The South Wolds Academy and Sixth Form

Examinations Handbook

2026

2027



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EXTERNAL EXAMINATIONS

INTRODUCTION

Throughout the whole of your school life you have been doing tests. What makes external exams different is that they are governed and organised by JCQ (the outside agency) who will check that all schools and students are abiding by the national regulations. So, it is very important that we all get things right and the exams run as smoothly as possible. This is why at South Wolds we practice these conditions in our mock exams during Year 10 and 12 before the students take their final exams in the Summer of Year 11 and 13.

Our aim is to make the examination experience as stress-free and successful as possible for all candidates. Please read this booklet carefully and it will provide you with all the information you need to prepare for your exams.

The South Wolds Academy and Sixth Form 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.

All documents can be found on the school website under Students>Exams>Exams Information.

These exams are co-ordinated and administered by the Examinations Officer, Sam Turnock. If you have any queries or need help or advice before, during or after your examinations please contact Sam at exams@southwolds.uk

Joint Council for Qualifications (JCQ)

All timetabled written, on-screen, practical, oral and timed exams are conducted in accordance with JCQ regulations. The JCQ issue annually updated information for candidates documents which must be read carefully by all relevant students. They are entitled JCQ Information for Candidates (with effect from 1 September 2026) and cover the following topics.

- coursework assessment
- non-examination assessments
- on-screen tests
- written examinations
- social media
- AI (Artificial Intelligence and assessments)

Copies may be found on the South Wolds website under Students>Exams>Exams Information and in Appendix 4 of this booklet.

Timetables and Statements of Entry

This year, external exams will be scheduled in November, May and June. Students will be given individual timetables and statements of entry. Timetables list the exams for which students have been entered, whilst statements of entry list the assessments (exams and Non-Examination Assessments).

Entries - Subject performance leaders select entries for students. It is important that students see their subject teacher if they believe an entry is incorrect. On the final statements of entry please check the tier of entry carefully as this is the level your teacher has entered you for (if applicable) either higher or foundation.

Personal details – Please check carefully the personal details at the top of any printouts. These details will be the ones that appear on your certificates. If there are ANY mistakes (e.g. name (legal), date of birth, etc.) you MUST tell Sam immediately. Mistakes that are not spotted at this stage could mean that your certificate is incorrectly printed later. The exam board will charge you for any replacements.

Clashes - Please check the dates and times on your timetable, email Sam immediately if the times of exams in <u>different</u> subjects clash.

If timetables and statements are totally accurate, they may be kept for reference.

Exam venues are listed on the Exams Notice Board (main corridor) and should be checked in advance.

Coursework assessments/non-examination assessments

Candidates will be informed about their assessments by their subject teachers detailing any relevant deadlines that must be met and how the work is marked/assessed, etc.

Candidates will be informed of their centre assessed marks by their teachers (details are on our website)

Relevant JCQ information for candidates documents - coursework, non-examination assessments, social media, AI (are provided in Appendix 4 and are provided electronically on our website under Students>Exams>Exams Information). These must read these notifications at the beginning of your course.

The AI document covers what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice.

On the day

Morning exams will normally start at 9.00am and afternoon exams will normally start at 1.10pm. Any changes to start times will be listed on the Exams Notice Board.

Students must arrive wearing appropriate school clothing and be present outside the exam venue at least 10 minutes before the start time.

If you know you are running late for an exam, please call the main school number as soon as possible and speak to a member of staff in the office.

The correct equipment must be brought to every exam:
- **<u>black</u>** pens only (no gel or erasable pens)
- pencils and rubber
- non-metal ruler

For certain exams advised by your teachers:
- Compasses

- Protractor
- Calculator (see Appendix 3 for the awarding bodies' regulations).

Students may only take into the exam room equipment needed for the exam. All other possessions are kept outside the exam venue in a designated space for the exam students. This includes mobiles phones, watches and other electronic devices which must not be taken into the exam room, even if switched off.

Students must not wear anything on their wrists, including watches. During the exam, students may not borrow equipment from another student. Pencil cases must be see-through. Clear see-through bottles, containing water are permitted on condition that labels have been removed and there is no writing on bottles. Chewing gum or any other food/drink is not allowed.

A red notice is displayed on all exam room doors which covers emergency evacuation procedures for examinations. Students must familiarise themselves with this notice.

During the exam

Students must listen carefully to instructions given by the member of staff at the start.

EXAMINATION REGULATIONS

• A copy of the Notice to Candidates, which is issued jointly by all the examining bodies, is printed at the back of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the awarding body. Appendix 2.

• There is a list of unauthorised items but this is not a complete list – anything which is not specifically authorised should be considered to be unauthorised. If you break these rules you will be disqualified from the examination. Appendix 1.

• The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Disruptive students or anyone suspected of malpractice will be dealt with in accordance with JCQ regulations. This may result in a student being disqualified from all subjects.

Missing an exam

If students are ill and unable to attend an exam, the Attendance Officer (extension 100), must be informed prior to the start of the exam.

For students absent without reasonable excuse (i.e. illness for which a doctor's note must be obtained) no grade will be awarded for the missed unit, and parents will be held responsible for costs incurred. Missing an externally set exam for holiday purposes is not an acceptable reason for absence.

IF YOU MISS AN EXAMINATION

YOU WILL NOT BE ABLE TO TAKE IT AT ANOTHER TIME

Access arrangements/reasonable adjustments

The JCQ state "The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing him/her from being placed at a substantial disadvantage due to persistent and significant difficulties. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate."

A student's special needs requirements are determined by our SENCO.

Special consideration

Special consideration is a minor adjustment to a student's mark to reflect temporary illness, injury or some other event outside of their control **at the time of the assessment**. If a student is too ill to sit an exam, suffers bereavement or other trauma or is taken ill during the exam itself, it is their responsibility to alert Sam to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the student's doctor. A completed special consideration form will then be forwarded to the relevant awarding body for consideration.

Personal data

Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies...

The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.

Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes 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. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.

Candidate notice and opt-out. A candidate may notify the awarding body, by giving notice to the centre, that they wish to opt out of the awarding body's use of their Student Materials for the purposes set out above.

Results

Students will receive individual results slips. Release dates are listed on the 'Key Dates' section below. Further details will be posted on the Exams Notice Board and on the schools website before the end of the exam period. A student unable to collect results at this time must let Sam have an addressed envelope or a letter giving a named individual permission to collect results on their behalf.

Post-Results Services

Attached to results slips will be details, including deadlines and fees, for students who wish to use the Review of Results and Access to Scripts services offered by exam boards. All forms to complete are on our website (Students>Exams>Results Information).

If you need post results advice or have any queries, staff will be available on results day.

Certificates

Certificates must be collected and signed for after 30 November. Certificates may be collected by a nominated individual, provided they have written authorisation to do so. Certificates will be retained at South Wolds for two years after the award date.

Exam boards

Listed below are our exam board websites which are a useful source of information for students and parents.

AQA	www.aqa.org.uk
Pearson	www.qualifications.pearson.com

Cambridge OCR	www.ocr.org.uk
WJEC	www.wjec.co.uk

Key dates

Date	Description	Qualification
12/08/27	Summer Series – Release of results to candidates	A Level
19/08/27	Summer Series – Release of results to candidates	GCSE

Summer 2027 GCSE and A Level Exams – JCQ have stated that the written exams will start on Monday 10th May and GCSE's /A Levels will finish on Friday 18th June 2027.
However, the exam boards have a contingency period, a date that all students must ensure that they are free and available up to and including this is 23rd June 2027.
Therefore, regardless of when timetabled exams finish, students must be available until the Wednesday 23rd June 2027.

INTERNAL EXAMINATIONS

Internal exams are co-ordinated by the Head of Year along with the Assistant Head Teacher – Curriculum. Some are supervised by teachers during class time, whilst others are arranged by Sam and are held under external exam conditions. These timetables will be displayed on the website (Students>Exams>Examination Timetables).

Warning

All exam boards have very strict rules and regulations.

- All exams are run in accordance with the strict JCQ regulations to ensure it is fair for everyone sitting external exams nationally.
- There must be no form of communication between candidates during an exam.
- Do not bring anything into the exam room which is not specifically authorised.
- Anyone attempting unfair practices can expect at best to receive zero marks for that exam, at worst to be banned from all exams. The penalty is decided by the exam boards not South Wolds.
- Invigilators HAVE to stick to the rules; they HAVE to report to the Exams Officer ANYTHING that they feel could be suspicious.
- The examination boards and JCQ WILL send inspectors into school to check that we are doing things properly, so if we want to run exams here in the future we must stick to their rules and enforce their regulations.

DON'T LET IT HAPPEN TO YOU.
STICK TO ALL THE RULES.
DON'T RISK YOUR FUTURE

Appendix 1 – JCQ Unauthorised items poster (displayed as a reminder before entering all exam venues)

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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Appendix 2 – JCQ Warning to Candidates poster (displayed as a reminder before entering all exam venues)

AQA Realising potential | CAMBRIDGE OCR | City & Guilds | ceq Rewarding Learning | NCFE | Pearson | wjec cbac



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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Appendix 3 – from JCQ Information for Conducting Exams 2026-27

USING CALCULATORS REGUALTIONS

In this section a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.

10.2 This is the published guidance on calculators unless specifically varied by an awarding body in a qualification specification.

10.3 The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.

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

10.5 Candidates must be told these regulations beforehand and be familiar with the Information for candidates documents.

10.6 During an examination a calculator must not be able to offer any of these facilities:
a. language translators;
b. symbolic algebra manipulation;
c. symbolic differentiation or integration;
d. communication with other machines or the internet.

10.7 During an examination a calculator must not give access to pre-stored information. This includes:
a. databanks, such as the periodic table (with the exception of scientific constants);
b. dictionaries;
c. mathematical formulae;
d. text.

10.8 A calculator must not be borrowed from another candidate during an examination.

10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

10.10 An invigilator may give a candidate a replacement calculator.

10.11 Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

10.12 A series of FAQs on the use of calculators in examinations may be found at: https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/

Please note: Graphical Calculators - candidates will be asked to demonstrate putting the calculator into exam mode just before the examination.

Failure to comply with these regulations
may be considered as malpractice
and lead to disqualification.

Appendix 4 - JCQ Information for Candidates

Links to JCQ Information for Candidates that must be read by all those sitting external exams. Information for candidates documents - JCQ Joint Council for Qualifications

They are also found on our school website.

Information for Candidates – Coursework Assessments 2026-2027

Information for Candidates – NEA 2026-2027

Information for Candidates – On-Screen Examinations 2026-2027

Information for Candidates – Written Examinations 2026-2027

Information for Candidates – Social Media 2026-2027

General Information:

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: (a) notes; (b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. Any pencil cases taken into the exam room must be see-through.
6 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7 Do not talk to or try to communicate with, or disturb other candidates once you have entered the exam room.
8 You must not write inappropriate, obscene or offensive material.
9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10 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 equipment which you need for the exam.
5 You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers
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 into the exam room any operating instructions or prepared programs.
3 Do not use a dictionary or computer spell checker 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. 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 about what you should do; (b) you do not feel well; (c) you need more paper or equipment.
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.
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

Appendix 5 - JCQ AI poster for candidates

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