



ASHLAWN  
SCHOOL

# CANDIDATE EXAM HANDBOOK 2024/25

This handbook is reviewed and updated annually

Produced/reviewed by	
Ashlawn School	
Date of next review	September 2025

## Contents

Introduction.....	4
Purpose of this handbook.....	4
Malpractice.....	4
Personal data.....	5
Copyright.....	5
Coursework assessments/non-examination assessments.....	5
Written timetabled exams.....	5
Contingency sessions - Summer 2025.....	6
What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash).....	6
Where you will take your exams.....	6
What time your exams will start and finish.....	6
Supervision during your exams.....	6
Exam room conditions.....	7
Where you will sit in the exam room.....	7
How your identity is confirmed in the exam room.....	7
What equipment you need to bring to your exams.....	7
Using calculators.....	7
What you must not bring into the exam room.....	8
Food and drink in exam rooms.....	8
What you should wear for your exams.....	8
Where your personal belongings will be stored during your exam.....	8
What to do if you arrive late for your exam.....	8
What to do if you are unwell on the day of your exam.....	8
What happens if you have an unauthorised absence from your exam.....	9
What happens in the event of an emergency in the exam room.....	9
Candidates with access arrangements/reasonable adjustments.....	9
Results.....	9
Post-results services.....	9
Certificates.....	10
Internal appeals procedure.....	10
Complaints policy.....	10
APPENDIX 1.....	11
JCQ Information for candidates - coursework.....	11
APPENDIX 2.....	11
JCQ Information for candidates – non-examination assessments.....	11
APPENDIX 3.....	11
JCQ Information for candidates – written exams.....	11
APPENDIX 4.....	11

JCQ Information for candidates – social media.....	11
APPENDIX 5.....	12
JCQ <i>Unauthorised items</i> poster.....	12
APPENDIX 6.....	13
JCQ <i>Warning to candidates</i> poster.....	13
APPENDIX 7.....	14
JCQ AI poster for students.....	14

## Introduction

Ashlawn 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

This handbook is to provide information regarding examination procedures. It provides answers to some of the most common questions that student and parents may have about the examination process. Our mock examinations will run with the same set of rules to give students familiarity with the systems and regulations that we must follow.

## Malpractice

To maintain the integrity of examinations at Ashlawn, we have strict regulations in place regarding 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 bodies.

JCQ provides information regarding what constitutes malpractice:

- o Introduction of unauthorised material into the examination room
- o Breaches of examination conditions
- o Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- o Offences relating to the content of candidates' work
- o Undermining the integrity of examinations/assessments

A documenting covering possible malpractice sanctions can be found on the JCQ website at <https://www.jcq.org.uk/exams-office/malpractice> in the document 'JCQ Suspected Malpractice'. If you require a printed copy or would like more clarification on anything, please contact exams office at [exams@ashlawn.tlet.org.uk](mailto:exams@ashlawn.tlet.org.uk)

### **Things not to do on social media:**

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

## **Non-examination assessments and coursework, as example:**

### **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 bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You must submit a copy of the computer-generated content with your work for reference and authentication purposes.

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 is a form of cheating which is taken very seriously.

## Personal data

The awarding bodies collect information about exam candidates including legal name, gender and date of birth. This information is provided by the centre.

More information can be found at the following link

[https://www.jcq.org.uk/exams\\_office/information-for-candidates-documents/](https://www.jcq.org.uk/exams_office/information-for-candidates-documents/) in the document titled 'Information for Candidates – Privacy Notice'. If you require a printed copy or more clarification, please contact [exams@ashlawn.tlet.org.uk](mailto:exams@ashlawn.tlet.org.uk)

## 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

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.

### Information for candidates - Coursework 2024-2025

[https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Coursework\\_Assessments\\_2024\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Coursework_Assessments_2024_FINAL.pdf)

### Information for candidates – Non examination assessments 2024-2025

[https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-NE\\_Assessments\\_2024\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-NE_Assessments_2024_FINAL.pdf)

### 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. 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 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.

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated.

## Written timetabled exams

Each candidate will receive a statement of entry for their exams once entries have been made. It is very important to check these entries, your name and date of birth to make sure there are no errors. If there are any problems, please contact the exams office on [exams@ashlawn.tlet.org.uk](mailto:exams@ashlawn.tlet.org.uk) straight away. Once students receive their individual exam timetable, they should contact the exams office if any clarification is required.

## Contingency sessions - Summer 2025

There are contingency sessions within the Summer 2025 exam timetable-the awarding bodies have designated the **afternoon of Wednesday 11 June 2025** and the **morning and afternoon of Wednesday 25 June 2025** for examinations. This is consistent with the qualification regulators' document 'Exam System Contingency Plan: England, Wales and Northern Ireland'.

This document can be found at

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>

The designation of 'contingency days' within the common examination timetable is in the event of national or significant local disruption to examinations in the United Kingdom. It is part of the awarding bodies' standard contingency planning for examinations.

We must therefore remind candidates that they must remain available until Wednesday 25 June 2025 should an awarding body need to make use of these contingency sessions. Students, parents and carers should factor this into their plans for potential holidays.

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

If a student is timetabled to sit two or more exams at the same time, this is known as a 'clash'. If these are for the same subject e.g. French Reading and Listening, this is intentional on the part of the exam board and the exams will run one after another without a break. If the clash is for two different subjects, then this will be picked up by the Exams Officer, who can grant permission for one of the papers to be taken at a different time on the same day. The student will have to remain under supervision between the two papers without communication with any other person except the invigilator. In very rare cases it may be necessary for a paper to be done the next day and it is a requirement that the student is supervised overnight. This is essential to avoid compromising the integrity of the examination. In the event of a 'clash' or 'overnight supervision' the Exams Officer will be in touch with students and parents, and this is nothing to worry about. If an exam is delayed from a morning to an afternoon session the student will be supervised over lunchtime. They should bring some revision/reading material, their lunch and a drink. Attempting to communicate with any other student will invariably result in the loss of all of those qualifications for all of the students involved. Students are not allowed access to any electronic devices during supervised breaks, so revision notes must be in a book/paper format. Students will not be allowed to buy food from the school canteen.

## Where you will take your exams

Exams at Ashlawn School will take place in several venues across the school, but mainly in the East Hall and Sports Hall where students also complete mock exams. Details of the room and seat allocated to you will be on your individual exam timetable.

## What time your exams will start and finish

At Ashlawn School morning exams will start at 9.00am and afternoon exams will start at 1.30pm. Students should arrive a minimum of 15 minutes before these times. This is to give ample time to register students, store their belongings and give candidates instructions for the exam. Candidates must remain in the exam room until the exam finish time and must remain silent until they are dismissed from an exam.

## Supervision during your exams

Exams will be supervised by a team of trained invigilators. They follow strict rules and regulations as directed by JCQ. Invigilators oversee the examination and candidates must follow their instructions carefully to prevent malpractice. Invigilators cannot answer any questions relating to the exam paper.

## Exam room conditions

Candidates are escorted to drop their belongings off and into the exam room by an invigilator. Candidates are under formal exam conditions (no communication, complete silence) from the moment that they enter the exam room until an invigilator has allowed them to leave and they are no longer in the exam room. Candidates must not communicate at all with other candidates or disturb them whilst they are in the exam room. The following information will be on display in the exam room: centre number, subject title, paper number, date and start and finish times. Invigilators will give students time just before the exam starts to check the front cover of their paper. It is essential that students check they have been given the correct paper and tier. Students will then be asked to fill in the front cover with their personal information (name, candidate number, centre number etc.). This should only be done when instructed by the invigilator and not beforehand. Candidates must not open the question paper until the exam begins. Candidates are responsible for producing legible handwriting in black ink only for their exams. Any additional answer sheets/booklets must be requested by raising your hand and asking an invigilator. Your name and candidate number must be written on these additional materials and then tucked inside your normal exam paper.

## Where you will sit in the exam room

Candidates are seated according to the exam seating plan. They will know their seat for each exam from their individual exam timetable. If a candidate arrives to an exam and doesn't know their seat, they can check this on the seating plan displayed outside the room or ask an invigilator who will be happy to help them find their seat. Candidates must sit in their designated seat for the exam.

## How your identity is confirmed in the exam room

At Ashlawn School each desk in an exam room assigned to a candidate will have a seat number. An ID card with the school picture of the candidate along with their name and exam number will be kept on the desk based on your seat number to identify candidate's identity.

## What equipment you need to bring to your exams

Candidates should bring writing equipment, erasers, ruler, protractor etc in a clear plastic pencil case. Non-transparent pencil cases will not be allowed in the exam room. Pens must be **black ink**; erasable pens are not permitted. Subject teachers should let candidates know in advance of any equipment they need to complete that subject exam including whether they will need a calculator. We recommend students have a scientific calculator as this will be sufficient for any exam in which they need a calculator. Calculators are prohibited in exams where they aren't needed. It is the candidate's responsibility to make sure the calculator is in working order. Spare pen, eraser, ruler, protractor and calculator for students who do not have one may be provided which may not be a suitable replacement for all the exams. Ultimately, it is candidates that are responsible for bringing all the equipment they need to an exam.

## Using calculators

Some subject papers, such as Maths and Computing, explicitly prohibit the use of calculators. In such cases, students must not have one in their possession and ensure they leave this in their bag, as this would be classed as unauthorised material. In examinations where calculators are allowed, the following facilities are prohibited: data banks, symbolic algebraic manipulation, symbolic differentiation or integration, communication with other devices or the internet, access to pre-stored information or text, dictionaries, language translators and mathematical formulae. Calculators with graphic displays and programmable functions are permitted if information and/or programs stored in the calculator's memory are cleared before the examination. Retrieval of information and/or programs during the examination is an infringement of the regulations. Students are responsible for clearing any information and/or programs before the examination.

## What you must not bring into the exam room

Some items are strictly prohibited from exam rooms and should not be brought into the examination room under any circumstances. The exam boards treat mere possession of these items as an infringement of the regulations. These items should be left in bags or handed to an invigilator before the start of an exam. The following items are prohibited and should not be brought into the exam room:

- AirPods / iPods
- earphones/earbuds or smart glasses
- MP3/4 players or similar devices
- mobile phones or any other smart devices
- Wristwatches (of any kind)
- Items to fidget with unless approved by the SENCo
- Food/chewing gum or Tippex/correction pens

## Food and drink in exam rooms

You may bring a bottle of water into the exam; however, it must be in a clear plastic bottle with all labels and packaging removed.

## What you should wear for your exams

Candidates are expected to wear full school uniform for their examinations. No clothing can be placed on the back of their chair, so candidates must be confident they will be comfortable for the duration of the exam when choosing whether to leave their blazer with their belongings or not. We discourage candidates from wearing bracelets/rings as they can make noise on the desks throughout the exam, potentially disturbing others around them.

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

At Ashlawn the candidate's belongings that are stored at the exam hall for the duration of the exam. You must follow the instructions from invigilator to where keep your belongings. If a candidate hands over any belongings to invigilator before the exam begins, it will be stored in the exam room and the candidate will need to collect it at the end when all other candidates have left the room.

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

If you are going to be late for the exam, please let the school know as soon as possible. If parents are aware that their child has got the timing of the examination wrong and has missed the starting time, they should telephone Ashlawn School immediately at 01788573425. Depending on how long the exam has been in progress, it may be possible for the student to be admitted. However, we are bound by examination board regulations on this matter. Normally students will be granted access to the room to complete the written paper. Students who arrive more than 30 minutes after the official start time, or once the exam has finished, will still be admitted, but the Awarding Body need to be notified. They may decide to give a mark of 0 for the paper. This decision is beyond the centre's control.

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

If you are unwell on the day of an exam, the examinations officer must be informed as soon as possible either by email [exams@ashlawn.tlet.org.uk](mailto:exams@ashlawn.tlet.org.uk) or by phone **01788573425**. Make an appointment at the GP and bring the medical note in for the examinations officer to make an application for special consideration. If a candidate is unwell but manages to attend the exam, inform the examinations officer and provisions will be made to accommodate the candidate suitably and allow rest breaks etc. If there is a need to apply for access arrangements this can be done as an emergency. The exams officer will apply for special consideration once evidence from a doctor is

brought into school to support the special consideration application. Exams can only be sat on the designated date, despite any personal circumstances or illnesses. This is prescribed by JCQ.

### **What happens if you have an unauthorised absence from your exam**

If a student is absent from any examination without presenting a doctor's note or a satisfactory reason for a request for 'Special Consideration' they will receive a grade based only on those elements of the examinations which have been marked. It is not possible to reschedule exams, so absence should be a last resort.

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

In the event of an emergency at Ashlawn School, the invigilators will follow the school policy. Students are expected to follow any instructions respectfully. If you are evacuated, you are still under examination conditions and you must not separate from the exam group or discuss the exam. If you are evacuated, you will line up separate from the rest of the school. Once the exam can resume you will receive the full allocated time to complete the exam.

### **Candidates with access arrangements/reasonable adjustments**

The SENCo makes the arrangements for students to have assessments and collects evidence for any students that require access arrangement well in advance of examination dates. The SENCo will make candidates aware of any arrangements that are in place. The Examinations Officer will follow the SENCo's outline and ensure the arrangements are in place for each exam.

## **Results**

### **A level Results Day 2025 – Thursday 14 August 2025**

### **GCSE Results Day 2025 – Thursday 21 August 2025**

Candidates will need to come into school to collect their results on results day.

Senior members of staff will be available on results days to discuss results and help candidates decide on any submission of enquiries.

## **Post-results services**

Requests for post-results services from internal candidates must be made through the centre examinations officer.

Candidates are informed about the deadlines, fees, and charges for these services with the results pack received on results day.

Consent/permission from the candidate is required for any post results service. A link to online application forms with pricing details will be in the results day information pack.

Candidates are advised to speak with their subject teachers to help with decisions regarding post results services.

Candidates asking for reviews of marking must realise their marks can go up or down and are likely to stay the same. A very small percentage of reviews result in a change of grade. Requests for review of marking must be requested by the candidate and a consent must be received.

## **Certificates**

Certificates are received at the Centre early November (after the August results).

Ashlawn hosts Certificate Awards Evening for the collection of certificates. If you are unable to collect on Awards Evening, you can collect any day following during normal school opening hours.

Candidates can email school asking for a representative to collect their certificates. The representative must bring Photo ID to collect a candidate's certificates.

Once certificates are collected, they are the candidate's responsibility. Any loss or damage to certificates will have to be dealt with by contacting the exam boards directly and paying for replacements. It will not be a service the school offers.

## **Internal appeals procedure**

The centre has a comprehensive internal appeals procedure. Full details and copies can be obtained from the Exams Officer.

## **Complaints policy**

The centre has a comprehensive complaints and appeals procedure. Full details and copies can be obtained from the Exams Officer.

**You must read all the documents attached to the links below**

**APPENDIX 1**

**JCQ Information for candidates - Coursework 2024-2025**

[https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Coursework\\_Assessments\\_2024\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Coursework_Assessments_2024_FINAL.pdf)

**APPENDIX 2**

**JCQ Information for candidates – Non examination assessments 2024-2025**

[https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-NE\\_Assessments\\_2024\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-NE_Assessments_2024_FINAL.pdf)

**APPENDIX 3**

**JCQ Information for candidates – Written exams 2024-2025**

[https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Written\\_Examinations\\_2024\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2024/08/IFC-Written_Examinations_2024_FINAL.pdf)

**APPENDIX 4**

**JCQ Information for candidates – social media 2024**

<https://www.jcq.org.uk/wp-content/uploads/2024/05/JCQ-Social-Media-Infographic-v6.pdf>

**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 &amp; Guilds

CCEA

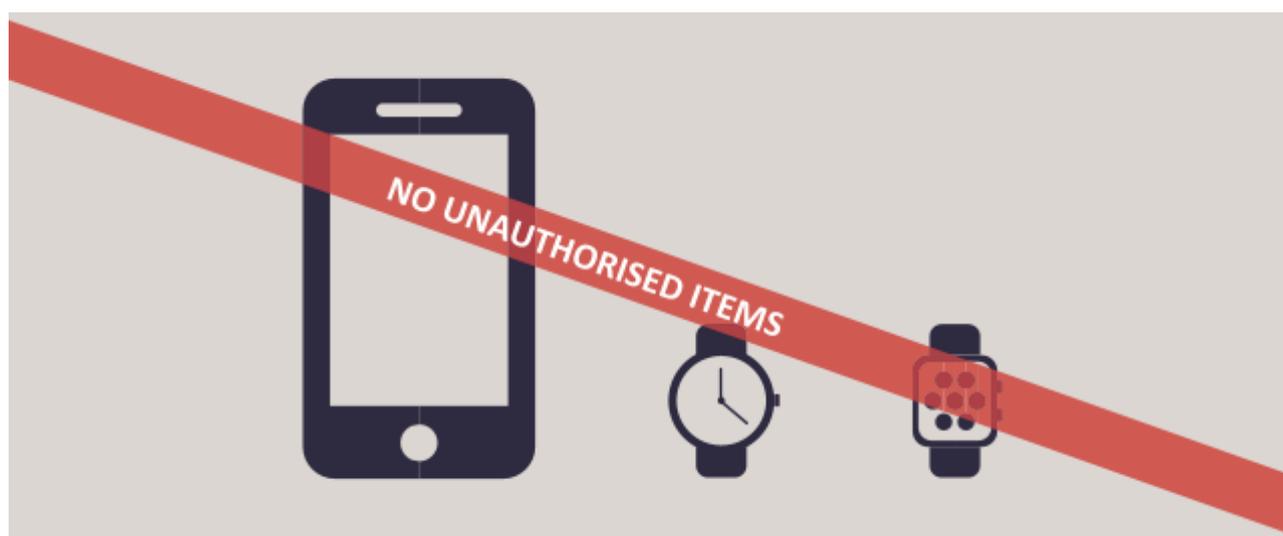
OCR

Pearson

WJEC

## NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB ENABLED  
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.

## Warning to candidates



 <b>AQA</b>	 <b>City &amp; Guilds</b>	 <b>CCEA</b>	 <b>OCR</b>	 <b>Pearson</b>	 <b>WJEC</b>
---	---	--	---	---	--



**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 exam/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.**

JCQ AI poster for students



# AI and Assessments

## A quick guide for students

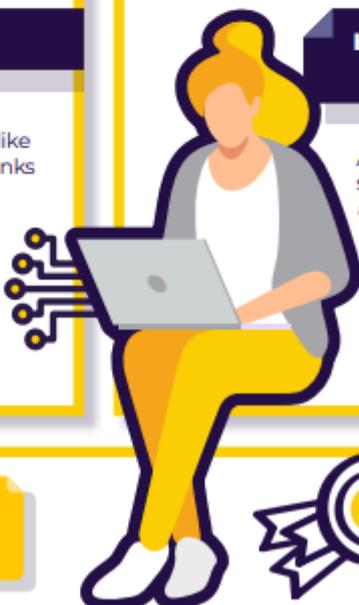
What is AI?



- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?



AI misuse is when you take something made using AI and say it's your own work.

## THIS IS CHEATING!

How do I make sure I don't misuse AI?



**1 Know the rules**

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

**2 Reference reference reference!**

If you're allowed to use AI tools, you must reference them clearly

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

**3 Declare it's all your own work**

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly