BOOTHAM SCHOOL

Candidate Exam Handbook

2025-2026

This handbook is reviewed and updated annually

Produced/reviewed by	
Caroline du Plessis	
Date of next review	November 2026

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Introduction

Bootham School is committed to ensuring that candidates are fully briefed on the exam and assessment processes in place in the centre and that they are made aware of the required JCQ/awarding body instructions and information for candidates.

This handbook is primarily intended to cover the major summer 2026 exam series. The regulations also relate to other series that Bootham enters candidates for, such as:

- The Cambridge November series – IGCSE English resits
- The November Edexcel IGCSE series – Maths IGCSE resits

Purpose of the candidate exam handbook

- To support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- 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
- 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

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

The JCQ Information for candidates – social media document says that you should be aware that the following constitute malpractice:

Things not to do on social media:

• Buy/ask for/share exam or assessment content
• Pass on rumours of what's in exams or assessments
• Share your work
• Work with others so that your assessment is not your own independent work and/or non-examination assessments and coursework, 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 tool usedand 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 questions and computer-generated content for reference and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This must

be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used…

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating. See Appendix 7

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...

Personal data

- Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessment are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies...
- 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.
- Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programs and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.
- To understand what information is collected and how it is used, you must read the JCQ **Information for candidates – Privacy Notice** (see Appendix 3)

Copyright

- The copyright of any 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
- Candidates should be informed that they may access Student Materials (including examination scripts) through the access to scripts arrangements.

Written timetabled exams

- Nearer the time of your exams you will receive an exam timetable. This will tell you the date and time of all your exams and assessments. It will also show you which rooms you will take your exams in and where you will be seated.
- You must read the JCQ information for candidates documents: see Appendices 1 to 4
- The exam room posters – the 'Warning to Candidates' and 'No Mobile Phones' - will be on display during exam series and you should read them now. (see Appendices 5 and 6)

Coursework/controlled assessments/non-examination assessments

Candidates in some subjects sit at least part of their assessment as non-examination assessments.

- See the JCQ Information for candidates: non-examination assessments document for regulations about completing your work in Appendix 1.
- The use of AI (e.g. what AI is, when it may be used and how I should be acknowledged, the risk of using AI, what AI misuse is and how this will be treated as malpractice)

- JCQ AI poster in Appendix 8

Contingency session - Summer 2026

The summer exam series has a contingency day on Wednesday 24th of June 2026.

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

In the event that there is national disruption to a day of examinations in summer 2026, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the designated contingency sessions for 2026. Centres will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

You need to be aware of this contingency arrangement so that you and your family may take it into account when making their plans for the summer.

How timetable clashes are resolved

You will have access to the exam timetable ahead of any exam series. This may show that you have more than one exam scheduled for a particular session.

- If you have two or more papers timetabled in a session (either morning or afternoon) and the total time is no more than three hours, then one of the examinations can be conducted in a later or earlier session within the same day.
- This means that you will be taking one of the examinations at a different time to the rest of the candidates. The security of the examination must be maintained so you will need to be supervised by a member of staff at all times. **Also, you will not be allowed to be in possession of an electronic communication/storage device or have access to the internet.**
- Once clashes have been resolved you will be issued with an updated individual timetable plus arrangements for your supervision.

There are a very small number of cases most years where the clashes may be more extensive.

When candidates are entered for multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers is:

a) more than six hours for GCE examinations (AS, A2, A-level), including approved extra time allowances and/or supervised rest breaks; or

b) more than five and a half hours for GCSE examinations, including approved extra time allowances and/or supervised rest breaks;

candidates may, **at the centre's discretion**, be allowed to take an examination the following morning, including Saturdays.

In such cases there will be a need for overnight supervision. Bootham is able to offer various ways of meeting this need:

- Accommodation on site using boarding facilities;
- Staying at home.

Once we are aware of a need for overnight supervision we will work together to ensure the well-being of the candidate while making sure that Deneal, as the Head of Centre, is satisfied with the arrangement and that he can, on that basis, accept full responsibility for the security of the examination throughout.

Where you will take your exams

The main exam room is the Gym. Some candidates will take exams in smaller rooms in order to provide exam access arrangements.

What time your exams will start and finish

- Exams in the morning session start at 09:10
- Exams in the afternoon session start at 13:45
- You should plan to arrive at least **15 minutes before that start time, waiting quietly in the Seniors Common Room.**
- Bootham candidates are expected to remain in their exam room for the full time allocated to their exam paper

Supervision during your exams

The purpose of invigilation is to ensure that every candidate experiences the same examination conditions. Invigilators must ensure the security of the examination, before, during and after the examination, and ensure that candidates have the fairest chance to demonstrate their ability.

- Your examinations will be supervised by a team of invigilators recruited specifically for this exam series
- Invigilators have to follow strict rules and regulations when conducting examinations as directed by JCQ awarding bodies and Cambridge International

Exam room conditions

- You should make sure that you are present, in the Seniors Common room at least 15 minutes before the published start time
- You will wait until invited into the examination room
- Details of the examinations taking place will be posted on the board in the Seniors Common room
- This will include a seating plan that should help you to find your desk swiftly
- Candidates are under exam conditions from the moment they enter the examination room until they are given permission to leave by the invigilator
- Candidates **must not open the exam paper** until they have been specifically instructed to do so by an invigilator
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- Candidates must not communicate with other candidates
- The centre number, start and finish times (plus any adjustments for candidates with extra time) will be displayed in the examination room
- Candidates are responsible for producing legible handwriting in their exams
- You must raise your hand if you require any additional answer sheets
- You must only complete the relevant information on the front of the answer booklet when the invigilator instructs you to do so

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 who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject expert for the examination in question.

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

Where you will sit in the exam room

Candidate desks are arranged in a grid of columns and rows that will be marked by letter and number.

- Candidates are seated by the paper being taken and by candidate number within that group.
- You can use the seating plan displayed outside the room to help locate your desk
- If you need any assistance then ask an invigilator

How your identity is confirmed in the exam room

All candidates sitting their examinations at Bootham School **will** have their identity confirmed, on entering the exam venue.

Candidates will have their **Bootham School identity card** with them during the exam. There will also be a photo card on your desk with your candidate number and centre number.

A member of the teaching staff will also be on hand to identify all candidates entering the exam venue.

The exams office will ensure that there is a print out of all candidates' names and photos available for the invigilators to refer to prior to the start of the exam

What equipment you need to bring to your exams

Make sure you read the JCQ document Information for candidates – for written examinations.

	What to bring
✓	Pens with black ink
✓	HB pencils
✓	Pencil sharpener
✓	Eraser
✓	See-through pencil case
✓	Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
✓	Calculator unless told otherwise

Using calculators

- You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams

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.

The candidate is responsible for the following:

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

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.

What you must <u>not</u> bring into the exam room

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.

	What not to bring
X	A wristwatch (watch)
X	Notes
X	Calculator cases/instruction leaflets
X	Potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device
X	Any instrument which can capture a digital image
X	Correcting pens, fluid
X	Highlighters or pale coloured gel pens for use in answers (highlighters *can* be used to mark question papers)
X	Erasable pens
X	Smart glasses or any other smart devices
X	Air pods or headphones

Food and drink in exam rooms

Candidates may bring water in label-free, writing free, clear bottles. We will also have spare bottles of water available. Food is **not** allowed in the exam room, unless for medical reasons, in which case it must be label-free.

What you should wear for your exams

Examination days are to be treated as any other school day: as such, the normal school dress code applies. No hats, jackets or hoods can be worn

Where your personal belongings will be stored during your exam

Candidates should store their belongings in their lockers and bring with them to the exam **only** the materials they need. **N.B. mobile phones and watches are not allowed in the exam room.**

What to do if you arrive late for an exam

A candidate who arrives after the start of the examination will be allowed the full time for the examination.

A candidate will be considered **very late** if they arrive more than one hour after the published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination.

If you are very late to an examination, we will need to provide a report to the awarding body. This will help the awarding body to assess the extent to which examination security may have been broken. The awarding body is unlikely to be able to accept the work of very late candidates unless they have been supervised.

If you *<u>know</u>*, for some reason, that you are likely to be very late for an examination your case can only be supported if you are kept under supervision by a parent/carer who then gives a signed statement to confirm the supervision arrangements which were put in place.

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

If you are unwell and unable to attend the exam you must let us know as soon as possible. We may be able to support an application for *special consideration* and an adjustment may be made to your grade. This can happen provided you have completed a certain percentage of the total assessment for the qualification affected. The awarding body may require a medical certificate in support of your application.

If you feel unwell during an exam there is the facility for awarding bodies to accept applications for special consideration. This is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment. If such an event has occurred, we can make an application for special consideration.

What happens if you have an unauthorised absence from an exam

If you have an unauthorised absence on the day of the examination you will still be liable for the entry fee. Should you choose to sit the exam in a subsequent series you will have to pay for that entry.

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

If there is an emergency (such as a fire alarm) then you will be evacuated from the room in silence, supervised in silence and (circumstances provided) returned to the room to complete the full working time set for the examination.

Candidates with access arrangements

Access arrangements are agreed before assessments take place. The intention behind an access arrangement is to meet the particular needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with their duty under the Equality Act 2010 to make 'reasonable adjustments'.

By the time an exam series begins, all candidates with access arrangements will have worked closely with The Learning Support team to establish their appropriate arrangements. These arrangements will reflect the candidate's normal way of working when taking formal assessments.

Results

Results from the major summer 2026 series will be released to candidates in August.

- Full details of the plan for results release for each series in the year will be issued in due course.
- For the summer series, senior staff and the Examinations Officer will be on site.
- Results will be released onto the school portal at a prearranged time
- If you are not able to attend on the day, then results statements can be sent to you by post or by email.
- You may arrange for results to be collected on your behalf if you are unable to attend the centre. The results will be sealed and should be opened by you: they are your results.
- Uncollected results statements will be retained in school.

At the point of release, all results are regarded as *provisional* in order to allow for the completion of post-results services.

Post-results services

If the candidate, family and/or the school is unhappy with the outcome at results day it is possible to request a Review of Results (RoR).

The awarding bodies offer the following enquiry about results services:

Service 1 (clerical re-check)

This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks;

Candidate consent is required for this service. The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

Service 2 (review of marking)

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script.

This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above.

Candidate consent is required and must be held on file by the centre.

Candidates are charged for the cost of the desired review.

Priority Service 2 (review of marking)

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script.

It is only available if a GCE A-level candidate's place in higher education is dependent on the outcome. Universities and colleges will endeavour to be flexible in keeping places open. However, they can only do so if they are informed of priority reviews of marking that may affect an offer. It is therefore vitally important that candidates inform the relevant universities and colleges as soon as a priority review of marking has been requested.

Access to Scripts (ATS)

There are three sets of circumstances where the candidate and/or the school may wish to gain access to scripts from particular examinations. Most exam scripts are free to obtain.

1. When pursuing a potential RoR
   - Candidate and school agree on potential need for an RoR
   - The school will pay for the service
   - The candidate must give written consent for ATS

2. Candidate curiosity – no other reason
   - The candidate gives written consent for ATS
   - The candidate pays

3. To support teaching and learning
   - Your teachers may want to see a sample of examinations scripts to inform their teaching and learning with you and other students.
   - They will need your written consent.
   - You can request that your scripts are anonymised or not.
   - The school will pay for this.

Certificates

Certificates are issued once all post-results services have been concluded. At this point, results move from being *provisional* to being *actual*. There is no single date for the publication of certificates from the summer

series but the awarding bodies produce them by early November. They will be issued to you in school once they have all been received and collated. If you are unable to collect them they can be collected on your behalf (and signed for) or sent by secure post to you.

Internal appeals procedures

See the following section.

Complaints and appeals procedure

All schools must have a written internal appeals procedure that

- relates to internal assessment decisions;
- manages disputes when a candidate disagrees with a centre decision not to support an enquiry about results or an appeal.

This is contained in the school's Complaints and Appeals Procedure (Exams) which is available upon request.

Appendix 1

JCQ Information for candidates – non-examination assessments

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

Information for candidates – non-examination assessments 2025-2026

https://www.jcq.org.uk/wp-content/uploads/2025/08/Coursework_ICC_25-26_FINAL.pdf

http://www.jcq.org.uk/exams-office/information-for-candidates-documents

This document is also available on the Student Portal/External Exams.

Appendix 2

JCQ Information for candidates – written exams

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

Information for candidates – written exams 2025-2026

http://www.jcq.org.uk/exams-office/information-for-candidates-documents

This document is also available on the Student Portal/External Exams.

Appendix 3

JCQ Information for candidates – Privacy Notice

You **must** read this notice as it contains *"Information About You and How We Use It"*

Information for candidates – Privacy Notice 2025-2026 http://www.jcq.org.uk/exams-office/information-for-candidates-documents

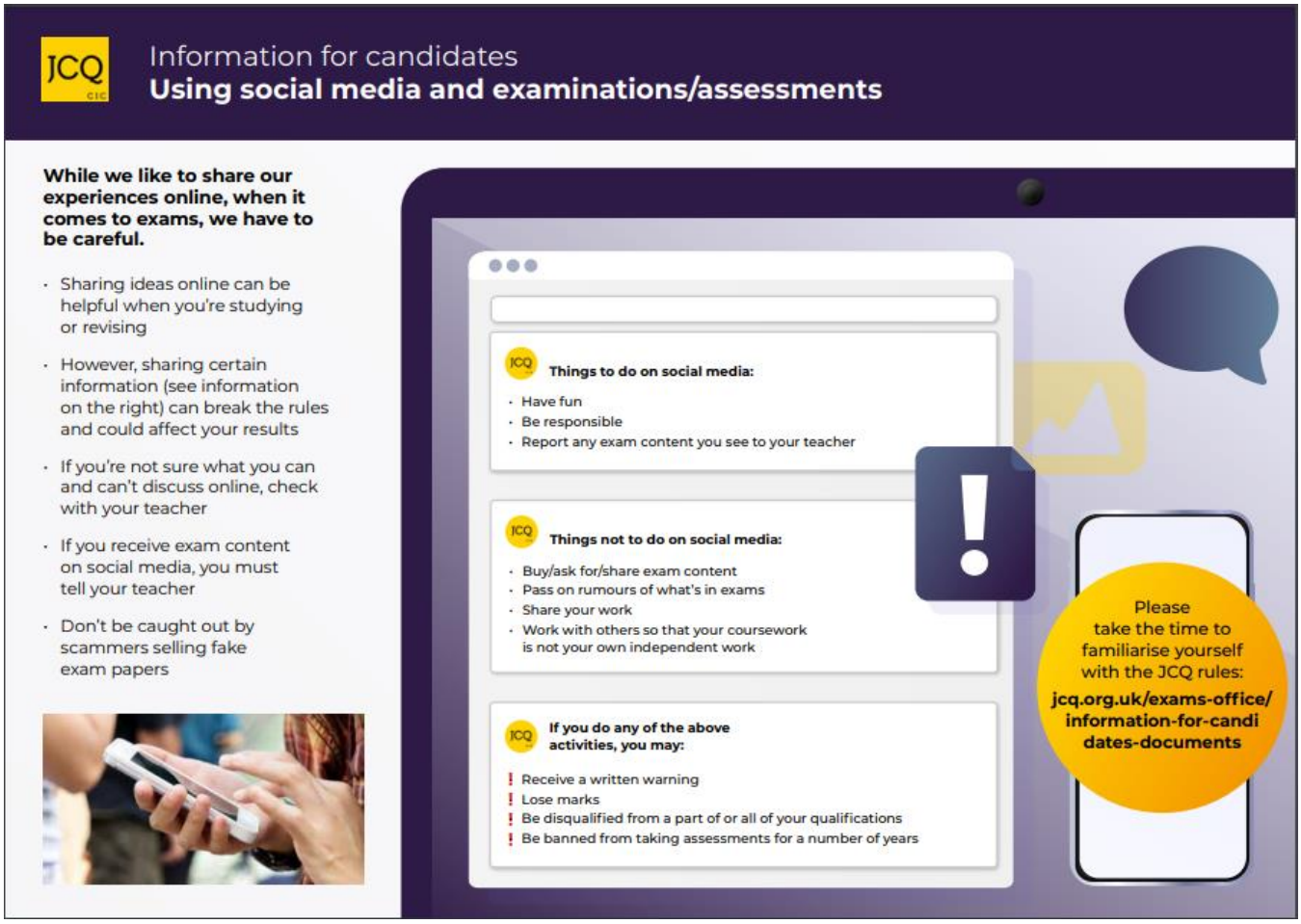
This document is also available on the Student Portal/External Exams.

Appendix 4

JCQ Information for candidates – social media

http://www.jcq.org.uk/exams-office/information-for-candidates-documents

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



This document is also available on the Student Portal/External Exams.

Appendix 5

JCQ *Unauthorised Items* poster

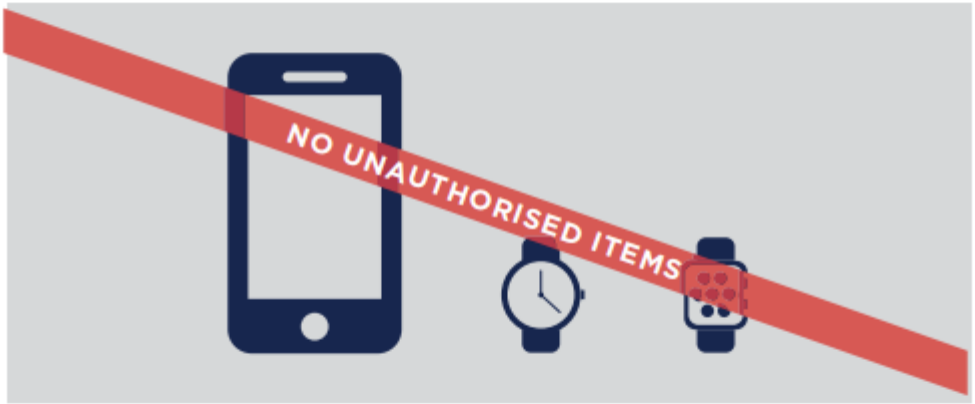
This poster will be displayed outside each exam room. You **mus**t note that *"Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in* ***DISQUALIFICATION*** *from your examination and your overall qualification."*

JCQ CIC

AQA City & Guilds CCEA NCFE OCR Pearson WJEC

NO MOBILE PHONES
NO WATCHES

NO TECHNOLOGICAL OR WEB-ENABLED POTENTIAL SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

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

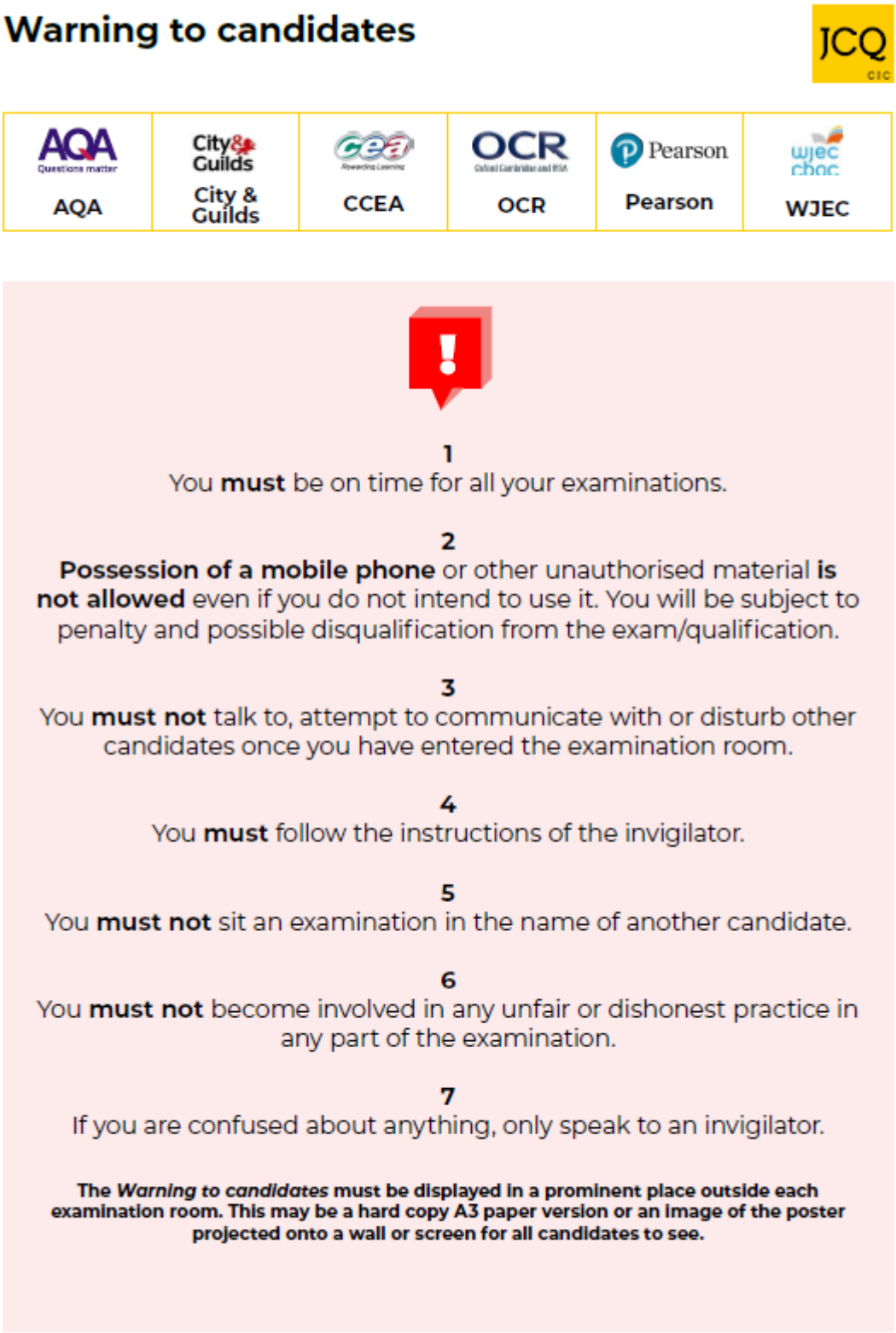
©JCQ[CIC] 2025 – Effective from 1 September 2025

This document can be found at http://www.jcq.org.uk/exams-office/exam-room-posters

This document is also available on the Student Portal/External Exams.

JCQ *Warning to Candidates* poster

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



Warning to candidates

JCQ CIC

AQA | City & Guilds | CCEA | OCR | Pearson | WJEC

1
You **must** be on time for all your examinations.

2
Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the 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.

This document can be found at http://www.jcq.org.uk/exams-office/exam-room-posters

This document is also available on the Student Portal/External Exams.

Appendix 7

JCQ AI poster for students

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

AI and Assessments: A quick guide for students poster https://www.jcq.org.uk/exams-office/malpractice/



JCQ Information for candidates - AI (Artificial Intelligence and 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)
https://www.jcq.org.uk/exams-office/malpractice/



Candidate confirmation

To confirm you have received, and will read and understood the contents of this handbook, please sign and date the tear-off slip below.

If there is anything you do not understand, you should ask Caroline for clarification.

✂----------

Candidate exam handbook

NAME: _____ CAPITAL LETTERS

Date I received the handbook: DD / MM / YYYY

_____

I will read the contents

I will understand (Tick all of the boxes that apply)

- ☐ What constitutes malpractice (and what AI misuse is) in examinations/assessments and the consequences of committing malpractice
- ☐ What my personal data is used for by awarding bodies
- ☐ Copyright

I will read and understand the current JCQ information for candidates documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- ☐ Non-examination assessments
- ☐ Privacy Notice
- ☐ Social media
- ☐ Written exams

By signing here, I am confirming all of the above

Candidate Signature: _____ Sign

Date of signature: DD / MM / YYYY

_____

Email address for Autumn 2026 _____ CAPITALS