- The Exams officer and Invigilators check the attendance and display cards for exam room register to be taken

## What equipment you need to bring to your exams

- All students are required to bring with them Pens (Black), Pencil, Sharpener, Eraser, Ruler, Protractor, Compass, Scientific calculators (where permitted)

- *If your pencil case is not see through (transparent), you must take out the equipment you need and place the pencil case on the floor*

### Using calculators

- *Your calculator must not have pre-stored information or facilities like databanks, dictionaries, language translators, symbolic manipulation, communication with other machines or internet*
- *Calculator must not be borrowed from another candidate during an examination*
- *An Invigilator may give a candidate a replacement calculator*
- *If your calculator case has any written formula on it, please hand it over to an Invigilator*

### Food and drink in exam rooms

- *Food and fizzy drinks are not permitted. Water may be brought in, however the labels must be removed*

### What you should wear for your exams

- *All candidates must be in Full school uniform for all exams*

### Where your personal belongings will be stored during your exam

- *All mobile phones, watches and smart devices will be collected and stored in the mobile phone trolley*
- *Students will be given number cards at the point of collection for device identification and return*
- *All bags are to be stored in the cages provided in the exam room and coats hanged*

### What to do if you arrive late for your exam

- *Candidates who arrive after the start of the examination may be allowed to enter the examination room and is permitted to the full time for the exam*
- *The candidate will be warned that the awarding body may not accept their work*
- *A candidate is considered **very late** if they arrive more than one hour after the published start time of an examination which last one hour or more.*

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

Overtyping here relevant information.

#### Examples

- *In all cases you should try to attend all your exams, however if you are unwell you must call the school as soon as possible*
- *Medical evidence will be required*
- *Special consideration can be applied for as long as you have completed at least 15% of the total assessment.*
- *Special consideration is likely to be small addition of marks – (0%-5% of the total component marks)*

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

- *If the fire alarm sounds, students will remain in their seats and wait for further instructions from Invigilators*
- *Premises team will assess the situation and inform the exam officer whether it is a real fire*
- *Candidates will close answer booklets and leave the room in silence through the fire exit doors*
- *Candidates will be supervised while outside the examination room*
- *Invigilators will note the time of interruption and how long it lasted*
- *A full report of the incident and action taken will be sent to the relevant awarding body*

## Candidates with access arrangements/reasonable adjustments

- *Access arrangements allow students with specific needs, such as special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment*
- *The candidate's access arrangements requirement is determined from a process of consultation between SENCo, inclusion team, Heads of Departments and specialist teacher.*
- *Access arrangements may include Supervised Rest Breaks, 25% Extra Time, Computer Reader/Reader, Scribe, Alternative rooming, etc*
- *The arrangements will largely depend on the candidate's normal way working, picture of need and test scores.*
- *If you have an approved Access arrangement, you will find the details on your individual Timetable.*

## Results

- *Hard copy of provisional statements of results for summer 2026 series will be issued/distributed to candidates on Thursday 20<sup>th</sup> August 2026*
- *Results are to be collected in person by each student from the school between 8:30am and 10:00am*
- *Results not collected after 10 am will be emailed to students' personal email addresses.*
- *Senior members of staff will be available to support students with decisions about the next steps.*
- *If a candidate is unable to collect his/her results, written permission is required before results can be released*

## Post-results services

- *All candidates will be informed of post-results Services in the letter detailing results day information.*
- *The services are available (reviews of results, access to scripts) require the written consent of the candidate*
- *Requests for post-results services must be made through the school – Head of Department/SLT*
- *Heads of Departments may request scripts for investigation and for teaching purposes once candidate's consent is obtained.*
- *The Cost of review of results will be paid by the Centre if instigated by the centre and marks are between 1-3 marks away from next grade.*

- *Any Request for Review of results where the candidate is more than 3 marks away from the next grade will be paid by the candidate.*
- *The outcome of a review of result will be communicated to the Senior Leadership Team, Heads of Departments, Parents and students.*

## **Certificates**

- *All candidates will be informed on results day the arrangements for collecting certificates from the school.*
- *Certificates will be presented and collected in person and signed for*
- *Certificates may be collected by a third party, provided the candidate has given a written permission.*
- *The school retains certificates for a maximum of two years, after which they are destroyed securely.*
- *After two years, any certificate claim must be directed to the respective awarding body*

## **Internal appeals procedure**

- *Candidates will be made aware of all appeals procedures as part of the post-results service procedures*
- *An internal appeal form can be submitted by completing the internal appeals form at least 15 calendar days prior to the deadline for submitting review of results*
- *Subject to the Head Teacher's decision, the preliminary appeal will be processed and submitted to the awarding body*
- *Awarding body fees will be charged for the preliminary appeal*
- *Outcome of the appeal will be communicated by the Head Teacher.*

## JCQ Information for candidates

For further information:

[JCQ Information for Candidates page](#)

[JCQ Exam Room Poster page](#)

## CANDIDATE CONFIRMATION

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

If there is anything you do not understand, you should ask **Mr Rabbitts** for clarification.



### CANDIDATE EXAM HANDBOOK

**NAME:** Overwrite your name here

Date I received the handbook: DD / MM / YYYY

#### I have read the contents

**I understand** (Tick all of the boxes that apply)

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

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

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

By signing here, I am confirming all of the above

**Candidate Signature:** Overwrite your signature here

Date of signature: DD / MM / YYYY