



#### EXAM RESULTS DATES

GCSE English Language & Maths re-sits – November 2025	Thursday 8 <sup>th</sup> January 2026
BTEC units (certain subjects only) – January 2026	Thursday 19 <sup>th</sup> March 2026
BTEC Level 2 Science exam unit – February 2026	Thursday 2 <sup>nd</sup> April 2026
A-Level/BTEC/DEC Level 3/EPQ – Summer 2026	Thursday 13 <sup>th</sup> August 2026
GCSE/BTEC/DEC Level 2 – Summer 2026	Thursday 20 <sup>th</sup> August 2026

#### OUR AIM

Our aim is to make students feel as comfortable and confident as possible about taking exams, and to provide parents with information needed to support your students through the exam years.

If students have any questions about exams, they are welcome to visit the Exams Office. If you have any questions, please contact Mrs Debbie Youl, Exams Officer: [dyoul@morehouseschool.co.uk](mailto:dyoul@morehouseschool.co.uk). 01252 792303

There are rules which must be adhered to, set by the exam boards, and overseen by the Joint Council for Qualifications (JCQ).

- Read this handbook – if there is anything you do not understand, please ask.

#### JCQ INFORMATION FOR CANDIDATES DOCUMENTS

Students must be familiar with Information for Candidates documents on Coursework, Non-Exam Assessments, On-Screen Tests, Written Exams and Social Media to support them through their studies.

- These documents are provided at the end of the handbook.

Further guidance on the conduct of exams/assessments is available at [www.jcq.org.uk](http://www.jcq.org.uk). MHS exam policies are held in school and can be requested from the Exams Officer.

#### EXAM BOARD SUBJECT SPECIFICATIONS

Teachers will be able to provide detailed information of exam board specifications being studied this academic year.

- A quick reference guide to subject specification can be found at the end of the handbook.

## ACCESS ARRANGEMENTS

Following formal assessment, students may be entitled to support during exams. Access arrangements must reflect a student's normal way of working at school. Students will be informed of their entitlement, and you will be able to view this on the Parent Portal. Use of access arrangements is monitored during mocks, and any evidenced need for change will be made. Arrangements will be finalised by 31<sup>st</sup> January 2026.

### READER

A Reader can read the instructions of the question paper and the questions to the student.

- GCSE English Language only: For students with entitlement to a Reader, a human reader is not permitted. Students can opt to use a Computer Reader or a Reading Pen – for which they have been assessed – and can practise in both LDC and English lessons.

### SCRIBE

A Scribe writes down or word processes a student's dictated answers. Students are expected to dictate punctuation and grammar, identifying when headings and new paragraphs are required. *Scribes cannot add punctuation/grammar unless it is dictated by the student.*

- Students using a Scribe can access some marks for spelling, punctuation, and grammar (SPaG) if it is dictated.
  - **Dictating answers** – Eligible for marks awarded for grammar. A third of total marks awarded for SPaG.
  - **Dictating answers & indicating punctuation** – Eligible for marks awarded for punctuation and grammar. Two thirds of total marks awarded for SPaG.
  - **Dictating answers, indicating punctuation & spelling out every word** – Eligible for all SPaG marks.
- A JCQ Scribe Cover Sheet is attached to scripts indicating what was dictated.

### WORD PROCESSOR

Word Processors (WP) cannot simply be granted because a student wants to type rather than write, can work faster on a keyboard or because he uses a laptop at home.

- A WP with Predictive Text, Spellcheck & Grammar **DISABLED** is available to a student if it reflects his normal way of working at school.
- A WP with Predictive Text, Spellcheck & Grammar **ENABLED** is available where a student has entitlement to a Scribe, and it reflects his normal way of working at school.

The WP will be set up in line with exam board requirements - 12-point font and double line spacing. Settings must not be adjusted. Students will need to print and sign their typed document.

- Students using a WP as a scribe cannot access marks for spelling but can access marks for punctuation and grammar.
- A JCQ Scribe Cover Sheet is attached to scripts indicating facilities available on the WP.

### PROMPTER

For those who have significant difficulty concentrating, the invigilator will remind the student to stay on task.

- Facilitators of access arrangements are required to follow strict guidelines.

We are inspected annually during exams and must produce evidence of need together with approval documentation. The school is not able to grant access arrangements without adhering to strict guidelines set out by JCQ. For any questions about access arrangements, please contact Head of LDC and Academic Assessor, Mrs Sarah Cavannagh – [scavannagh@morehouseschool.co.uk](mailto:scavannagh@morehouseschool.co.uk).

## MOCK ASSESSMENTS

Mock Assessments will begin week commencing **Monday 17<sup>th</sup> November** for two weeks. A schedule will be provided before October half term. Assessments are run as close to exam conditions as possible. Full access arrangements will be provided.

## COURSEWORK/NON-EXAM ASSESSMENTS/BTECS

Many subjects have coursework/non-exam assessments, which must be completed and handed in to teachers by the set deadline. Students' work is marked by their teacher and moderated by a member of the department. Please refer to the regulations on the use of AI in assessments later in this handbook.

Students will be informed of their centre assessed marks so that they have an opportunity to request an internal review of marking, if appropriate, before marks are finally submitted for moderation to the exam board. Students will need to sign an authentication statement confirming that work is their own and that they have not copied from anyone else or from a published source without referencing it.

- **There are sanctions for breaking the regulations.**

For those entitled to scribe support, a Scribe Cover Sheet will be attached to a student's work indicating any additional support provided.

Exam boards return work after results and can be reclaimed after about three months.

Further information is available in JCQ Information for Candidates documents at the end of the handbook.

## BTEC QUALIFICATIONS

BTECs are managed by Mrs Helen Williams - [hmwilliams@morehouseschool.co.uk](mailto:hmwilliams@morehouseschool.co.uk) - who can provide information on these qualifications, alongside subject teachers.

A few BTEC Level 2 qualifications have Onscreen exam units, where questions and answers are on a computer. Access arrangements remain in place for these exams.

## ART/PHOTOGRAPHY PRACTICAL EXAMS

Practical exams are conducted under the same formal conditions as written exams.

## TIMETABLED WRITTEN EXAMS

Once exam entries have been made, students will be given a Statement of Entry and a personal Exam Timetable. You will be asked to check the information and if there are mistakes (name, date of birth, exam entry) tell the Exams Officer. Take note of any re-arrangements due to timetable clashes. Refer to the JCQ Information for Candidates documents and Exam Room Posters.

The MHS Exam Timetable will be displayed outside the Exams Office, and Study Hall and in the Refectory. A draft exam timetable for the academic year will be available to view on the Parent Portal by October half term.

## CONTINGENCY DATE FOR WRITTEN EXAMS

In the unlikely event of unexpected incidents during the exam season, JCQ sets a contingency date for the possible conduct of subjects which have experienced scheduling problems.

- **Wednesday 24<sup>th</sup> June 2026**

## **CLASHES**

Sometimes there are exam timetable clashes. Arrangements will be made for students to take subjects one after the other and they will need to be formally supervised between exams. This may occasionally mean overnight supervision is needed.

## **ABSENCE FROM EXAMS**

Students must attend all exams shown on their timetable. Misreading the timetable is not an acceptable reason for absence, but if an exam is missed due to illness, telephone school on **01252 792303** as soon as possible on the morning of the exam.

## **LOCATION & TIME OF EXAMS**

Registration for exams takes place outside the Study Hall. Students must arrive at least 15 minutes before the start time shown on their exam timetable. They will be told when they can enter the exam room and must sit at the allocated desk.

Morning exams usually start at 9.00am. Afternoon exams usually start at 2.00pm but depend on the duration of the exam.

- If for any reason a student is going to be late, please telephone the school.

## **BAGS, BOOKS, NOTES & VALUABLES**

Bags/books/notes are not allowed in the exam room and should be left outside or in a form room.

## **DRINKS/FOOD**

A bottle of water only in a clear plastic bottle is allowed - labels removed.

- Chewing gum, sweets and other food or drink is not allowed in the exam room.

## **UNAUTHORISED ITEMS IN THE EXAM ROOM**

Mobile phones, watches and other technological/web-enabled sources of information are not allowed in the exam room (*including practical exams*). Students should not bring them. If they do, they will be asked to switch them off and put them into the 'exam tray' until the end of the exam.

- Possession of unauthorised items could result in disqualification.

## **WHAT TO WEAR FOR EXAMS?**

Year 11 students and below are expected to wear school uniform. They will be asked to remove any jacket. VI Form students should wear their regular school clothing.

## **PERSONAL BELONGINGS**

Students are not allowed to bring any personal belongings into the exam room other than exam equipment. This should either be left in their form room or outside the exam room in a named rucksack.

## **SEATING IN THE EXAM ROOM**

Students will be allocated a named desk, and staff will be available to guide them to their seat.

## **EQUIPMENT**

Students MUST provide their own equipment. Ordinary pencil cases/boxes are not allowed. Equipment should be brought in a clear plastic bag or transparent pencil case. Pencil cases can be purchased from the School Office.

### **Bring the following to every exam:**

- ✓ 2 black pens (*no erasable or gel pens*)
- ✓ 2 HB pencils
- ✓ Ruler
- ✓ Pencil sharpener
- ✓ Rubber

### **Bring the following to specific exams:**

- ✓ Compasses
- ✓ Protractor
- ✓ Calculator (without the cover)
- ✓ Coloured pencil crayons
- ✓ Set texts unmarked (A-Level English Lit)

Rough work must be done in the answer booklet. Work that a student does not wish to be marked should be crossed through neatly. Highlighter pens must not be used in answer booklets but can be used to highlight parts of questions. Students must only write in the designated sections of the answer booklet – not in the margins.

## **TIMING DURING THE EXAM**

A clock will be visible in the exam room. Students will be told the start and finish times of the exam and be given a warning 5 minutes before the end. Students cannot ask how much time they have left to complete the exam.

## **SUPERVISION**

Exams are supervised by a team of invigilators who must follow strict rules and regulations.

## **EMERGENCY EVACUATION**

Students will be given clear instructions on what to do and where to go before their exam begins. They should always remain calm and silent. Any emergency will not impact on an exam. Students will be given any time missed for the emergency and Special Consideration will be requested from the exam board where appropriate.

## **CONCERNS**

If students have a concern of any kind during an exam, they must tell the invigilator at the time. Any difficulties can be resolved at the time and not once the exam is over.

## **BEHAVIOUR**

- Silence is expected from the moment students enter the exam room until they leave.
- No communication/disturbance impacting other students whilst in the room.
- Listen carefully to instructions given by the invigilator.
- No calling out – students must put up their hand if they need help and wait for an invigilator.
- If a student needs to leave the room (e.g. toilet break) he will be escorted, and a record will be made. *Students are not permitted to take a toilet break for the first 30 minutes or the last 30 minutes of an exam.*
- Students will be allowed to leave an exam after the official end of the exam and, if they have extra time, will be expected to remain until the end of the extra time.

## **EXAM PAPER**

Students will be required to complete information about themselves on the exam paper – Centre Number, Candidate Number, Candidate Name – and on any additional sheets used.

- Students may not write anything until they are instructed to do so by the invigilator.

## **CHEATING**

Students must not be caught cheating, or they will be reported to the exam board. ‘Cheating’ includes:

- Being in possession of a watch, mobile phone, or other electronic device.
- Using unauthorised aids.
- Communicating with other candidates (by talking or otherwise).
- Copying from other candidates.

## **END OF EXAM**

Students must check that additional sheets are completed correctly and are included in their answer booklet. Question papers, answer booklets and additional paper must remain in the exam room. Invigilators will collect the exam paper before students leave the room, and they must remember to stay silent. Once dismissed they will be told where to go.

## **REMEMBER!!**

These items must not be brought into the exam room:

- Mobile phones, iPods, Smartwatches, MP3/4 players, products with electronic communication/storage or digital facility or any watch which has a data storage facility.
- Non-transparent pencil cases/boxes.
- Calculator cases and instruction books.
- Bags, rucksacks, PE kits, Books etc.

## **SPECIAL CONSIDERATION**

In exceptional circumstances, and at the discretion of the school, Special Consideration may be applied for if something has seriously affected a student’s performance on the day of an exam.

## **EXAM RESULTS**

Students will be issued with ‘Statements of Provisional Results’ via the Pupil Portal, which provides confirmation of results until certificates are received, about three months later. Senior members of staff and teachers will be available to address any concerns on the day.

## **POST RESULTS SERVICES**

Following publication of results, Post Results Services may be considered if, in consultation with the subject teacher/Head of Department, it is considered appropriate following analysis of results. There are fees for these services and marks can also go down or remain the same. Students’ written consent is required prior to any of these services after the publication of results.

Post results services are available in the form of:

**Access to Scripts (ATS)** – Copies of scripts to support a possible review of marking or to support teaching and learning. *(Free service provided by the exam boards.)*

**Clerical Re-Check (Service 1)** – Recheck of all procedures leading to the issue of results. *(The only service that can be requested for objective tests - multiple choice tests.)*

**Review of Marking (Service 2)** – Review of original marking to ensure agreed mark scheme has been applied correctly. *(Reviewers will not re-mark the script.)*

**Priority Review of Marking (Service 2P)** - Priority review of original marking to ensure agreed mark scheme has been applied correctly – for use only where a Y13 student’s place in further/higher education depends on the outcome. *(Reviewers will not re-mark the script.)*

**Re-Moderation of Coursework (Service 3)** – For consideration by a Head of Department. *(Not available to individual candidates.)*

## CERTIFICATES

Certificates arrive in school about three months after results have been received and students/parents will be invited to collect them at a Certificate Presentation evening in November.

- **Keep certificates in a safe place.**

## QUALIFICATION/EXAM FEES

Exam fees are payable for all qualifications.

BTEC – Students are registered for BTEC courses at the beginning of their year of starting study and fees for will be charged at the beginning of the course. There will be no other fees for BTECs – unless a re-sit of an exam component is required.

For other subjects, fees are charged after entry for an examination has been made.

Fees vary depending upon the level of qualification. The Bursary will advise in their termly invoices.

## EXAM REGULATIONS

Below are important details on the conduct of exams to be aware of.

### MALPRACTICE

To maintain the integrity of qualifications, strict regulations are in place. Malpractice means any act or practice which is in breach of the regulations. Suspected incidents will be investigated and reported to the relevant awarding bodies.

**Malpractice constitutes:** Introduction of unauthorised material into the exam room; breaches of exam conditions; exchanging, obtaining, receiving, or passing on information which could be exam related; offences relating to the content of candidate work; undermining the integrity of exams/assessments.

**Things not to do on Social Media:** Buy/ask for/share exam content/pass on rumours of what is in exams/assessment; share work; work with others so that assessment and/or coursework is not a student’s own independent work.

**Research and using references:** Where computer-generated content has been used (such as an AI Chabot), reference **must** show the name of the AI bot used and the date the content was generated. Students **must submit** a copy of the computer-generated content with their work for reference and authentication purposes.

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

**Plagiarism:** Involves taking someone else's words, thoughts, ideas, or outputs and trying to pass them off as their own. It is a form of cheating which is taken very seriously.

*Further information is available in the MHS Exams Policy under Irregularities and in the MHS Malpractice Policy (Exams).*

## **COMPLAINTS & INTERNAL APPEALS**

The MHS Complaint's Policy and MHS Internal Appeals Procedure, cover general complaints regarding the school's delivery/administration of qualifications. If you wish to view these in more detail, please contact the Exams Officer.

## **PERSONAL DATA**

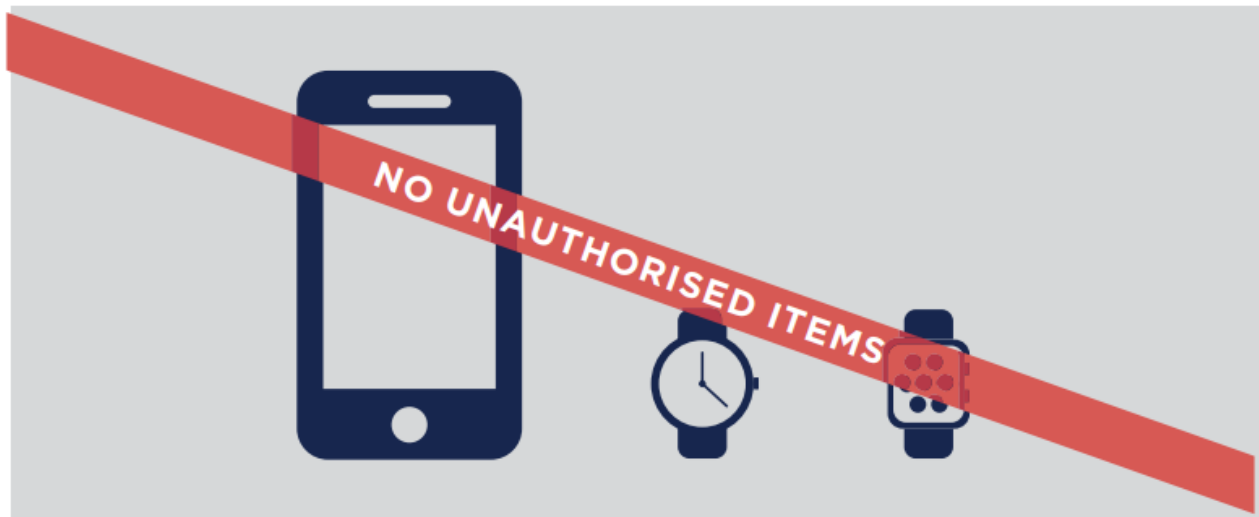
Delivery of exams/assessments involve centres and awarding bodies processing a significant amount of personal data relating to exam entries, access arrangements, conduct of exams, non-exam assessments, special consideration and exam results/post results/certificate information. For questions about data protection, the MHS Data Protection Policy (Exams) can be requested from the Exams Officer.

## **COPYRIGHT**

Copyright of any form of work created by a student and submitted to an awarding body belongs to the candidate. By submitting this work, the student is granting the awarding body a licence to use their assessment materials. *(If a student wishes to terminate the awarding body's rights to anything other than assessing his work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether to terminate such rights.)*

# 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.

# Warning to candidates



 Questions matter <b>AQA</b>	 <b>City &amp; Guilds</b>	 Rewarding Learning <b>CCEA</b>	 <b>NCFE</b>	 Oxford Cambridge and RSA <b>OCR</b>	 <b>Pearson</b>	 <b>WJEC</b>
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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.**

### 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?

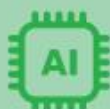
AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!\*



\*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.

LAST CHECKS



Know the rules



Check with your teachers



ACKNOWLEDGE and DECLARE



# Information for candidates

## Coursework assessments

Effective from 1 September 2025

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, encyclopaedias, 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](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: 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 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 of others 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 trying to pass them off as your own. It could also include AI-produced material. **It 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 are 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. 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 penalties 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.**

## Information for candidates

### Non-examination assessments

Effective from 1 September 2025



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

This document tells you about some things that you **must** and **must not** do when 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 data you have is the same, you **must** describe in your own words how that data 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 pre-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, encyclopaedias, 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 bot 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. 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 penalties 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.**

# Information for candidates

## On-screen tests

With effect from 1 September 2025



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

**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 test(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 test.
- 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.
- 5 You **must not** take into the exam room:
  - (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) a watch.

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

- (d) AII tools, email, graphics packages or computer aided design software, portable storage media, e.g. floppy disks, CDs, memory sticks, social media sites, spreadsheets or the internet;
- (e) 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 or 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 test has finished, you **will not** be allowed to return.
- 8 **Do not** borrow anything from another candidate during the on-screen test.

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

- 1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.
- 3 If you arrive more than one hour after the published starting time for the on-screen test, 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 test.

## 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 examination 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 on-screen test

- 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 test;
  - (b) the on-screen test is in another candidate's name;
  - (c) you experience system delays or any other IT issues.
  - (d) your access to the on-screen test has not been set up correctly;
  - (e) adjustments to the on-screen test have not been made for you, e.g. additional time has not been added, computer reading 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 test 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 test 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 test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, 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 test.

## Information for candidates

Written examinations

With effect from 1 September 2025



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

**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) 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 10 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;

- (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 arrangements(s).
- 3 Read carefully and follow the instructions printed on the question paper and/or 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.
- 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.

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


# 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.

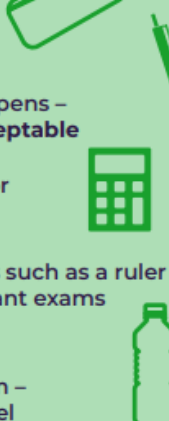
## Before sitting your exams, ensure you know:

- 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 exams:

- any type of phone
  - revision notes
  - any type of watch (this includes analogue, digital and smart watches)
- 

## 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 additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will 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 2025 exam timetable – the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please 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](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

EFFECTIVE FROM 1 SEPTEMBER 2024



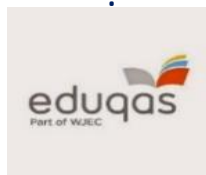
### **GCSE**

Biology (8461)  
Chemistry (8462)  
Computer Science (8525)  
Geography (8035)  
History (8145)  
Physics (8463)  
Combined Science (Trilogy)  
(8464)

### **GCE A-Level**

Computer Science (7517)  
Geography (7037)  
Psychology (7182)  
Sociology (7192)

Extended Project Qualification  
(7993)



### **GCSE**

Design & Tech (C600QS)  
Music (C660QS)  
Sociology (C200QS)

### **GCE A-Level**

Music (A660PA/B)  
D&T Product Design (A602QS)

### **GCSE**

Art & Design – Fine Art  
(1FA0)  
Mathematics (1MA1)  
Photography (1PY0)  
Religious Studies (1RB0)

### **BTEC Level 1/2**

Business Administration  
(ZCU30)  
Digital Information  
Technology (RIT3)  
Enterprise (REN3)  
Engineering (XGE94)  
Home Cooking (BCDZ4)  
Media (RCM3)  
Science (JDJ81)  
Sport (RSP3)  
Travel & Tourism (RTT3)

### **GCE A-Level**

English Literature (9ET0)  
Further Mathematics (9FM0)  
History (9HI0)  
Photography (9PY0)

### **BTEC Level 3**

Art & Design (TXK94)  
Business (UDR37)  
Countryside Management  
(DLLH2)  
Media (DJGX3)  
Performing Arts (UXG82)  
Psychology (BTTP6)  
Sports Coaching (CWML2)

### **GCSE**

Drama (J316)  
English Language (J351)  
English Literature (J352)  
Psychology (J203)

### **GCE A-Level**

Biology (H420)  
Chemistry (H432)  
Mathematics (H240)  
Physics (H556)



### **Level 2 & Level 3**

Design Engineer Construct! (DEC!)

**Your son's teacher can provide further detail on the specification for each subject. For general queries about exams, contact Mrs Debbie Youl, Exams Officer – [dyoul@morehouseschool.co.uk](mailto:dyoul@morehouseschool.co.uk)**