

# Student Exam Checklist

## Before the day of your exam of assessment

Make sure you:

- know the day, date, start time and location of the exam or assessment – is it in the morning or the afternoon and what time do you need to arrive?
- share your exam timetable with your parents/carers so they also know your schedule
- set alarms at home / reminders on your phone so that you arrive in plenty of time
- have with you all specialist equipment and that it is ready before the exam
- know who you need to contact at school in case there's an emergency and you will be late, or you can't take your exam or assessment [**Stretford Grammar's telephone number is 01618652293**]

All students will be provided in advance with a candidate ID label. You **MUST** bring this with you for every exam as it includes your candidate number, name, photo and centre number. This must be placed at the top right of your exam desk next to the desk number so that invigilators can confirm your identity. If you forget to bring it on the day, you **MUST** alert the exam team immediately.

Sixth formers **MUST** also have their usual ID too.

## On the day of your exam or assessment

What you can take in:

- a clear pencil case (it all needs to be **fully transparent** with no notes etc.)
- **two** or more **black** pens – blue pens are not acceptable for exams or written assessments – plus pencils, an eraser and a pencil sharpener
- any specialist equipment you will need or are required to bring in – this may include a ruler, Maths equipment (pair of compasses, protractor and an approved calculator), if relevant for your exam or assessment [Design Technology exams require colour pencils] (All items should be in the clear i.e. transparent pencil case)
- a **transparent** and clear (**not coloured**) drink bottle if you wish – this must not have any labels

**Although we have an emergency small supply of some items, we are not obliged to provide these and you may disadvantage yourself by failing to provide your own.**

What you can't take in:

- your mobile phone
- any type of watch – this includes analogue, digital or smartwatches
- iPads, iPods, Fitbits, AirPods, earphones or ear buds, MP3 or MP4 players or similar devices, or smart glasses
- revision notes
- your form tutor will advise you of the arrangements for safekeeping of these items while you are taking your exam or assessment (the safest option is not to bring them at all)

**Students should be aware that, if they do bring in items like a mobile phone, and give them in for safekeeping before the exam as required, you must expect to be waiting for a while to have them returned. It is better not to bring such items at all.**

**Students will be scanned before entry to ensure that they are not carrying any prohibited devices into exam rooms.**

## **Other important information**

Make sure you check your seat number before each exam and **before** entering the exam room. These will be displayed in the dining room/6<sup>th</sup> form common room prior to the exam. Seat numbers are also displayed on the inside of the exam room as a reminder.

Make sure to follow the rules of formal exam conditions once you enter the exam room – you must **enter in silence**. Talking to, communicating in any way with, or disturbing another candidate **could lead to disqualification**. This includes gesturing / laughing and non-verbal communication.

Read the front of the exam or assessment paper carefully and check that you've got the right paper - ask if you're not sure. **DO NOT** write anything until you are told to do so.

If you are taking a tiered subject (such as the sciences), check you've got the paper you expect.

If you have access arrangements/coloured paper etc and something is wrong, inform an invigilator immediately.

Listen carefully to the invigilator or assessor's instructions, which will be specific to your exam (including practical/spoken tests).

Fill in your details on the front of the answer booklet when you are told to do so.

Do not open the question paper until you are instructed to do so.

Raise your hand and wait for an invigilator or member of staff, if you:

- are unsure about anything
- need additional answer sheets – don't forget to write your details on these answer sheets too
- need the toilet or feel unwell

## **Exam and assessment materials**

You must not take any exam or assessment materials with you out of the exam room once the exam has finished. This includes question papers, answer booklets (used or unused) or rough work.

Be aware that fake papers may be circulating prior to you taking your exam or assessment. If you see information in advance or online, or if someone sends something to you, then report it to a teacher. Do not engage with anyone offering you access to papers and do not share any other information, papers or links with other students – this is cheating and may lead to you being disqualified from some or all of your exams or assessments.

## BRIEFING: INSTRUCTIONS FOR CANDIDATES

As an exam candidate you must ensure you are fully prepared for every exam you are taking. You need to understand the rules and what will happen at the time of your exam(s).

**The rules** in the video refer to sections of JCQ's **Information for candidates - written examinations 2025-2026**. The JCQ document has been written to help you – you should read it carefully and follow the instructions at the time of your exam(s).

### At the time of your exam(s)

- ① You must not enter the exam room until invited to do so by the invigilator
- ① You are under formal examination conditions from the moment you enter the room in which you will be taking your exam(s) until the point at which you are permitted to leave

This means you must not talk to, attempt to communicate with or disturb other candidates once you have entered the examination room (If you do, this must be reported to the relevant awarding body)

Also you must not open the question paper until you are instructed by the invigilator that the exam can begin (If you do, this must be reported to the relevant awarding body)

Any breach of examination conditions is considered by the awarding bodies as malpractice\*

- ① You must listen to and follow the instructions given to you by the invigilator at all times
- ① The centre number, subject title and paper code, the actual starting and finishing times, and date, of each exam will be clearly displayed and visible to you in the exam room

Before you are permitted to start your exam(s), the invigilator will:

- make sure you are seated according to the set seating arrangements
- tell you that you must now follow the regulations of the exam
- ask you to check that you have been given the correct question paper for the day, date, time, subject, unit/component (and tier of entry, if appropriate) and to put up your hand if you think you have been given the wrong question paper
- tell you to read the instructions on the front of the question paper
- ask you to check that you have all the materials you need for the exam
- tell you about any erratum notices (if applicable) and instruct you about emergency procedures

The invigilator will also remind you that you must:

- hand in any unauthorised items in your possession (this includes mobile phones and watches) if you have not already done so  
(This is your final chance. Failure to do so must be reported to the awarding body and may lead to disqualification)
- fill in all the details needed on the front of your answer booklet (or question paper) in black ink
- make sure you fill these details in on any additional answer sheets that you use
- write clearly and in black ink, but you may use pencil for drawings and rough notes
- write in the designated sections of the answer booklet
- write all rough work in your answer booklet and neatly cross it through with a single line (for multiple-choice papers, you must do any rough work in the question booklet)

The invigilator will also remind you that you must not use correcting pens, fluid or tape, erasable pens, blotting paper and you must not use highlighters or gel pens in your answers.

The invigilator will:

- remind you that you must not communicate in any way with, ask for help from or give help to another candidate while you are in the exam room
- tell you when you may complete the details on the front of your answer booklet (You must only do this when the invigilator's announcement is made)
- tell you when you may open the question paper and begin to write your answers
- tell you the time allowed (the duration) of your paper(s)

The invigilator is not allowed:

- to give you any information or answer any questions from you about the content of your exam paper unless it relates to the instructions on the front of the question paper
- to give you any indication of the time elapsed or remaining for you to complete your exam paper

\*Malpractice includes (but is not limited to): A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations; Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations; Disruptive behaviour in the examination room or assessment session (including use of offensive language); Introduction of unauthorised material into the examination room; Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication. Any candidate who fails to follow the rules may be subject to the indicative sanctions as detailed in the JCQ document **Suspected Malpractice: Policies and Procedures 2025-2026** ([www.jcq.org.uk/exams-office/malpractice](http://www.jcq.org.uk/exams-office/malpractice))

# On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

## Before sitting your exams, ensure you know:

- the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

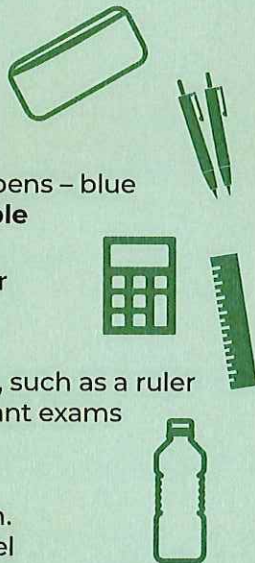
## What you cannot take into your exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)
- smart devices (e.g. Airbuds, smart glasses or tablets)



## What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are **not acceptable**
- an approved calculator for relevant exams
- appropriate apparatus, such as a ruler or protractor, for relevant exams
- a clear water bottle if you wish to take one in. It **must not** have a label



## Other important information:

- Listen carefully to the invigilator's instructions, which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- Fill in your details on the front of your answer booklet.
- If you need an additional answer sheet, raise your hand and wait for an invigilator to provide one. Remember to add your details to this sheet.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator to escort you from the exam room.
- Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

## Contingency sessions:

- There are contingency sessions within the Summer 2026 exam timetable on the morning and afternoon of 24 June 2026. Make sure you are available on 24 June 2026.

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



**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](http://jcq.org.uk/exams-office/information-for-candidates-documents)



## Student exam malpractice: don't get caught out

Malpractice can take lots of different forms, and has some very serious consequences. Here are some common examples and how to avoid them.

### What happened?



### What was the outcome?



### What should they have done?

Matt\* had his mobile phone in his pocket in his GCSE Maths exam. He didn't check his pockets when told to by the invigilator before the exam started.

Matt realised when his phone rang half way through the exam. The invigilator heard it and took Matt's phone from him.

Matt received zero marks for the exam.

Having unauthorised materials, like phones, notes and any kind of watch at all, is breaking the rules, even if you don't intend to use them.

Matt should've left his phone at home or in a safe place outside the exam room.

Matt should've checked his pockets when told to by the invigilator. If Matt had handed his phone in before the exam started he wouldn't have received zero marks.

Sophie\* and Georgia\* both received a link in a social media group to see questions from the GCSE English Literature exam that they were due to sit the following day.

Sophie thought it would just be a fake paper and that there was no harm in clicking the link and then sharing it. Georgia wasn't sure so she didn't.

Sophie realised after the exam that it wasn't a fake and reported it to a teacher.

Even though Sophie reported this straight away after the exam, she still had an unfair advantage by seeing the questions. She also shouldn't have shared this. Because of this Sophie was disqualified.

Georgia's marks weren't affected because she did nothing wrong.

Georgia did the right thing by not clicking the link. Sophie shouldn't have clicked it or shared it.

The right thing to do was ignore it and to tell a teacher as soon as they saw it.

\*For the purposes of this case study people's names are made up.

## Exam rules and guidelines

Take a look at our website for information on exam rules and guidelines to help you understand what's considered to be malpractice and how to avoid it, as well as what to do if you suspect malpractice in exams and assessments.

[aqa.org.uk/student-and-parent-support/malpractice](https://www.aqa.org.uk/student-and-parent-support/malpractice) ➤

# What constitutes malpractice?

## The biggest issue

The most common malpractice issue is learners having a mobile phone on them in the exam. The possession of a mobile phone, whether it is switched on or not, and whether or not there is evidence of it having been used, will lead to a **total loss of marks** for a learner. Using or attempting to use a phone will lead to **disqualification**. Please be aware of the serious penalties that come with having a phone in the exam. These penalties can have a significant effect on a candidate's result and future.

## No watches allowed

Learners are not allowed to have any type of watch on them during an exam – this includes smart watches, digital watches and traditional analogue watches. They're also not allowed to have smart glasses, AirPods, any other type of earphones/earbuds or any smart device.

## Offensive or obscene content

The use of any offensive, obscene or discriminatory content in exam responses is considered malpractice. Learners are responsible for all content they include, so they must understand the potential outcomes if they choose to include anything considered offensive or obscene which can include **a loss of all marks for the component or disqualification from the qualification**.

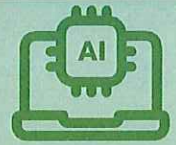
### What is AI?

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?

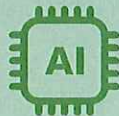
AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!\*



\*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 is what exam boards call **AI misuse and 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.



### How to make sure you don't misuse AI

#### 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.

#### 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.





### What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



### How can AI be misused in assessments?

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

**THIS IS CHEATING!**



### How do I make sure I don't misuse AI?



#### 1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

#### 2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
  - Add the date you generated the content
  - Explain how you used it
  - Save a screenshot of the questions you asked and the answers you got

#### 3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

### What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

**DON'T RISK IT!**



**REMEMBER**  
Misusing AI is cheating!

Know the rules  
Talk to your teachers  
Reference clearly





Joint Council for  
Qualifications <sup>CIC</sup>

## Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:



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

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

## **A. Regulations – Make sure you understand the rules**

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
- 4 You **must not** take into the exam room any unauthorised material, including:
  - (a) notes;
  - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
  - (c) watches.Any pencil cases taken into the exam room **must** be see-through.  
**Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.**
- 5 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 6 **Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
- 7 You **must not** write inappropriate, obscene or offensive material.
- 8 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the exam.

## B. Information - Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other permitted equipment needed for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

## C. Calculators, dictionaries and computer spellcheckers

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

## D. Instructions during the exam

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

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

## E. Advice and assistance

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

## F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.

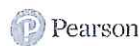


## Information for candidates

Non-examination assessments

Effective from 1 September 2025

Produced on behalf of:



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](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2026.

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

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

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to. For example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

## Plagiarism

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

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

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

## Sanctions for breaking the regulations

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

- you will be awarded zero marks for your work;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which sanction is appropriate.

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

# Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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1

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

2

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

3

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

4

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

5

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

6

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

7

If you are confused about anything, only speak to an invigilator.

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

# NO MOBILE PHONES NO WATCHES

NO TECHNOLOGICAL OR WEB-ENABLED  
POTENTIAL SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone  
or any watch, is a serious offence and could result in

# DISQUALIFICATION

from your examination and your overall qualification.

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

The awarding bodies have designated:

- **all day Wednesday 24 June 2026**

as 'contingency day' for examinations.

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

**Candidates are therefore reminded that they must remain available up until, and including, Wednesday 24 June 2026 should an awarding body need to invoke its contingency plan.**