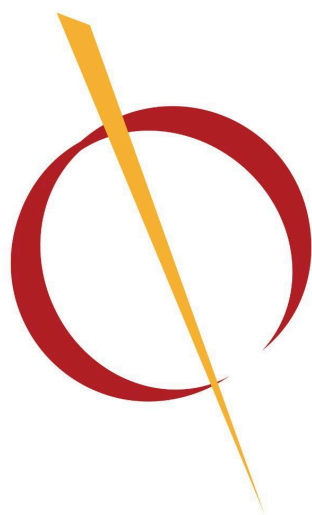




**Peacehaven
Community
School**

Aspire • Believe • Contribute • Achieve

CANDIDATE EXAM HANDBOOK 2026/27

This handbook is reviewed and updated annually

Produced/reviewed by	
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Date of next review	September 2027

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Introduction

Peacehaven Community 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 inform candidates about malpractice in examinations/assessments
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams related policies/procedures that they need to be made aware of

Written timetabled exams

- Candidates will be provided a Statement of entry to check that personal details and exam entries are correct.
- It is important to check these details and report directly to the Exams Officer if there is a change required. Any errors not reported by the deadline, will mean the student will need to pay for this change at a later date.
- You will receive a personal Candidate exam timetable ahead of examinations. Keep this safe. These are provided to ensure candidates know the date and time of all their exams/assessments, seating arrangements and exam room location. If you lose your timetable, you must speak with your Head of Year, or the exams office who provide another copy.
- Refer to [GR 5.8](#)

Contingency sessions - Summer 2027

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.

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

If candidates are taking **two or more** examinations in a session and the total time is **three hours** or less, the centre may decide the order within the timetabled session in which to conduct the examinations.

If candidates are taking **two or more** examinations timetabled for the same session and the total time is **more than three hours including approved extra time allowances and/or supervised rest breaks†**, the centre may conduct one examination in a later or earlier session within the same day. The centre may determine the examination which is to be conducted in a later or earlier session within the same day. The candidate will be required to attend their first exam. Once finished they will be escorted to a supervision room where they will wait until their next exam starts. During this time they are permitted to revise using notes only and will not have access to a computer or mobile phone. They will not be permitted to speak to anyone that may have sat the exam. Once the afternoon session is to start, they will be escorted back to the exam room where

they will sit their outstanding exam. Once the exam has finished they will no longer be under centre supervision and are free to leave as normal.

Refer to [ICE 7](#)

Where you will sit in the exam room

- The main exams rooms are the Main Hall or Dance Studio. If you are seated elsewhere this will be clear on the exam timetables displayed in Main Street prior to the exam.
- Candidates are provided specific seating locations within an exam room, this is displayed on the exam seating plans displayed on Main Street.

What time your exams will start and finish

- Morning exams start at 9am
- Afternoon exams start at 1.30pm.
- Candidates must arrive in plenty of time (*at least 15 minutes before*) for their exams. All exams must start promptly.

Supervision during your exams

Exams are supervised by a team of school invigilation staff.

Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ and awarding bodies etc. If students have any queries or issues in the exam room, it is expected they tell the invigilator for this to be resolved. Queries may not be resolved after the exam has finished.

Exam room conditions

- Candidates line up in the Food Hall. They will be invited into the exam room by a member of staff.
- Prior to entering the exam room, candidates will have a security check with a wand scanner.
- Candidates are under formal exam conditions from the moment they enter the exam room until they are given instruction to leave by the invigilator.
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room. Candidates must not open the question paper until the examination begins.
- Candidates must not communicate with or disturb other candidates whilst in the exam room.
- There will be important information displayed in the exam room for every exam:
- **Centre number, Subject title, paper number; and the actual starting and finishing times, and date, of each exam.**
- When completing the front of the answer books all candidates must write their first name and surname (legal name only) that matches their entry information, and candidate number.
Candidates must only do this when the invigilator's announcement instructs them to
- All additional answer sheets/answer books must be fully completed also

How your identity is confirmed in the exam room

Your Candidate Card will be situated on your desk

Name: Joe Bloggs
Year Gp: 11
Tutor Gp: 11T1
Cand No: 1234
UCI No: 1234567890C
Centre No: 56471



What equipment you need to bring to your exams

JCQ authorised equipment list that should be brought by the candidate:

- Black Pen
- Pencil
- Rubber
- Ruler
- Protractor
- Compass
- Coloured Pencils
- Highlighters (Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.)
- Calculator

All equipment should be brought in a **Clear Pencil case** only.

Remember: If candidates have any unauthorised material in an examination (whether or not they intend to use it), this may be considered malpractice.

Using calculators

Candidates may use a calculator in an examination unless this is prohibited by the awarding body's specification. The instructions on the question paper will say whether calculators are allowed or not.

If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations. Calculator covers **must not** be brought into the exam room.

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 into the exam room any operating instructions or prepared programs

Refer to [ICE 10](#)

What you should not bring into the exam room

- Mobile Phones
- Watches
- Tablets (e.g. iPads, iPods)
- MP3/MP4 players (or similar devices)
- Smart glasses

- Earphones or earbuds (e.g. AirPods)
- Any other smart devices

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

Food and drink in exam rooms

No food is permitted in the exam room unless with a medical certification. This will be kept by the invigilator and provided when requested.

Candidates can bring in water in a **clear bottle with the label removed**.

What you should wear for your exams

Full Uniform to all exams.

Where your personal belongings will be stored during your exam

Personal belongings must be stored in your lockers, or given in at the beginning of your exam where they will be stored in reception. No bags are permitted to be kept at your exam desk.

What to do if you arrive late for your exam

If you believe you are going to be late for your exam you must contact school as soon as possible.

You must tell reception as soon as you arrive, they will ensure a staff member is available to assist you to the exam room. We will ensure you are ready then escort you to your exam. You will receive all pre-examination information either before you enter the exam room, or you will be given a copy to read in the exam room before you begin.

If you arrive more than 1 hour after the official exam start time, this will be reported to the Awarding body and there is a high risk your exam will not be counted.

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

- If you are unwell on the day of your exam please contact school and let us know through the standard reporting processes. Please ensure the message states you are sitting an exam that day.
- We encourage students to attend all their exams and we will support any student that is unwell if they decide to attend. We ask that you contact the school to let us know prior to the exam, and as early as possible so we can put into place necessary support ahead of time.
- If you feel unwell during an exam, you must tell an invigilator immediately and you will be briefly removed from the exam to get support. If you decide to return, all remaining time will be provided

What is Special Consideration?

- If a student is fully prepared for the exam but is disadvantaged due to illness or unavoidable circumstances beyond their control at the time of the exam or when they complete their coursework/controlled assessment.
- If a student is absent from an exam for a valid reason.

After a case of illness, we will ask students to attend the doctors to request a doctor's note on that day. This is a signed letter stating the nature of the illness which will need to be presented to school within 3 days of the exam taking place. An appointment card will not be accepted.

The exams office will process the Special Consideration Application with the relevant awarding body directly once suitable evidence has been provided. Students must also have completed a minimum of 35% of the qualification (including coursework) to be eligible for this in any event.

What happens if you have an unauthorised absence from your exam

An unauthorised absence is where a candidate has not made school aware of the reason for their absence/not provided suitable medical evidence to make a Special Consideration Application.

The school will require a payment of the full Awarding body entry fee for that exam should a candidate fail to attend an examination without good reason and without informing the school. Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

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

In the event of an emergency i.e. a fire alarm, bomb alert etc. follow instructions from the invigilator.

Malpractice

To maintain the integrity of qualifications, strict Regulations are in place.

Malpractice means any act or practice which is in breach of the Regulations.

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

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

What is 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

Information for candidates – social media

The following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or

- not telling exam boards or your school/college about exam information being shared.

Coursework assessments/non-examination assessments

Refer to [Information for candidates Coursework assessments \(Effective from 1 September 2026\)](#) and [Information for candidates Non-examination assessments \(Effective from 1 September 2026\)](#). These documents can also be found using the below link:

<https://www.jcq.org.uk/exams-office/information-for-candidates/>

Results

GCSE Results day – Thursday 19th August 2027.

- Student results will be available for collection from school in the morning.
- Further instructions will be distributed to students directly and put on the website regarding arrival closer to results day.
- Results can be collected on a candidate's behalf if they are unable to attend the centre on results day. To follow current GDPR guidance, we cannot release exam results to anyone else unless given written approval by the student. To avoid any unnecessary delays in receiving your results please make sure all approval has been given prior to results day.

Refer to [GR 5.12](#)

Post-results services

Candidates will be notified with written procedures for how we will deal with candidates' requests for

- access to scripts, clerical re-checks, reviews of marking, reviews of moderation
- and appeals to the awarding bodies.

prior to the issue of results.

Written consent **must** be provided by the student after the issue of results.

Refer to [GR 5.13](#) and [Post-Results Services](#) information

Certificates

Certificates will be available for collection from school on and after the certificate celebration evening in November.

Certificates can be collected on a candidate's behalf if unable to attend the celebration.

To follow current GDPR guidance, we cannot release exam results to anyone else unless given written and signed approval by the student. To avoid any unnecessary delays in receiving your results please make sure all approval has been given prior to the celebration evening.

Certificates are legal documents and exam boards charge a replacement cost in excess of £25.00 per certificate. For this reason, we cannot post certificates so if you are unable to attend the celebration evening please remember to come and collect your certificates.

Please note that certificates are archived for 2 years; uncollected certificates will be destroyed after this point.

If you lose your certificates after collection and need a replacement, this can be requested from the awarding bodies directly. The school cannot action this on your behalf.

AQA

<https://www.aqa.org.uk/contact-us/certificate-services/past-results-and-lost-certificates>

OCR

<https://www.ocr.org.uk/students/replacement-certificates/>

Pearson

<https://qualifications.pearson.com/en/support/Services/certificate-services/replacement-documents.html>

WJEC

<https://www.wjec.co.uk/home/student-support/replacement-exam-certificates/>

Refer to [GR 5.14](#)

JCQ Information for candidates - coursework

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

<https://www.jcq.org.uk/knowledge-hub/coursework/>

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

<https://www.jcq.org.uk/knowledge-hub/non-examination-assessments/>

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).

<https://www.jcq.org.uk/knowledge-hub/on-screen-tests-2025-2026/>

JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed timetabled written exams.

<https://www.jcq.org.uk/knowledge-hub/written-exams-2025-2026/>

JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.

<https://www.jcq.org.uk/wp-content/uploads/sites/2/2025/09/JCQ-Social-Media-Infographic-v6.pdf>

JCQ Information for candidates – AI (Artificial Intelligence) and assessments

You **must** read this information to help you stay within examination/assessment regulations when using AI (Artificial Intelligence).

<https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/09/IFC-AI-Assessments-2026.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, a watch or smart glasses, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification."



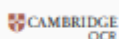
This poster must be displayed in a prominent place outside each examination room.

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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.

JCQ CIC© 2026 – Effective from 1 September 2026

JCQ AI and Assessments poster

This poster will be displayed around the school. You **must** note all the warnings.



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



Awarding Bodies Privacy Notices

AQA Privacy Notice:

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

OCR Privacy Notice:

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

Pearson Edexcel Privacy Notice:

<https://qualifications.pearson.com/content/dam/pdf/Support/Centre%20administration/information-for-candidates-privacy-notice.pdf>

WJEC/Eduqas Privacy Notice:

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

NCFE Privacy Notice:

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

CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please complete the google form:

<https://forms.gle/wngRrxg7p6QEiPTM7>

If there is anything you do not understand, you should ask your pastoral team or the examinations office (Miss Platt) for clarification.