



Bournemouth School

Candidate Exam Handbook

2026/27

This handbook is reviewed and updated annually

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Introduction

Bournemouth 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

- To support/complement candidate assemblies
- To inform candidates about:
 - malpractice in examinations/assessments
 - the use of their personal data and copyright
 - all relevant information about their exams and assessments in advance
 - JCQ regulations and information, including student posters
 - Any exams related policies/procedures they need to be aware of.

Malpractice

Candidates must be aware of what malpractice is and the possible consequences.

- 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
- Please refer to the school's website for further information regarding (*see appendix 1*)
 - JCQ – *Suspected Malpractice Policies and Procedures*
 - Social Media – Things not to do – *Social Media Infographic*
 - Research and using references – *Coursework Assessments*
 - Plagiarism - *Coursework Assessments*
 - AI & Assessments – (*see appendix 4*)

Personal data

The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.

Please refer to the school's website: *Privacy Notice for Candidates (see appendix 1)*.

Coursework assessments/non-examination assessments

You **must** read *Non-Examination Assessments & Coursework Assessments* on the school's website if you are undertaking qualifications that contain elements of coursework assessment (*see appendix 1*).

Written timetabled exams

Candidates will be provided with a statement of entry to check that personal details and exam entries are correct. Candidates must inform the Examinations Manager if any of the details are incorrect.

Bournemouth School will notify candidates, including any candidates that are no longer members of the school of their examination entries and the dates and times of their examinations. Timetables will be emailed directly to the candidates using their school email address. Candidates that have left the school and are re-sitting their exams will be emailed using the email address they have provided.

Candidates must be aware of the content of the *JCQ Unauthorised items and Warning to Candidates Posters*. These posters will be displayed outside every examination room (*see appendix 2 & 3*). Please refer to the document below that has been written to provide you with an easy to use list of instructions (*appendix 6*).

Candidates should also refer to the *Information for Candidates* on the website (*see appendix 1*).

Contingency sessions - Summer 2027

The awarding bodies will designate a 'contingency session' for examinations, summer 2027. The designation of this session within the common examination timetable is in the event of national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

- Contingency day – 23rd June 2027

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

Candidates with a timetable clash will be contacted by the Examinations Manager and all procedures will be explained. Candidates will be supervised at all times by an invigilator.

Where you will take your exams

Most candidates will sit their exams in the school hall or the assembly room. Candidates with exam access arrangements will be roomed in other areas of the school.

What time your public exams will start and finish

The awarding bodies' published starting time for all morning examinations is 9.00am and 1.30pm for all afternoon examinations. You should arrive **10 minutes** before the start of the published examination time.

Supervision during your exams

Exams are supervised by a team of external invigilators (internal invigilators may be used during busy exam sessions).

All invigilators have been trained and must follow strict rules and regulations when conducting exams as directed by JCQ.

Exam room conditions

Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s), until the point at which they are permitted to leave.

Candidates must not talk to, attempt to communicate with, or disturb other candidates once they have entered the examination room.

Candidates must listen to and follow the instructions of the invigilator at all times.

Candidates must listen to the invigilators' announcement carefully and complete the relevant actions when requested.

Candidates must not open the question paper until the examination begins.

If candidates breach any of the above conditions, this will be reported to the relevant awarding body.

Where you will sit in the exam room

Candidates will sit in a predetermined seat. Candidates should check their timetable and the seating plan which will be displayed in reception.

Exam rooms will be clearly labelled to allow candidates to locate their seat easily.

How your identity is confirmed in the exam room

A slip will be on your exam desk with your school photo, candidate number, exam name, location and seat number.

What equipment you need to bring to your exams

Candidates should come fully prepared for each exam with:

- A **see-through** plastic pencil case
- Black pens, pencils, rulers, calculator, protractor and compass
- ***Protractors and Compasses are required for Mathematics papers and some science papers***
- *For Mock examinations only: A green pen if you are entitled to 25% extra time*
- Any drink bottles must be transparent with all labels removed (***not coloured***)

Use the *JCQ On your exam day checklist* to help you prepare. (see appendix 5)

Using calculators

Instructions on the question paper will say whether a calculator is allowed or not.

Where the use of a calculator is allowed **candidates are responsible** for making sure that their calculators meet the awarding bodies' regulations

If you use a calculator:

- a) Make sure it works properly, check the batteries
- b) Clear anything store in its memory
- c) If it has this feature make sure it is in exam mode
- d) Cases, lids or covers should be placed on the floor by your desk

A calculator must not be able to offer any of these facilities:

- Language translators;
- Symbolic algebra manipulation;
- Symbolic differentiation or integration;
- Communication with other machines or the internet.
- Should not contain any pre-stored information

Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

What you should wear for your exams

Candidates should wear their normal school uniform.

Where your personal belongings should be stored during your exam

Candidates should store their belongings in their school locker.

What to do if you arrive late for your exam

Candidates who arrive late for the start of their exam may be allowed to enter the examination room and sit the exam. This is at the discretion of the centre (Bournemouth School).

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

Candidates or their parent/guardian should contact the centre (Bournemouth School) as soon as possible. The Examinations Manager will contact you as soon as possible to discuss the situation.

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

Invigilators are trained to deal with any situation that may arise. Please follow their instructions.

Candidates with access arrangements/reasonable adjustments

Candidates will work closely with the SEND department and be fully informed of any access arrangements that are put in place for them.

Results

A Level Results Day – Thursday 12th August 2027

GCSE Results Day – Thursday 19th August 2027

Details of results days and post-results services will be communicated via the school newsletter in July 2027.

Certificates

Certificates will (usually) arrive at the centre in early November.

- GCSE certificates: These will be distributed via tutor groups in Year 12.
- A Level certificates and GCSE certificates (for year 11 students who have left Bournemouth School): Candidates should visit the school's website for further information - <https://www.bournemouth-school.org/examinations/>

Documents that can be found on our website:

You **must** read this information to help you stay within examination/assessment guidelines

<https://www.bournemouth-school.org/examinations/>

JCQ Privacy notice for Candidates

JCQ Information for candidates – written examinations

JCQ Information for candidates – social media infographic

JCQ Information for candidates – preparing for exams

JCQ Information for candidates – non-examination assessments

JCQ Information for candidates – coursework assessments

JCQ Malpractice Information

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.*"



**NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES**

NO STORAGE OR WEB-ENABLED DEVICES



Possession of unauthorised items
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



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 during your examination, raise your hand to speak to an invigilator.

Do not speak to or disturb anyone else.

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.

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JCQ AI and assessments poster for students

This poster is a quick guide to help you to better understand the rules for use of AI in assessments.

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



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 includes use or possession of hidden AI-enabled technology like smart glasses.
- This is what exam boards call **AI misuse and it 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.

AI misuse can have serious consequences including possible disqualification.



How to make sure you don't misuse AI

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.

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.

LAST CHECKS 

Know the rules 

Check with your teachers 

ACKNOWLEDGE and DECLARE 

EFFECTIVE FROM 1 SEPTEMBER 2026

JCQ *On your exam day* poster

On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

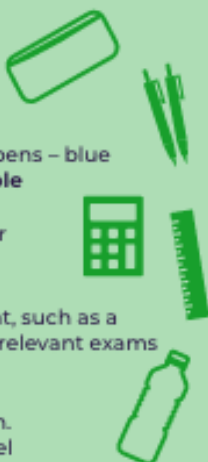
What you cannot take into your exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)
- ☐ smart devices (e.g. earbuds, smart glasses or tablets)



What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are **not acceptable**
- ☐ an approved calculator for relevant exams
- ☐ appropriate equipment, such as a ruler or protractor, for relevant exams
- ☐ a clear water bottle if you wish to take one in. It **must not** have a label



Other important information:

- ☐ Listen carefully to the invigilator's instructions, which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need an additional answer sheet, raise your hand and wait for an invigilator to provide one. Remember to add your details to this sheet.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator to escort you from the exam room.
- ☐ Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2027 exam timetable on the morning and afternoon of 23 June 2027. Make sure you are available on 23 June 2027.

If you have any questions about your exams, ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2026

JCQ Information for Candidates for written examinations

Appendix 4

Information for candidates for written examinations – effective from 1 September 2026



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. You should also check with your teacher which calculator you may use in your exams.

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 any unauthorised material into the exam room, including: a) notes; b) earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods); c) a mobile phone; d) a watch (e.g. analogue, digital, smartwatch); 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 your 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 for only 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 and make sure it is in exam mode; c) remove any parts such as cases, lids or covers which have printed instructions or formulae; d) do not bring any operating instructions or prepared programs into the exam room.
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 place any additional answer sheets inside your answer booklet. (For CCEA examinations place any additional sheets behind your answer booklet.) 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 sheets should be placed behind your answer booklet.
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.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	