JOHN TAYLOR HIGH SCHOOL

Year 13
CANDIDATE EXAM HANDBOOK
2025/26

This handbook is reviewed and updated annually

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Introduction

John Taylor High School 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

The purpose of this handbook is to:

- 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 that they need to be made 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. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.

You must be familiar with and understand the contents of JCQ documentation which can be found on the JTHS school website - https://www.jths.co.uk/jcq-information. If you are unsure about any of the information contained in these documents, please speak to your subject teacher or your form tutor in the first instance. Alternatively, you may email examsoffice@jths.co.uk for clarification on exam regulations.

Non-Exam Assessment

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessment
- Share your work
- Work with others so that your assessment is not your own independent work

Research and using references

You must reference all work that is not your own words. Please refer to the JCQ Information for Candidates – Non-exam assessment for details on correct referencing.

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

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

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

Plagiarism

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

Please also refer to the JTHS Malpractice Policy for more information. The internal appeal procedure, NEA Timelines and complaints policy can be found on the school website.

Personal data

- The awarding bodies collect information about exam candidates
- To understand what information is collected and how it is used, you must read the exam board privacy notices which can be viewed on the school websihttps://www.jths.co.uk/jcq-information

Copyright

- The copyright of any form of work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate
- By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence)
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights

Coursework assessments/non-examination assessments

- Relevant JCQ information for candidates documents - coursework, non-examination assessments, social media can be found on the school website and on the JCQ website https://www.jcq.org.uk/exams-office/information-for-candidates-documents/
- You will have been informed in lesson 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. Please also see JCQ AI poster for students JCQ-AI-poster-for-students-2.pdf
- Please refer to the JTHS Review of Marking – Centre Assessed Marks Timeline 2024-25 for key dates. This can be found on the school website https://www.jths.co.uk/policies-and-procedures-exams

Written timetabled exams

- You will be provided with a Candidate statement of entry to check that personal details and exam entries are correct. If any information is incorrect, please email examsoffice@jths.co.uk
- Prior to the exam season you will receive a Candidate exam timetable, which will detail the date, time and location of your exams.
- Please ensure you are familiar with the JCQ information for candidates documents, privacy notices and exam room posters which can be found https://www.jths.co.uk/jcq-information

Contingency sessions - Summer 2026

The JCQ Contingency Day is on **Wednesday 24th June 2026**. This date will be used in the event of widespread, sustained national or local disruption to examinations. Therefore, **ALL PUPILS MUST REMAIN AVAILABLE** for examinations up to and including this date.

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

If you have a timetable clash in which the total time is three hours or less, you will sit both papers back to back with a 20-minute supervised break in between where you must remain in exam conditions (you may not revise).

If you have a timetable clash in which the total time is more than three house, one of your exams may be moved to an earlier or later session on the same day. You will be under centre supervision in between exams but may revise using your own hard copy resources (you cannot be in possession of any electronic device).

Where you have three or more exams in one day, please speak to the Exams Manager to discuss the arrangements. You may be required to start one of the exams early and complete the final exam in a twilight session.

What time your exams will start and finish

JCQ exam start time are 9 AM and 1:30 PM – **therefore we ask you to arrive at your exam room at 8:50 AM and 1:20 PM.**

You must remain in the exam room for the duration of the published length of the paper.

Exam room conditions

Exam conditions start from the moment you enter the exam room. You must not communicate with other exam candidates. This will be considered malpractice and must be reported to the awarding body which could result in loss of marks for that paper.

Please ensure you have all the equipment you need prior to entering the exam room as you will not be permitted to return to your bag.

You will be invited into the exam room by an invigilator. You must silently find your seat and await instruction from the senior invigilator. You must not open or write on the question paper until instructed to do so.

It is your responsibility to check that you have the correct exam paper on your desk. Any problems you should raise your hand and speak to an invigilator.

What equipment you need to bring to your exams

You must bring all the equipment you need to your exam.

In a see-through container you must have:

- 2 x black ball-point pens
- 1 x pencil
- 1 x calculator (where needed)
- For science, maths and D&T exams you may also need other equipment – please check what you need and bring it with you.

Using calculators

During an examination a calculator must not be able to offer any of these facilities: language translators; symbolic algebra manipulation; symbolic differentiation or integration; communication with other machines or the internet. Calculators must not give access to any pre-stored information.

Calculators may be put in to 'exam mode' to ensure it is compliant with the above.

Please note that calculators MUST NOT be borrowed from another candidate.

What you must not bring into the exam room

You must not be in possession of any electronic equipment (including earphones/earbuds/AirPods), watches (of any kind) or notes in the exam room (even if these are not relevant to the current exam).

There will be an unauthorised items poster outside each exam room and you will be reminded before you enter the room to check for any unauthorised items. Please ensure all you always double check before entering.

Once seated the senior invigilator will ask you again to check if you have any unauthorised items on you, if you do you MUST hand these in at this point.

If you are found to have had unauthorised items in your possession during the exam you will be reported for malpractice to the awarding body (even if you did not use it or intend to take it in with you). This is likely to result in loss of marks for that paper which will affect the overall qualification grade.

Food and drink in exam rooms

Only water, in a clear bottle, free from labels and writing in permitted in the exam room.

What you should wear for your exams

You must adhere to the school dress code for your exams.

Where your personal belongings will be stored during your exam

Personal belonging should be left in the sixth form room.

What to do if you arrive late for your exam

If you know you are going to be late for the exam, you must contact school as soon as possible to inform of your lateness and make your way to school as quickly as possible. Depending on how late you are, it may need to be reported to the awarding body and it may mean that your paper is not marked. If travelling with a parent/carer hand your phone over to them straight away and note the time you have done this. It may help you case with the awarding body. It is the Head of Centre's discretion to allow you to enter an exam late. If you are permitted to enter late you will be given the full duration of the exam.

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

If you feel unwell on an exam day please contact school as soon as possible and ask to speak to the exams manager. Where possible, we will try to support you in attending your exam.

If you are too unwell to attend your exam you must inform the exam manager. Where possible you may be required to provide evidence of your illness as this can support a special consideration request.

If you feel unwell during an exam, please inform an invigilator straight away so we can support you.

What happens if you have an unauthorised absence from your exam

If you are absent for your exam for an unauthorised reason you will be recharged the entry fee.

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

If the fire alarm or lockdown alarm sounds during an exam, remain in silence and follow the instructions of the invigilators.

Results, Post-results services and Certificates

Results will be issued on 13th August 2026 from 8 AM from the Hall. They will also be available to view on Go4Schools students page. If you are unable to collect yourself and want to nominate another person, you must complete a third-party collection form which can be found on the school website. The nominated person will also be required to bring photo ID.

Information regarding post-result services, deadlines and fees will be shared with you prior to the issue of results.

Certificates will be available to be collected from school reception in December 2026. You will be informed when these are available. If you are unable to collect yourself and want to nominate another person, you must complete a third part collection form. The nominated person will also be required to bring photo ID. Certificates will be retained for a minimum of 12 months after which time they will be confidentially destroyed.