



**Ormiston  
RIVERS  
Academy**

# **CANDIDATE EXAM HANDBOOK**

**2025/26**

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## Introduction

Examinations in the UK are regulated by the Joint Council for Qualifications (JCQ). They represent the eight largest exam boards and ensure a unified approach to the standards of qualifications, sharing of information and results. Ormiston Rivers Academy is committed to ensuring that students, whom the JCQ and awarding bodies refer to as '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. Throughout this guide, we will use the terms 'students' and 'candidates' interchangeably.

With Exams teams and invigilators all around the country, we are here to ensure that all the regulations are followed to provide the same exams experience to every candidate Nationally. Here at Ormiston Rivers Academy, it is also important to us that our students also know that we are here to support them through the exam period. We understand that this is an incredibly stressful time for students and their families and hope that this guide goes some way to remove some of the uncertainties around this process. If there are any other concerns or questions, please do not hesitate to come and see any of us. In all cases, the sooner we know about a concern, the easier it is for us to resolve or reassure.

We have a general Exams email address for enquiries.

[exams@ormistonriversacademy.co.uk](mailto:exams@ormistonriversacademy.co.uk)

During the busy exam season, we may not always be able to answer straight away as we are away from our desks, but we will always respond as soon as we can or re-direct your enquiry to the appropriate colleague. This email address is also best used during school holiday periods and during the results period.

## Contacts and People referred to in this document

## Purpose of this handbook

To ensure students are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken

To answer questions students may have.

To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures they need to be made aware of

To inform students about malpractice in examinations/assessments

**To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken**

## Regulations and Malpractice

To maintain the integrity of qualifications, the JCQ ensure that strict regulations are in place.

Failure to comply with these regulations is termed Malpractice.

- 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

Details of the regulations that apply are summarised in the JCQ Information for candidates documents included at the end of this document

Information for candidates – written exams

Information for candidates – coursework

Information for candidates – on-screen tests

Information for candidates – non examination assessments

Information for candidates – social media

Most of the regulations for written exams become familiar to our students during the mock process. However, others may not present themselves until just before exams take place. These might include:

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.

## Coursework research and using references

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.

Students should also reference the sources used by the AI tool in generating the content.

Students 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.

# Before the Exams

## Personal data

When making examination entries we are required to provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications. Additional information may be required

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

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.

Where an application for a special consideration in respect of any event which might disadvantage a student during the exam sessions.

Details of where to access individual awarding bodies privacy policies are included at the end of this document.

## Coursework assessments/non-examination assessments

Coursework here relates to GCE unitised AS and A-level qualifications and Project qualifications

Non-examination assessments here relates to GCE & GCSE specifications and Vocational and Technical Qualifications

The JCQ Information for candidates – coursework is included at the end of this document

Individual subject teachers will inform students of which coursework assignments and non-examination assessments they will be required to complete and when assessments will take place and any relevant deadlines. They will also tell students how work is marked, either externally through the exam board or internally and then externally moderated.

Where coursework is marked internally, students will be advised of their marks for the work at least 15 days before the deadline for submission to the awarding body. A request to appeal these marks must be submitted to the class teacher within 5 days of being notified of the mark.

A Copy of our Internal Appeals procedure is included at the end of this document

## **Access Arrangements**

Access arrangements are agreed before an assessment. They allow candidates with specific needs, such as special educational needs, disabilities or temporary injuries, to access the assessment and show what they know and can do without changing the demands of the assessment.

The intention behind an access arrangement is to meet the needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010\* to make 'reasonable adjustments'. Access Arrangements might include allowing supervised rest breaks for students with medical needs, additional time to complete the exam for students with a qualifying learning difficulty or substantial impairment. They might also include permission to type answers or provision of a scribe or support with the reading of questions for exams not specifically intended to test these skills.

## **Reasonable Adjustments**

The Equality Act 2010 requires an Awarding Body to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

A reasonable adjustment for a particular person may be unique to that individual and may not be included in the list of available Access Arrangements.

How reasonable the adjustment is will depend on a number of factors including the needs of the disabled candidate/learner. An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment.

Approval will only be given where Ormiston Rivers Academy has gathered substantial evidence of a students' needs via statements and examples of work from teachers from class work and mock examinations and, where appropriate, via screening by an approved external assessor. This evidence is gathered by the SEND department, irrespective of whether a student is on the SEND register. The SENCO will also need to gather evidence that any adjustments or arrangements are used in school as a student's normal way of working and that their benefit has been proven.

## **The process of making an application for access arrangements or reasonable adjustment**

Teaching staff are vigilant to students' needs throughout their school life and may begin to suggest arrangements needed during KS3. Where a possible need is identified, the teacher will speak with the SENCO who may suggest support strategies and approach the students' other teachers for any similar observations. However, the majority of evidence gathering, on a subject by subject basis, is completed in Year 10. Assessments and applications would normally be completed before the end of the first term of Year 11 and in place for the final mocks.

### **Evidence Required**

Requests for access arrangements and reasonable adjustments need to be approved in advance of any examination or assessment. Applications are made to awarding bodies, via the JCQ Access Arrangements online system. Applications, complete with all of the required evidence, must be made to the relevant awarding bodies no later than six weeks before the date of an examination or non-examination assessment. The final date for applications, complete with assessment evidence, this Academic year is 21st March.

The exams office take instruction from the SEND team and Invigilators must not permit access arrangements or adjustments which the SENCO has not confirmed have been approved via the JCQ.

## Written timetabled exams

Students will be given their 'Statements of entry', which list the subjects that they have been entered for this summer, after the Spring Mock exams have been marked and any adjustments to entries that are recommended by teachers have been made. Students should..

Check that personal details are correct, such as the spelling of names and that any changes to legal names have been made

Check that all subjects that they have been studying and are expecting to take examinations for are included

That tiers of entry (higher or foundation) are as agreed with their teachers

That, for any modular exams, the expected combination of modules is shown.

### What to do if personal information is incorrect

Do not worry, there is time to correct it but you should contact the Exams office immediately, either in school or via [exams@ormistonriversacademy.co.uk](mailto:exams@ormistonriversacademy.co.uk). Where a name is shown incorrectly, a copy a legal document showing the correct name and date of birth, such as passport or deed poll document should be included.

### What to do if you believe that entry information is incorrect

Do not worry, there is time to make changes. Speak to the relevant subject teacher straight away to ensure that your understanding is correct and that they also believe that entry information is incorrect.

If your teacher agrees, come to the exams office or email [exams@ormistonriversacademy.co.uk](mailto:exams@ormistonriversacademy.co.uk). Your subject teacher, form tutor or head of year will be able to support you with this.

A whole school schedule of exams will also be provided at this time via the Newsletter and on the Exams notice board in the foyer. Students should note the start and end dates of the exam season and ensure that they are available throughout.

Individual candidate exam timetables, which will include seating and rooming information as well as information about the duration of exams, will be provided to students after Easter. Ormiston Rivers Academy encourage students to take a photograph of their timetables as soon as they get it. This is for ease of reference on the day of the exams, before Mobile Phones are secured.

For Mock exams or PPEs (Pre-Public Exams), students will usually receive an individual timetable around 1 week before the beginning of the mock season.

## Contingency session - Summer 2026

Every year the JCQ set aside some dates during the exam season which are 'contingency' sessions. These are dates where no exams are scheduled but will be used in the event of a National interruption to exams on a particular day during the exam season. This might be due to an unexpected Bank Holiday or day of mourning for example. Students taking exams this summer must ensure that they remain available up to and including the last contingency date this summer, which is 24th June 2026.

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

The JCQ works hard to minimise the risk of a candidate's program of study resulting in 2 or more exams being scheduled at the same time, but this does sometimes happen. This is usually where a student is studying two very different subjects or where one of the courses is run by an awarding body outside of the 8 represented by the JCQ. There are JCQ guidelines on how to support candidates with timetable clashes.

Where a candidate has two exams to sit in the same session, we will contact them with a plan to sit one of the exams with the rest of the year group. The candidate will then have a break of at least 20 minutes where they will be able to eat and use the toilets before sitting the second paper under normal exam conditions. This may be in a slightly different, smaller room. During the break students will be supervised by one of our invigilators and will not be allowed contact with other candidates, other than those who have had an identical clash.

This may sometimes mean a late start and/or finish to afternoon exams.

Where the total time that a student would be required to sit exams in any one day exceeds 5  $\frac{1}{2}$  hours for a GCSE level subject or 6 hours for an A-Level equivalent subject, we will discuss options for overnight supervision in line with JCQ guidelines. Having studied the provisional schedule for Summer 2026 we do not currently anticipate this being necessary this summer.

# The Exam season

## Where you will take your exams

The rooms in use for the Summer exam season will generally be the selection of rooms used during the mock season. Our main Exam rooms are the Sports Hall, E08 for exams or students requiring IT facilities and E07 for students requiring extra time or other Exams Access Arrangements which cannot be facilitated in the Sports Hall. Occasionally the Drama Studio or other small rooms will be used.

Due to the various combinations and requirements of different exams and fluctuations in candidate numbers, we cannot guarantee a consistent room or seating arrangement but will always try to meet agreed Exams Access Arrangements and ensure students are well informed.

If students have any concerns about the location of any exam we would encourage them to speak with the exams team as soon as possible after timetables are provided. It becomes increasingly difficult to make changes without compromising paper accuracy the closer we get to the day of the exam.

## What time your exams will start and finish

All Morning exams begin at 9:00.

Afternoon exams at Ormiston Rivers Academy begin at 1:00 PM

Candidates should be in school and ready, outside of the exam room stated on their timetable, 10 minutes before the stated start time of the exam.

Candidates should ensure that they have paid attention to the warning to candidates and unauthorised items posters outside of the exam rooms and that they have all the equipment necessary for the exam they are about to take. Copies of these posters are included at the end of this document.

They should also remind themselves of their seat number, shown on their timetable and on the seating list posted in the foyer.

The duration of each exam is shown on individual exam timetables. Students will not be permitted to leave an exam early, even if they believe that they are finished. To comply with JCQ paper security regulations, candidates must be supervised during the afternoon session until 2:30 PM, even if their exam has finished.

During Mock exam seasons, Year 10 and Year 11 afternoon mocks currently begin at 12:00 noon to ensure that they are completed in time for buses home at 3:20. This is not possible for sixth form exams due to longer morning exam sittings

## Where your personal belongings will be stored during your exam

All personal belongings should be brought into school in a suitable bag. Bags will be securely locked in the area at the back of the main hall stage. Sixth Form students may prefer to leave their belongings in the sixth form area.

## Where you will sit in the exam room

Allocation of exam room and seating is planned on an exam by exam basis and is allocated after considering:

JCQ regulations around ordering candidates and desk spacing

Paper security and accuracy

Ability to facilitate exams access arrangements and student medical needs

Minimum disruption to candidates sitting longer papers from other candidates leaving the room.

Efficiency of room set up and visibility to invigilators

## Exam conditions

The Lead invigilator will invite candidates to enter the exam room once they are satisfied that the room is ready and that all exam papers are placed on the correct desks. Candidates are under formal examination conditions from the moment they enter the exam room until they have been given permission to leave and have exited the exam room.

Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body.

When leaving the exam room candidates are asked to be mindful and considerate of other candidates in the exam rooms who may still be working on longer exam papers by avoiding making noise such as dragging chairs or speaking in the corridor directly outside of the exam room.

Candidates must not open the question paper until the examination begins. If they do, this must be reported to the relevant awarding body.

## Supervision during your exams

Exams are supervised by a team of invigilators who will follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies, etc. There is a Lead Invigilator in each room plus additional invigilators to comply with JCQ ratios. Candidates must follow the directions of the invigilators at all times, failure to do so may result in a malpractice report being made to the appropriate awarding body and potentially a disqualification.

## How your identity is confirmed in the exam room

As well as the exam paper and any inserts, formula sheets or texts necessary for the exam, all exam desks will have on them an exam label and ID card. These will provide the candidate and invigilators details of the paper being sat and the candidate that should be sitting at the desk. Information will include name, unique identification numbers, exam numbers and details of any Exams Access Arrangements. The ID card will also include the candidates' latest student photograph so that the external invigilator or any JCQ inspector can be sure that the correct candidate is sitting the exam.

Students must not write or doodle on the desk labels/ID cards. Everything that is written or drawn by a candidate will be submitted to the exam board with the exam paper.

Students will be familiar with the photograph on their ID cards from their mock exams. If students are concerned that they no longer resemble the photograph, they should speak with the exams team during or after the mock season to arrange an update.

## Duration of the exam / leaving the exam room / toilet breaks

The duration of each exam is shown on individual exam timetables. To avoid disruption to the other candidates, students will not be permitted to leave an exam early, even if they believe that they are finished. Students are encouraged to use spare time reading over their answers and must remain silent, communication or avoidable noise, which might cause disturbance to other candidates, is malpractice and may lead to disqualification.

To comply with JCQ paper security regulations, candidates must be supervised during the afternoon session until 2:30 PM, even if their exam has finished.

Students will not be permitted to leave the room unless they have a medical need and a supervised rest break has been approved via SEND and the JCQ or they have an appropriate medical pass has been issued by the school. The JCQ expectation is that most approved rest breaks will be taken silently at the candidates' desks.

## What equipment you need to bring to your exams

Students must ensure that they bring into the exam room all equipment needed for their exam. We are not permitted to allow students to share equipment, and we have very limited supplies of spares.

Necessary equipment includes:

- At least 2 ball point pens which write in BLACK ink. Students should not use gel pens or similar as answers written in these types of ink may not scan correctly and may not be seen by examiners undertaking the marking of scripts.
- A pencil and rubber for any diagrams
- A ruler
- A maths set, protractor, pair of compasses, set square etc.
- An unmarked, clear, colourless bottle of water without labels or writing.
- A calculator if permitted for the exam paper
- Their glasses, without the case.
- Any coloured overlays authorised under exam access arrangements

Any pencil cases or maths set cases must be clear and unmarked. Calculator cases should be left outside of the exam room.

All equipment should be placed on or under the exam desk at the beginning of the exam. Candidates should not be attempting to access items in pockets during the exam as this may distract other candidates or arouse suspicion of malpractice.

## Using calculators

Your teachers will be able to tell you if a calculator is needed or permitted for each exam paper and which models of calculator are not permitted. If in doubt, bring the calculator to school and ask the invigilators outside of the exam room before the exam starts.

All calculators must have their memory cleared before entering the exam room.

## What you must not bring into the exam room

You should not bring anything into the exam room which is not essential to the exam.

These include:

- Mobile Phones, earphones, i-pods and other similar items
- Watches of any sort
- Smart Glasses
- Written notes of any kind, including timetables report cards etc.
- Bottles, pencil cases, glasses cases etc which are not clear and unmarked
- Hairbrushes, mirrors, lip-balm
- Food

Details of specific unauthorised items are shown on the 'Warning to Candidates' and 'Unauthorised Items' posters outside the exam room and included at the end of this document

## Food and drink in exam rooms

Ormiston Rivers Academy do not allow food of any sort into exam rooms. Where a student has a medical condition which may necessitate an exception to this rule, the student should speak with the exams or SEND team in advance of the mock exams.

Students may bring a small, clear, colourless, unmarked bottle of water into the exam. This bottle should be placed under the desk to reduce the risk of spillages.

Unless an appropriate medical pass has been issued by the school, JCQ instructions are that candidates would not usually be permitted to disturb the room by taking toilet breaks during the exam.

Students are reminded that it is important to eat some breakfast before a morning exam and to ensure that they have a snack between exams. Sometimes exams will run into the school break or lunchtime, but students will always have an opportunity to take a comfort break and have something to eat.

## What you should wear for your exams

Students in Year 11 and below are expected to wear full school uniform for all exams at Ormiston Rivers Academy. Students may remove their blazers if they are hot. Any blazers removed must be placed on the back of chairs, not across laps or wrapped around shoulders.

Candidates will not be permitted into the exam room with writing on their hands, arms or other visible areas of their body and must not write on themselves during the exam. Any evidence of this will need to be reported to the awarding body and may be considered an attempt to bring notes into the exam room or pass information to other candidates.

Students in sixth form are expected to adhere to the academy's policy on standard of dress. Additionally, sixth form students should select clothing which contain only minimal amounts of writing. Lanyards and coats should not be worn in the exam room.

Candidates may be asked to cover any visible, relevant tattoos.

## The exam paper

All exam papers will be placed face-up on the candidates desk, together with any inserts, reference texts or formula sheets required for the examination. Each exam paper has a front cover stating the exam name and reference number, duration of the exam, the date and time of the exam and any necessary instructions. Students will be asked to check that the information on the front of the paper that they have been given is as expected for the exam that they are there to sit. Students must not open any papers or fill in their name and candidate number until directed to do so by the lead invigilator.

During the exam, all writing must be in black ball point pen. Other coloured ink, gel pens and highlighters must not be used on the exam paper but may be used on any inserts or reference sheets to assist candidates in writing their answers.

Everything that has been written or draw on must be submitted with their exam paper. Desk labels / ID cards should not be used as doodle paper.

Students must take care to avoid the use of offensive language or any inappropriate drawings. Exam boards instruct examiners not to mark exam papers which have offensive content resulting in a mark of zero for the paper and possible disqualification from the subject.

## What to do if you arrive late for your exam

Candidates must be outside of their timetabled exam room, ready to take the exam, 10 minutes before the start time stated on the exam timetable. Candidates arriving late to exam rooms cause a disturbance to other candidates in the exam room so this permission will be given only where an unavoidable delay has occurred. Where a candidate arrives late, the decision whether to allow them to sit the exam rests with our Head of Centre.

If arriving late, students, or their families, should telephone ahead to main reception explaining the reason for the delay. Upon arrival the student should report immediately to student reception to be registered and triaged for unauthorised items. They will also be read the 'information to candidates' announcement before they are permitted to silently take their allotted seat in the exam room.

As part of our safeguarding policy, where a student is found to be absent at the start of an exam, their head of year will attempt to telephone their primary contact as soon as possible. They may subsequently offer suggestions on how students may be supported in arriving to examinations on time.

Candidates who are permitted to enter an exam room late will receive the full duration of time allowed for the exam. Late arrivals must be recorded in the Invigilators incident report. Awarding Bodies will not usually mark a paper which has been started any later than one hour after the advertised start time for the exam.

In the event of a disruption to traffic in the area or delay to one of the school buses, it may be necessary to delay the start time of the exam for all or part of the exam cohort. In such circumstances, an alternative room may be used to that stated on timetables. Ormiston Rivers Academy will speak with the appropriate awarding body to ensure that no candidates are disadvantaged and that paper security is maintained.

**Repeated instances of late arrival to exams may result in a candidate being refused entry to the exam room and being recorded as absent for the paper.**

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

It is not possible to reschedule an exam for any reason, including being ill or any other family emergency at the time of the exam. Students are encouraged to try to attend every exam, even if they are not feeling well. Where a candidate arrives to sit an exam feeling unwell they should speak to a member of the exams or SEND team or their head of year before the exam. This will be included in the exam incident report. We will provide as much support as we can such as permitting toilet breaks if necessary.

If a candidate is feeling unwell during an exam, they should raise their hand to attract an invigilators attention. Details of any candidates who are unwell during exams will be recorded in the Invigilators incident report and will be passed to the awarding body to consider whether an adjustment to the marking of their paper is appropriate.

It may be possible to make an application to the exam board for some consideration towards the candidate's overall mark for the paper, however this is only likely to be 1 or 2%.

## What happens if you are absent from your exam

Students must attend all exams for which they have been entered and complete all coursework and non-examination assessments associated with the course within the deadlines set by class teachers.

As stated in section 3 of Ormiston Rivers Academy's Charging, remissions & refund policy, you may be charged the entry fee if you do not attend an exam or complete required coursework.

*3.5 If a student fails, without good reason, to complete the examination requirements (either by failing to complete coursework or by failing to attend the final examination), parents are obliged to refund fees incurred by the Academy.*

## Rule of Terminal Assessment

OFQUAL (the Office of Qualifications and Examinations Regulations) and the Department for Education stipulate that awarding bodies for all Key Stage 4 GCSE / Level 2 must allocate a minimum of 40% of overall course grades to marks achieved in an examination taken at the end of the course. All internal coursework must be completed and marks submitted before this final exam and failure to attend the exam will prevent awarding bodies from being able to issue a certificate to the candidate.

If a student is not able to attend school on the day of the exam the usual student absence procedure should be followed in the first instance. Please state in the absence message that the student is due to sit an exam that day.

In addition to the absence line message it is recommended that an email is sent to [ex-ams@ormistonriversacademy.co.uk](mailto:ex-ams@ormistonriversacademy.co.uk) and the student's head of year providing as much detail as possible of the reason for absence, including any medical evidence, details of the emergency etc

If there is a significant event preventing a candidate from attending an exam, we can make an appeal for a special consideration to be given. This would only be granted for something such as hospitalisation or bereavement overnight. In such instances an estimated mark based on other papers may be used.

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

During the candidate announcement at the start of each examination, the lead invigilator will draw candidates attention to the emergency exits. In the event of an emergency or disruption during the exam, the lead invigilator will instruct all candidates to remain seated and await instructions. At this point the timer for the exam will be paused.

- The lead invigilator will switch on their radio and await instruction from the exams office. The exams office will confirm whether there is a need to evacuate. If the incident is a false alarm or in a different area of the school they will give instruction to continue with the examination.
- If evacuation is required, candidates remain under exam conditions throughout the evacuation and during any time spent at the fire assembly point.
- The lead invigilator will allocate an invigilator to each section of the exam room who will lead candidates out to the exams assembly point. The assembly point, for all year groups whilst they are in an exam, is to the side of the shade sails, not with the rest of their cohort.
- The candidate list from the examination will be used to take a fire register. Candidates remain under exam conditions throughout.
- Once it is appropriate to return, candidates will be lead back into the exam room and the timer for the exam will be re-started once the lead invigilator is satisfied that everyone is ready to begin.

In the event of such a disruption, the exams office will contact the exam board for additional instructions and to ensure that no candidate is disadvantaged by the interruption.

# After the Exams

## Results

Summer 2026 results will be available to students to collect from the Gym on:

Thursday 13th August 2026 for A-Level and Level 3 qualifications

Thursday 20th August 2026 for GCSE and Level 2 qualifications

Details of collection times will be published closer to the time and shared with students.

If students are not able to attend, they may nominate an adult to collect their results for them, with a letter of permission, or provide a stamped addressed envelope for results to be posted. We are not able to provide results by email.

The Department for Education has launched a national pilot of a Digital Education Record for Year 11s this year. Details of how students can access this will be provided once further clarification of the process has been received.

## Post-results services

As well as a statement of results, student results packs will include:

- Details of each exam boards' fees for post – results services
- Details of post- results service deadlines
- An access to scripts request form. Full details of the papers requested are required and the form must be signed by the student themselves

**There is no re-mark service available** Details of the services available are on the next page.

## Post-results services (continued)

Post results services can only be accessed through the school and once signed permission is given by the candidate themselves. These may include:

- Access to Scripts – a copy of the requested exam paper is provided which a candidate might ask a teacher to go through with them as a revision exercise or to give an opinion on the accuracy and stringency of marking. There is no charge to request a script back. Sometimes teachers will request permission to access scripts to use in future lessons as examples
- Clerical Re-check – a candidate can request that a check is made to confirm that all sections of the paper have been marked and the total marks have been corrected calculated and recorded. There is a charge for this service.
- Review of Marking – The paper will be checked to ensure that the mark scheme has been correctly applied, that there are no unreasonable academic judgements made and no administrative errors. There is a fee for this service.

A review of marking request form will be provided once papers have been received by the student and a request is made, via their school email address, to proceed with a review of marking. Ormiston Rivers Academy would always recommend seeking the opinion of a subject specialist (teacher or tutor for example) before making this request.

- All requests must be submitted via Ormiston Rivers Academy
- Students will be required to pay all fees associated with post-results services before any applications are made to exam boards. Where a review of marking results in an increased grade, exam boards will provide a refund of this fee.
- Requests must be made to Ormiston Rivers Academy, Exams office and fees paid by the deadline shown on the Access to Scripts and Review of Marking request forms. This will typically be 5 working days prior to the JCQ deadline for these services.

All communications regarding post-results services will be made via the students' school email address. Students not returning to Ormiston Rivers Academy in September will continue to have access to this email account until the post-results period has been completed. Students should ensure that they keep their password up to date for this purpose.

**DURING A REVIEW OF MARKING GRADES CAN SOMETIMES GO DOWN AS WELL AS UP.**

## Certificates

Exam certificates are official evidence of your exam results. Exam boards produce certificates during the Autumn term. These will usually be made available to students at the beginning of December. Details of exactly when they will be ready for collection will be given in the student results packs.

Students will be required to sign for certificates when they collect them. We are not able to post them due to the costs associated with obtaining replacements for lost certificates. Students may nominate someone to collect and sign for certificates on their behalf by providing them with a note of permission or sending an email to [Ex-ams@ormistonriversacademy.co.uk](mailto:Ex-ams@ormistonriversacademy.co.uk)

Schools are only required to keep certificates for one year after the date of issue. After this date and uncollected certificates may be securely destroyed.

## Raising a concern/complaint

If a candidate (or their parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification they are following, Ormiston Rivers Academy encourages the candidate to try to resolve this informally in the first instance. A concern or complaint should be made in person, by telephone or in writing to the head of centre.

If a complaint fails to be resolved informally, the candidate (or their parent/carer) is then at liberty to make a formal complaint.

**JCQ Unauthorised items poster**

This poster will be displayed outside each exam room. You must note that “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.”



AQA

City & Guilds

CCEA

NCFE

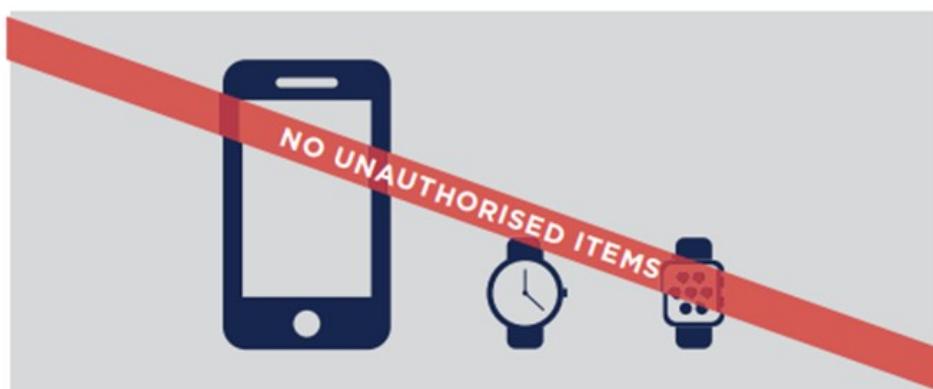
OCR

Pearson

WJEC

## **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.

JCQ Warning to candidates poster

This poster will be displayed outside each exam room. You must note all the warnings.

## Warning to candidates



AQA	City & Guilds	CCEA	NCFE	OCR	Pearson	WJEC
-----	---------------	------	------	-----	---------	------



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.**

## Exam Board Privacy Policies



### Information for Candidates – Exam Board Privacy Notices

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you.

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, ethnic identity and health, where appropriate. This information is provided by Ormiston Rivers Academy from the information you or your parents/guardians have previously given to us. Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis. The awarding bodies may share information about your results with official bodies such as the Department for Education, examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

Each awarding body is a separate organisation. Your teachers will be able to confirm to you which awarding body is delivering each qualification you are undertaking. You will also receive a statement confirming what qualifications you have been entered for and which awarding body. Below are details of where you will find links to each awarding body's website and information on how to contact them

<https://www.ncfe.org.uk/customer-and-learner-support/legal-information/privacy-notice>

<https://www.rslawards.com/privacy-policy>

<https://www.aqa.org.uk/about-us/privacy-notice>

<https://www.pearson.com/en-gb/privacy-center/privacy-notices.html>

<https://www.cityandguilds.com/help/privacy-statement>

<https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy>

<https://www.trinitycollege.com/page/privacy>

<https://www.wjec.co.uk/home/privacy-policy>



Joint Council for  
Qualifications CIC

## Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:



©JCQ CIC 2025

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

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

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

- 1** Be on time for all your exams. If you are late, your work might not be accepted.
- 2** **Do not** become involved in any unfair or dishonest practice during the exam.
- 3** If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
- 4** You **must not** take into the exam room any unauthorised material, including:
  - (a) notes;
  - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
  - (c) watches.

Any pencil cases taken into the exam room **must** be see-through.

**Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.**

- 5** **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 6** **Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
- 7** You **must not** write inappropriate, obscene or offensive material.
- 8** If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 9** **Do not** borrow anything from another candidate during the exam.

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

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

## C. Calculators, dictionaries and computer spellcheckers

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

## D. Instructions during the exam

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

## E. Advice and assistance

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

## F. At the end of the exam

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

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

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



Joint Council for  
Qualifications CIC

## Information for candidates

Coursework assessments

Effective from 1 September 2025

Produced on behalf of:



This document tells you about some things that you **must** and **must not** do when you are completing 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, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources, or generated from sources, which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

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: 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. **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 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 sanctions 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

Produced on behalf of:



©JCQ<sup>CIC</sup> 2025

This document tells you about some things that you **must** and **must not** do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

If there is something that you do not understand, you **must** ask your teacher.

## Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. They will then record the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** write up your **own account** of the assignment. Even if the information you have is the same, you **must** describe in your own words how that information was obtained. You **must draw your own conclusions from the data**.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it. **Do not** share it with anyone, including posting it on social media. You must always keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

**Do not be tempted to use any prepared or generated online solutions and try to pass them off as your own work – this is cheating.** Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

## Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources, such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources, or generated from sources, which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - you cannot copy it and claim it as your own work.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though - you **cannot** copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is known as **referencing**. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number. For example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2026.

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

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

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

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

## Plagiarism

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

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

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

## Sanctions for breaking the regulations

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

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

The awarding body will decide which sanction is appropriate.

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



## Information for candidates

On-screen tests

With effect from 1 September 2025

Produced on behalf of:



©JCQ CIC 2025

**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 for that exam.
- 5** You **must not** take into the exam room any unauthorised material including:
  - (a) notes;
  - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
  - (c) a watch.

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

- (d) AI 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, 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 spellchecker 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 or speech recognition 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.

## 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 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 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



EFFECTIVE FROM 1 SEPTEMBER 2025

## Information for candidates Using social media and examinations/assessments



**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

## Information for candidates Using social media and examinations/assessments

**Please take the time to familiarise yourself with the JCQ rules:**

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

**JCQ Things to do on social media:**

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

**JCQ 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

**JCQ 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





# Guidance for parents, carers and students about access arrangements



## WHAT ARE ACCESS ARRANGEMENTS?

- Access arrangements allow students with specific needs, such as special educational needs or disabilities, to access an exam.
- They allow students to show what they know and can do without changing the demands of the exam.



## HOW WILL THE PROCESS START?

- Parents and carers should let the SENCo know as soon as possible if their child has additional needs. Good and open communication is important.
- Students in further education should record their additional needs on the college's enrolment form.
- The SENCo will work with teachers and the student to identify possible arrangements.
- Various access arrangements are available. For example, support for students who have difficulties with reading, writing, speed of working or concentration.
- Not all students with additional needs will require access arrangements. This depends on whether their difficulty affects their access to exams. Additional needs or a diagnosis alone do not entitle a student to access arrangements.



## WHO WILL MAKE THE ASSESSMENT?

- If a student has learning difficulties, the school or college's appointed assessor must conduct the assessment to determine the need for access arrangements, such as 25% extra time.
- If an external assessor diagnoses a learning difficulty (for example, dyslexia or dyscalculia), the assessment can only be used as evidence for access arrangements if the assessor has liaised with the school or college and received the necessary access arrangements paperwork in advance of the assessment taking place.
- Specialists (for example, a medical consultant or a psychiatrist) are responsible for providing a formal diagnosis. They are **not** responsible for decisions about access arrangements.
- The school or college must decide which access arrangements a student has for their exams.
- Teachers must give evidence to show that an access arrangement is needed. The school or college will record how effective the arrangement is in the classroom, in internal tests or in mock exams.



## WHAT ELSE NEEDS TO BE DONE?

- The school or college will have to apply for some arrangements.
- If a student has complex needs, a school or college can discuss their needs with the exam board.

## FINALLY

Schools and colleges **must** follow the rules. They are inspected and if they are found to be breaking the rules, this will be malpractice.

If you have any questions about access arrangements,  
please speak to the school, college or SENCo.

**Appeals against Internal Assessment of work 2025-2026****Applicable to:****Reviews of marking – centre-assessed marks****GCE coursework****GCE, GCSE and Vocational Technical Qualifications non-examination assessments****Project qualifications**

Ormiston Rivers Academy is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work must be submitted for marking by the deadline set by the course leader. Work will be marked by staff who have appropriate knowledge, understanding and skill, who have been trained in this activity and do not have any potential conflicts of interest. If AI tools have been used to assist in the marking of candidates' work, they will not be the sole marker.

Ormiston Rivers Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Ormiston Rivers Academy will ensure that candidates are informed of their centre-assessed marks, a minimum of 15 days before the awarding bodies submission deadline, so that they may request a review of the centre's marking before final marks are submitted to the awarding body.
2. Ormiston Rivers Academy will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Ormiston Rivers Academy will, having received a request for materials, promptly make them available to the candidate. This will either be the originals, viewed under supervised conditions, or copies.
4. Ormiston Rivers Academy will provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.
5. Ormiston Rivers Academy will provide a clear deadline, 5 days after making the materials available, for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing and candidates must explain on what grounds they wish to request a review.

6. Ormiston Rivers Academy may take up to 5 working days, to carry out a review and make any necessary changes to marks and to inform the candidate of the outcome. This process will be completed a minimum of 5 working days before the awarding body's deadline for the submission of marks.
7. Ormiston Rivers Academy will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.
8. Ormiston Rivers Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Ormiston Rivers Academy will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request. The centre will inform the awarding body if it does not accept the outcome of a review.

The moderation process carried out by the awarding body may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that the centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should, therefore, be considered provisional.