CANDIDATE EXAM HANDBOOK

Effective from 1 September 2026

This handbook is reviewed and updated annually

Produced/reviewed by	
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Date of next review	30/11/2027

Introduction

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

Purpose of this handbook

Overtype here the purpose of this handbook in your centre.

Examples

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

Malpractice

Overtype here any relevant information to ensure candidates are aware of what malpractice is and the possible consequences.

Examples

- *To maintain the integrity of qualifications, strict Regulations are in place*
- *Malpractice means any act or practice which is in breach of the Regulations*
- *Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies*
- *JCQ provides information regarding what constitutes malpractice:*
    - *Introduction of unauthorised material into the examination room*
    - *Breaches of examination conditions*
    - *Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)*
    - *Offences relating to the content of candidates' work*
    - *Undermining the integrity of examinations/assessments*

Refer to ICE 24 and the *Indicative sanctions against candidates* (Appendix 6, Suspected Malpractice: Policies and Procedures)

Refer to relevant Information for candidates documents, such as social media, as example:

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

and/or non-examination assessments and coursework, as example:

Research and using references

... Where AI has been used, your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5

(https://openai.com/blog/chatgpt/), 25/01/2027. You should also acknowledge the sources used by the AI tool in generating the content.

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

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

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and not crediting the source. This includes outputs from AI tools. **Plagiarism is a form of cheating which is taken very seriously**...

You may also want to make reference to your centre's **Managing Behaviour Policy** (Exams) and/or **Malpractice Policy** (Exams)

Personal data

Overtype here any relevant information.

Examples

- *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 programs and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. 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.

  Refer to GR 6

Copyright

Overtype here any relevant information.

Example

- *Candidates should be informed that they may access Student Materials (including examination scripts) through the access to scripts arrangements (post-results services).*

  Refer to GR 6

Coursework assessments/non-examination assessments

Overtype here any relevant information candidates need to know about their assessments.

Examples

- *Relevant JCQ information for candidates documents – AI (Artificial Intelligence and assessments, coursework, non-examination assessments, social media (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically) which must be read and understood **prior to beginning** their work*
- *The use of AI (e.g. 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)*
- *Reading and understanding the Candidate declaration (form) **prior to beginning** their work and understanding the declaration **must not** be signed until they have completed their work and handed it in for final assessment*
- *When assessments will take place*
- *How candidates are informed about their assessments*
- *Any relevant deadlines that must be met (dependent on the assessment type)*
- *How work is marked/assessed, etc.*
- *When candidates are informed of their centre-assessed marks (also refer to the internal appeals procedure (internal assessment decisions) and requesting a review of the centre-assessed marks)*
- *Which, if any, work is externally marked/assessed, etc.*

Refer to Instructions for conducting coursework, Instructions for conducting non-examination assessments and Information for candidates

Refer to AI and Assessments: A quick guide poster for students

Refer to AI Use in Assessments: Your role in protecting the integrity of qualifications

Written timetabled exams

Overtype here any relevant information candidates need to know about their written timetabled exams and what additional information is provided to them, when it is provided and its purpose.

Examples

- *Candidate statement of entry (to check that personal details and exam entries are correct)*
- *What to do if this information is incorrect*
- *Candidate exam timetable (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements, exam rooms, etc.*
- *The JCQ information for candidates documents – written examinations, social media (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically)*
- *Exam room posters – Warning to candidates, Unauthorised items (maybe refer to the location of these if provided as appendices or signpost to where these documents are provided electronically)*
- *JCQ information for candidates – Preparing to sit exams*

Refer to GR 5.8

The centre will… notify candidates, including any private candidates entered through the centre, of their examination entries and the dates and times of their examinations/assessments… ensure that the JCQ *Information for candidates* documents (AI (Artificial Intelligence and assessments), coursework, non- examination assessments, on-screen examinations, social media and written examinations) and awarding body privacy notices are distributed to all candidates whether electronically or in hard copy format **prior** to assessments and/or examinations taking place... Candidates **must** also be made aware of the content of the JCQ *Unauthorised items* and *Warning to candidates posters.*

Contingency sessions - Summer 2027

Overtype here any relevant information candidates need to know about the contingency sessions on the morning and afternoon of 23 June 2027

Refer to ICE 15

On-screen examinations

Overtype any relevant information candidates need to know about any on-screen examinations they are taking and what additional information is provided to them, when it is provided and its purpose OR delete this box if not relevant to any candidates in your centre

Refer to Information for candidates – on-screen examinations

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

Overtype here any relevant information (and where/if relevant make reference to the centre's **Overnight Supervision Arrangements Policy**).

Examples

- *JCQ guidance on what constitutes a timetable clash*
- *How a timetable clash within the same session will be managed (where one paper will be taken, followed immediately/after a short, supervised break by the next paper(s) in the same session and the formal examination conditions that will be in place at all times in the exam room)*
- *How a timetable clash over exam sessions will be managed and the centre supervision arrangements that will be put in place, etc.*
- *Provide a definition of 'formal examination conditions' and 'centre supervision'*

Refer to ICE 7, 8

Where you will take your exams

Overtype here any relevant exam room information pertinent to your centre.

What time your exams will start and finish

Overtype here any relevant information.

Examples

- *Your centre's start times (perhaps explain JCQ awarding body/other awarding body published starting times if relevant here)*
- *Your centre's policy for how long candidates must remain in exam rooms (if different to the JCQ awarding body/other awarding body minimum requirement), etc.*

Supervision during your exams

Overtype here any relevant information.

Examples

- *Exams are supervised by a team of invigilators (perhaps indicate if invigilators will be external or internal staff that candidates may know)*
- *Explain invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies, etc.*

Exam room conditions

Overtype here any relevant information.

Examples

- *How candidates are invited or escorted into the exam room*
- *Explain candidates are under formal examination conditions from the moment they enter the exam room until they are given permission to leave by the invigilator (Provide a definition of 'formal examination conditions')*
- *Candidates must listen to and follow the instructions of the invigilator at all times in the exam room*
- *Candidates must not communicate with or disturb other candidates*
- *What information is displayed in the exam room (centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam)*
- *Any relevant information relating to the completion of the front of their answer books (first name and surname that matches their entry information, candidate number, etc.) and that candidates must only do this when the invigilator's announcement instructs them to*
- *Any relevant information regarding the use of additional answer sheets/answer books, etc.*
- *Candidates must not open the question paper until the exam begins*

Refer to ICE 19

You may also want to make reference where/if relevant to your centre's **Leaving the Examination Room Policy**.

Refer to ICE 23

Where you will sit in the exam room

Overtype here any relevant information.

Examples

- *How candidates are seated (and/or how the room is set out)*
- *How to find your desk (and what to do if you can't find your desk), etc.*

How your identity is confirmed in the exam room

Overtype here as relevant to candidates your centre's **Candidate Identification Procedure**.

Refer to ICE 16

What equipment you need to bring to your exams

Overtype here any relevant information.

Examples

- *JCQ information regarding authorised equipment that should be brought by the candidate*

Refer to ICE 18

- *What materials and resources are provided by the centre, etc.*

Using calculators

Overtype here any relevant information.

Examples

- *You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams*

Refer to ICE 10

What you must not bring into the exam room

Overtype here any relevant information.

Examples

- *JCQ information regarding unauthorised items*
- *What will happen if the regulations are breached, etc.*

Food and drink in exam rooms

Overtype here information relating to your centre's **Food and Drink Policy** subject to JCQ regulations, etc.

Refer to ICE 18

What you should wear for your exams

Overtype here your centre's policy on what should/should not be worn for exams, etc.

Where your personal belongings will be stored during your exam

Overtype here your centre's arrangements where bags, coats, unauthorised items including switched off mobile phones, watches, etc. will be stored

What to do if you arrive late for your exam

Overtype here information where/if relevant relating to your centre's **Candidate Late Arrival Policy**; perhaps include relevant JCQ information regarding candidate late and very late arrival, etc.

Refer to ICE 21

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

Overtype here relevant information.

Examples

- *What you would expect the candidate or parent/carer to do if the candidate is unwell and unable to attend the exam*
- *What to do if a candidate is unwell but manages to attend the exam*
- *What to do if the candidate feels unwell during the exam*
- *Provide any relevant JCQ information regarding absence from exams for illness or other acceptable reason*
- *Provide any relevant information regarding application for special consideration, etc. (and the appropriate evidence that may need to be provided to support a request for special consideration)*

What happens if you have an unauthorised absence from your exam

Overtype here information where/if relevant relating to your centre's **Candidate Absence Policy** and how unauthorised absence from exams is dealt with (if the entry fee is re-charged, etc.).

Refer to ICE 22

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

Overtype here relevant information relating to your centre's emergency evacuation policy/procedure and/or any specific instructions candidates need to be aware of.

Refer to ICE 25

Candidates with access arrangements/reasonable adjustments

Overtype here any relevant information.

Examples

- *How candidates are involved in any decisions/discussion regarding appropriate arrangements*
- *How candidates are informed of the approved arrangements that are in place for them and any instances when these arrangements may not apply*
- *Where their exams will take place, etc.*

Results

Overtype here any relevant information.

Examples

- *Date(s) (hard copy/electronic) provisional statements of results will be issued/distributed (explain 'provisional')*
- *How results will be issued/distributed to candidates*
- *(where applicable) What time to attend the centre (for results issued in the summer)*
- *The availability of senior members of centre staff immediately after the publication of results*
- *(where applicable) How to arrange for results to be collected on a candidate's behalf if unable to attend the centre*
- *What happens to uncollected results, etc.*

Refer to GR 5.12 and Post-Results Services information

Post-results services

Overtype here any relevant information.

Examples

- *What services are available (reviews of results and appeals, access to scripts)*
- *Requests for post-results services must be made through the centre*
- *The centre's **Access to Scripts, Reviews of Results and Appeals Procedures***
- *How and when candidates are informed about the deadlines, fees and charges for these services*
- *How and when informed consent/permission is collected, etc.*

Refer to GR 5.13 and Post-Results Services information

Certificates

Overtype here any relevant information.

Examples

- *When certificates are available/distributed*
- *How certificates are issued*
- *(where applicable) How to arrange for certificates to be collected on a candidate's behalf if unable to attend the centre*
- *What happens to unclaimed certificates, etc.*
- *(where applicable) The centre's **Certificate Issue Procedure and Retention Policy***

Refer to GR 5.14

Internal appeals procedure

Overtype here any relevant information regarding the centre's **Internal Appeals Procedure**.

Examples

- *Details of the centre's internal appeals procedure/how candidates are informed of this*

- *The areas covered by the centre's internal appeals procedure*
- *How to appeal*
- *How to request a review of the centre's marking and timescales, etc.*

Refer to GR 5.3x), 5.7, 5.8 and 5.13

Complaints policy

Overtype here any relevant information on the centre's **Complaints Policy** (Exams).

Refer to GR 5.8

Appendix 1

JCQ Information for candidates - AI (Artificial Intelligence and assessments)

You **must** read this information, **prior** to beginning your assessments, to help you stay within examination/assessment regulations when using artificial intelligence. This information explains: What is AI? What is an AI tool? When can I use AI? When can I not use an AI tool? If I'm allowed to use AI, how is this breaking the rules? How to make sure you don't misuse AI.

AI (Artificial Intelligence and assessments)

Information for candidates – Joint Council for Qualifications

King Alfred's Academy - Exams

Appendix 2

JCQ Information for candidates – Coursework assessments

You **must** read this information, **prior** to beginning your work, if you are undertaking qualifications that contain elements of coursework assessment and before. If there is anything that you do not understand, you **must** ask your teacher.

Coursework assessments (Effective from 1 September 2026)

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King Alfred's Academy - Exams

Appendix 3

JCQ Information for candidates – Non-examination assessments

You **must** read this information, **prior** to beginning your work, if you are undertaking qualifications that contain components of non-examination assessment. If there is anything that you do not understand, you **must** ask your teacher.

Non-examination assessments (Effective from 1 September 2026)

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Appendix 4

JCQ Information for candidates – On-screen examinations

You **must** read this information **prior** to taking any externally assessed on-screen examinations as part of your qualification(s). If there is anything that you do not understand, ask your teacher.

On-screen examinations (Effective from 1 September 2026)

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Appendix 5

JCQ Information for candidates – Social media

You **must** read this information, **prior** to beginning your assessments/exams, to help you stay within examination/assessment regulations when using social media. This information explains: Things to do on social media; Things not to do on social media; What may happen if you do anything on social media that you must not do.

Social media

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Appendix 6

JCQ Information for candidates – Written examinations

You **must** read this information **prior** to taking any externally assessed written examinations. If there is anything that you do not understand, ask your teacher.

Written examinations (Effective from 1 September 2026)

Information for candidates – Joint Council for Qualifications

King Alfred's Academy - Exams

Appendix 7

JCQ *Unauthorised items* poster

You **must** read this information **prior** to taking any externally assessed on-screen or written examinations. If there is anything that you do not understand, ask your teacher.

This poster will be displayed outside each exam room. **Before** you enter the exam room, you **mus**t remind yourself that *"Possession of unauthorised items* (such as a mobile phone, smart glasses, any type of watch or any storage or web-enabled device) *is a serious offence and could result in* ***DISQUALIFICATION*** *from your examination and your overall qualification."*

Unauthorised items poster (Effective from 1 September 2026)

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Appendix 8

JCQ *Warning to candidates* poster

You **must** read this information **prior** to taking any externally assessed on-screen or written examinations. If there is anything that you do not understand, ask your teacher.

This poster will be displayed outside each exam room. **Before** you enter the exam room, you **mus**t remind yourself of all the warnings.

Warning to candidates poster (Effective from 1 September 2026)

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Appendix 9

JCQ AI poster (for students)

This is a quick guide to help you to better understand the rules of AI and Assessments.

This information quickly explains: What is AI? How can AI be misused in assessments? How do I make sure I don't misuse AI? What happens if I misuse AI?

AI and Assessments: A quick guide for students

Information for candidates – Joint Council for Qualifications

King Alfred's Academy - Exams

Appendix 10

JCQ Information for candidates – Preparing to sit exams

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.

Preparing to sit exams (Effective from 1 September 2026)

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