



# CANDIDATE EXAM HANDBOOK

## 2025/26

This handbook is reviewed and updated annually

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Date of next review	January 2027

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## Introduction

Fulford 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

Public examinations can be a stressful time for students and parents; therefore, it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

The school will make every effort to ensure that candidates receive the best possible preparations for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their best. Internal exams are run to the same standards and rules in order that students are familiar with the process beforehand.

This handbook is intended to inform about examination procedures, to answer some of the most frequently asked questions and to help to guide and support students and parents through the examination process.

## Malpractice

Malpractice means any act or practice which is in breach of the Regulations. This includes but is not limited to:

- Bringing any unauthorised materials into the exam room such as notes, a mobile phone, a watch, your planner or any other smart/internet enabled device
- Any form of communication with other candidates, which includes non-verbal communication
- Copying from other candidates, or allowing others to copy from you
- Using unauthorised aids such as notes written on paper or on your hands/arms
- Refusal to follow the instruction of Exams Staff and Invigilators
- Breaching the exam conditions of the room
- Plagiarism of the work of others that forms part of any non-exam assessment element of your qualification

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

**Penalties for malpractice can include disqualification from one or all of your exams.**

### 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

### 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.

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...

### 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...**

**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.**

### Personal data

The awarding bodies collect information about exam candidates. To understand what information is collected and how it is used, you must read the Privacy Notice released by each awarding body. Information about where to access these privacy notices can be found on the school website in the exams section.

### 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

Some subjects have an element of coursework/controlled assessments and non-examination assessments included in them. It is your responsibility to read and understand the exam boards' **Notice to Candidates relating to coursework/controlled assessments & The Notice to Candidates relating to non-examination assessments**. These documents can be found on the school website in the exams section,

Before your marks are submitted to the Exam Board you will be notified of your marks and given a period of time to appeal. These marks will be issued to you by your class teacher and should you wish to raise an appeal then you will need to consult the school **Internal Appeals Policy** which can be found on the school website. The policy will detail all time frames and instructions for submitting an appeal.

Please make sure you have read and understood the **Non-examinations Assessment – Artificial Intelligence Policy** which can be found on the school website in the exams section.

### Written timetabled exams

When the exam entries have been entered on the school computer system, students will be issued with a Statement of Entry, detailing the exam board, subjects and tiers for which they have been entered.

This should be checked and you are asked to inform Mrs Hutchinson if you believe there are any errors or problems (e.g., name, date of birth, exam entry etc). If there is an exam missing, or one on the list that you were not expecting to take (e.g., if you know you have already dropped or been withdrawn from a subject) you **MUST** tell Mrs Hutchinson immediately.

Once the exam boards have received entries, candidates will be issued with an individual timetable showing the subjects entered with that board, and dates of the examination. Timetables should be checked and kept safely by the candidate, as they are evidence that an entry has been made.

Sometimes candidates will receive updated statements if the entries made for them change. Check each exam date carefully, and check to see if the exam is in the morning or the afternoon.

A school produced A-Level and GCSE timetable is posted on the school website detailing all exams.

### **YOU, ALONE, ARE RESPONSIBLE FOR CHECKING YOUR EXAM TIMETABLE**

You will be given a 4-figure candidate number that refers only to you. **You need to remember this number**, as you will write it on all your exam papers.

## **Contingency session - Summer 2026**

The contingency day is on the 24<sup>th</sup> of June 2026. This means that although there are currently no exams on the timetable for this day, **you must remain available** up to and including the 24<sup>th</sup> of June 2026 to take exams on this day should any exam need to be re-scheduled for un-foreseen reasons.

If an exam is re-scheduled for a contingency day and you are absent, we will not be able to apply for special consideration.

## **On-screen tests**

If you study GCSE Computer Science then one of your exams will be an on-screen test. This test will take place in the IT rooms and the exact room will be shown on your timetable. The exam instructions are very specific and so you must make sure that you understand what will happen prior to sitting the exam by speaking to your Computer Science teacher and fully engaging with the mock exams.

You should also fully read the **Information for Candidates: On-Screen Exams** document which can be found on the school website in the Exams section.

In the real exam all of the required files will be pre-loaded onto the computers and you will be given login details to get you into the exam.

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

If you notice a clash of exams, arrangements will be made for you to take these subjects one after the other, as long as the total published exam time is three hours or less. If the total time is more than three hours, the exams will be split between the morning and afternoon sessions. If this happens, an invigilator will supervise you (in 'isolation'), so you will need to bring a packed lunch and a drink with you.

No Mobile phones, iPods, MP3/4 Players, watches, no potential technological/web enabled sources of information must be in your possession. Whilst in the isolation room you are allowed to revise from your own notes for your next exam or talk quietly with any other candidates also in the supervised isolation. You will be informed of any special arrangements involving clashes before your exams.

**IF YOU NOTICE A CLASH ON YOUR TIMETABLE WHICH HAS NOT BEEN RESOLVED, YOU MUST TELL MRS HUTCHINSON IMMEDIATELY.**

## Where you will take your exams

Most exams will take place in the Hall or Gym, although some other rooms around the school will also be used. The venue and your seat number will be shown on your individual timetable.

Please arrive at school AT LEAST 15 minutes before the start time shown on your timetable so that you are not in a rush before your exam. You will be told when you are allowed to enter the exam room and you MUST sit at the desk that has been allocated to you, unless the invigilator instructs otherwise.

**IF YOU DO NOT SIT IN THE CORRECT SEAT THE INVIGILATORS COULD MARK YOU AS ABSENT.**

## What time your exams will start and finish

Unless otherwise stated on your timetable, all exams at Fulford School start at **9:00am** for morning papers and **1:30pm** for afternoon papers. You should aim to be outside the exam room no later than 10 minutes before the start of an exam.

If for any reason you are going to be late and will miss the start of the exam, you MUST telephone school. You will then be told how long you have left before you will be refused entry.

All students must remain in the exam room until the exam has finished, and the finish time will be written on a board at the front of the room. You must remain seated and in silent exam conditions whilst all papers are collected in and until an invigilator dismisses you from the room.

**You will not be permitted to leave the exam room early.**

If you finish the exam paper before the published finish time you should review your work throughout the exam paper to ensure that you have completed every question in full. Once you have done this you should remain seated in silence until the end of the exam time.

**Leaving the exam early without permission is malpractice and will lead to an investigation. This could result in a partial/complete loss of marks or disqualification.**

## Supervision during your exams

Exams are supervised by a team of invigilators who are there to ensure that you have an appropriate environment in which to sit your exams, and to ensure that all students and the school follow the rules and regulation set by the JCQ governing body.

The instructions that the invigilators will give you are not set by the school, but rather they are national instructions and therefore we must all adhere to them at all times. Failure to follow the instructions given by an invigilator may result in a malpractice investigation.

If you need to attract the attention of an invigilator you must silently raise your hand and wait for them to come to you.

## Exam room conditions

From the moment you enter the exam room you are under exam conditions and must not attempt to communicate (verbally, non-verbally or physically) with any other student.

You must be silent at all times when you are in the exam room. This includes when you enter and leave. If you need assistance, put your hand up clearly and wait for an invigilator to attend to you. Once you have entered the exam room, you have to be escorted at all times if you need to leave the room.

You must follow the instructions of the invigilators at all times.

When told to do so you will need to fill out the front cover of your exam paper. You will find the exam information displayed on white boards at the front of the room, and your candidate number will be shown on your desk card.

**You must also only use your legal name on your exam papers as this will be the name you are entered with to the awarding bodies.**

You must not use preferred names or nicknames.

You must not write anything else on the front of your exam paper, and you must not open your exam paper until told to do so.

Please do not write on exam desks. It is regarded as vandalism and you will have to pay for any damage. You will not be allowed to leave an exam early if you have finished your work as this disturbs other candidates in the room.

### **Where you will sit in the exam room**

Your desk will have a place card with your candidate number printed on it. In most exams you will be seated in numerical order by candidate number within your subject. If you wish, you may write your candidate number in permanent pen onto the outside of your transparent pencil case. You are not allowed to write it on your hand, or have it written on a piece of paper on your desk.

Your seat number will be shown on your individual timetable and will likely be a different seat for each exam subject.

### **How your identity is confirmed in the exam room**

Staff will be visually checking as students enter the exam room to ensure that only the students who are sitting that particular exam are permitted into the exam room.

Year 12 and 13 students should wear their lanyard to every exam, although you may place it on your desk during the exam if you wish to.

### **What equipment you need to bring to your exams**

You must provide all your own equipment. Borrowing from other candidates is **NOT** allowed under any circumstances. Ordinary pencil cases or boxes are not allowed in the exam room. You should bring your equipment in a clear plastic bag or transparent pencil case. **You must write in black ink only.** Answers in any other colour will not be marked. Check with your subject teacher to find out when you may use a pencil.

#### **The following equipment should be brought to EVERY exam:**

- Pens – black only
- HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Rubber

#### **For certain exams you will also need the following:**

- Compasses
- Protractor
- Calculator
- Coloured pencil crayons
- Set texts (e.g., in English Literature) – clean copies will be provided by the school

You must complete the details at the top of every sheet of answer paper, and all questions must be correctly numbered. The centre name and number will be displayed. You must do any rough work in the answer booklet provided. Cross out anything that you do not wish to be marked. Highlighter pens must not be used in answer booklets, but you are allowed to highlight parts of the printed questions if you wish to.

**YOU ARE NOT ALLOWED TO USE CORRECTING FLUID, PENS OR 'MICE' IN ANY ANSWER BOOKLETS.**

This is to protect you and your exam; if correction devices were allowed then someone could tamper with your exam paper and it would be undetectable.

**YOU CANNOT USE ERASABLE INK / FRIXION PENS.**

This is because your paper will be scanned by the exam board in the sorting process before being marked and the heat of the scanners can melt away erasable ink. This could lead to all your work being erased and there is nothing that can be done to correct this.

You may not use red ink for under-lining. Examiners can refuse to mark answers which are difficult to read. Poor writing and presentation will cost you marks.

## **Using calculators**

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

**Calculators must be:**

- of a size suitable for use on the desk
- either battery or solar powered
- free of lids, cases and covers which have printed instructions or formulas

**Calculators must not:**

- be designed or adapted to offer any of these facilities: -
  - language translators
  - symbolic algebra manipulation
  - symbolic differentiation or integration
  - communication with other machines or the internet
- be borrowed from another candidate during an examination for any reason
- have retrievable information stored in them - this includes:
  - databanks
  - dictionaries
  - mathematical formulas
  - text

**The candidate is responsible for the following:**

- the calculator's power supply
- the calculator's working condition
- clearing anything stored in the calculator



## What you must not bring into the exam room

The following items must not be brought into any exam room:

- Mobile phones or watches of any kind
- Devices with potential technological/web enabled sources of information
- Non-transparent pencil cases/boxes
- Calculator cases and instruction books
- Headphones, Air Pods, personal stereos, MP3 players, iPods, or any other kind of music storage/playing device
- Books (except for authorised texts), notes, letters, diaries or other printed material
- Bags, rucksacks, PE kits, etc.

If you need tissues in the exam room, you must remove them from packets and place them on the desk at the start of the exam. There will usually be a supply of tissues in the exam room, however do not rely on this. If you know you will need them, bring your own.

It is important to note that all pencil cases and water bottles must be see-through and free from labels, or printed wording.

**POSSESSION OF UNAUTHORISED ITEMS, SUCH AS A MOBILE PHONE, IS A SERIOUS OFFENCE AND COULD RESULT IN **DISQUALIFICATION** FROM YOUR EXAMINATION AND YOUR OVERALL QUALIFICATION.**

## Food and drink in exam rooms

You may bring a drink in a clear water bottle free from labels, logos and wording. No food is permitted in any exam room without prior consent and for medical purposes only.

## What you should wear for your exams

School uniform should be worn for every exam, and if you wish to take your blazer off then it must be placed under your exam desk – NOT on the back of your chair.

If you are in Sixth Form or a private candidate, then the usual school dress code applies. You will also need to place unworn clothing on the floor under your exam desk.

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

You are not allowed to keep any coats, bags, books, notes or mobile phones with you in the exam room; these should be left in lockers or cloakrooms and NOT outside the exam room.

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

We expect that all students will arrive in good time ready to start their exams at exactly the scheduled start time. If you are going to be late then you must contact the school as soon as possible so that we are aware and able to advise you of the best course of action. There is a cut-off point where you will not be permitted in the exam room to sit your exam, so it really important that you arrive on time.

If you are running late and you are going to miss the start of an exam, you must telephone school on (01904) 633300. You will then be told how long you have left to arrive before you will be refused entry. On arrival, you should go directly to the PSU and from there you will be escorted to your exam. Please note that, if you are late and your exam has started, you must be supervised at all times from when you arrive at school and until you enter the exam venue. As with unauthorised absence, you may receive a bill if you are unable to attend – due to your lateness - an exam that has been paid for by the school.

If your late arrival is due to circumstances beyond your control, such as the breakdown of your bus or a significant disruption to the public transport system, we will notify the examining body and advise you how about to proceed in accordance with their advice.

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

If you miss an exam due to illness, you **must** telephone school on (01904) 633300 as soon as possible on the morning of the exam, **and** a medical certificate/letter **MUST** be given/sent to Mrs Hutchinson within **three days** of the exam you missed.

If you start to feel unwell during an exam, please raise your hand to get the attention of an Invigilator who will provide assistance.

If you feel unwell, but you still feel able to sit the exam, please bring this to the attention of an Invigilator prior to the start of the exam.

Special consideration can only be applied for if something has seriously affected your performance on the day of an exam. Examples of acceptable reasons for application are bereavement (if a close relative or friend has passed away close to the exam), injury or illness. In this circumstance you would need evidence produced by a medical professional.

If after an exam you think you have a good reason for applying for Special Consideration you need to see or telephone Mrs Hutchinson as soon as possible and within three days of the exam.

### **NO LATE APPLICATIONS WILL BE ACCEPTED**

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

You must attend all exams that are allocated to you on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. You will receive a bill if you fail to attend an exam that has been paid for by the school.

We will not be able to apply for special consideration in the event of an unauthorised absence from an exam.

**There are no opportunities available for re-scheduling an exam.**

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

If the fire alarm sounds during an examination the examination invigilators will tell you what to do.

#### **Don't panic.**

If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting, leaving everything on your desk. You must not attempt to communicate with any other candidates during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

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

Access arrangements are made available to students based on history of need, assessment and normal way of working. If you're entitled to any access arrangements then this will be communicated to you prior to you sitting your exams.

The invigilators will have details of all the assigned access arrangements and will not be able to give you a special arrangement if it is not on their list.

Separate invigilation does **NOT** mean a room on your own. It does mean a smaller room typically classroom size. As per the JCQ Access Arrangements and Reasonable Adjustments 22/23 regulations 5.16 page 69, separate invigilation is only available where it is the student's normal way of working

during internal and external examinations. Anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre.

Exams can cause anxiety, worry and nervousness for many students, and it is likely that many others are feeling the same way. If you have any questions or worries about exams then it is important that you speak to your Head of Year, Assistance Head of Year or the Exams Manager. We are all available to help re-assure you about anything exam related and answer any questions you may have in the lead up to your exams.

## Results

Results day for the Summer 2026 exam series will be on the 13<sup>th</sup> of August (A Level) and the 20<sup>th</sup> of August (GCSE).

On results day you will be given a statement of results which details all of the qualification grades that you have achieved. Please note that all results are provisional until certificates are issued in November.

On your results day you will be able to attend the school to collect your results. If you will not be able to attend in person then you may request for your results to be emailed to you. You must complete the request form for this and return to Mrs Hutchinson or Mrs Hudson in the exams office prior to the 17<sup>th</sup> of July. This form will be available on the school website in the summer term.

Uncollected results will be held by the school until the 19<sup>th</sup> of December and may be collected from the school reception.

## Post-results services

After you receive your results there are certain post-results services available which you may want to make use of in certain circumstances. For example, you can access copies of your exam papers or request a review of marking.

A form to request such services will be available on the school website following the publication of results, along with all of the associated costs and deadlines.

Requests for these services must be made by completing the form and returning it to school along with the payment in advance (either cash or cheque made payable to "Yorkshire Learning Trust").

If returning the form by email, please send to [postresults@fulford.york.sch.uk](mailto:postresults@fulford.york.sch.uk)

**Requests for post-results services can only be made through the school.**

## Certificates

Certificates will be presented at the Awards Afternoon in the autumn term (GCSE) and Awards Evening in the autumn term (GCE).

**YOU MUST KEEP YOUR EXAM CERTIFICATES IN A SAFE PLACE, AS IN MOST CIRCUMSTANCES THEY CAN'T BE REPLACED**

## Internal appeals procedure

A copy of the policy is kept on file in the exams office and is available to students/parent/carers on the school website in the exams section.

## Complaints policy

A copy of the policy is kept on file in the exams office and is available to students/parent/carers on the school website in the exams section.

**The Following documents are available on the school website in the Exams section under the policies tab, and should be read and understood by all candidates.**

Information for Candidates – Coursework Assessments  
Information for Candidates – Non-examination Assessments  
Information for Candidates – On-screen Tests  
Exam board privacy notice information  
Information for Candidates – Written Examinations  
JCQ Social Media information  
Preparing to sit your exams  
Unauthorised Items Poster  
Warning to Candidates Poster  
AI and Assessments student guide