



De Lisle College
A Catholic Voluntary Academy

CANDIDATE EXAM HANDBOOK

2025/26

This handbook is reviewed and updated annually

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Introduction

De Lisle College is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Purpose of this handbook

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

Malpractice

De Lisle has strict regulations in place regarding malpractice. Malpractice means any act or practice which is in breach of regulations. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body. The following are examples of malpractice:

- Bringing unauthorised material into the examination room e.g. notes or unauthorised electronic devices
- Breaches of examination conditions e.g. communicating with another student
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to) e.g. providing answers or information about the exam to a student
- Offences relating to the content of candidates' work e.g. plagiarism and misuse of AI
- Undermining the integrity of examinations/assessments e.g. removing exam papers from an examination room or leaving the room without authorisation.

Breaches do not just apply to the examination room, but also to non-examination assessments/coursework and social media.

Social Media

Students need to be aware of their social media usage to prevent malpractice:

- Never buy/ask for/share exam content
- Do not pass on rumours about the contents of an examination or assessment
- Do not share your work (even artwork)

For further information refer to JCQs Social Media Guide: [JCQ Social Media Infographic v4](#)

Non-examination assessments and coursework

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. This is classed as cheating and is taken very seriously.

To prevent malpractice make sure where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. Also retain a copy of the computer-generated content for reference and authentication purposes.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

Malpractice Sanctions

Malpractice has serious consequences and can result in varying levels of sanction:

- A warning
- Loss of marks
- Disqualification of part or of all your qualifications
- A ban from taking examinations or assessments for a set period of time

For further information see the document 'JCQ Suspected Malpractice' available at <https://www.jcq.org.uk/exams-office/malpractice>. If you require a printed copy or require further clarification, please contact the exams office at exams@delisle.leics.sch.uk

Personal data

The awarding bodies collect information about exam candidates including legal name, address and date of birth for the purpose of examining and awarding qualifications. This information is provided by the centre. More information about how awarding bodies use personal data can be found on their websites. If further clarification is required, please contact exams@delisle.leics.sch.uk

NOTE: 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/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies.

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 may access Student Materials through the access to scripts arrangements.

Coursework assessments/non-examination assessments

- Note above that AI usage and the copying of work can be classed as plagiarism/malpractice. Remember the importance of appropriate referencing.
- Students will be notified by their subject teacher when assessments will take place
- Deadlines set by teachers MUST be met
- The assessment will either be marked by a teacher and then moderated by the awarding body (centre assessed marks) or will be sent directly to the awarding body for marking
- The subject teacher will advise on centre assessed marks before the marks are submitted to the awarding body. To appeal against a mark, speak to the subject teacher immediately.

Please refer to JCQ Documents on Coursework and Non Examination Assessments available at: <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

Written timetabled exams

- Once entries have been made, students will receive a statement of entry. It is vital this is checked to make sure all expected subjects are present and personal information e.g. name and date of birth are correct. Note only legal names can be used for examination entries.
- Individual timetables will be distributed before the exams. These will detail all exams to be sat by date, time and location. Again, this must be checked for accuracy and students MUST be aware when and where their exams are. It is vital to turn up to the correct examination room to prevent delays on examinations starting and to make sure students get (if applicable) any access arrangements.
- If there are any problems with either of the above, the exams office must be contacted immediately. The exception: if tiers for subjects like Science, Maths and Languages are incorrect, the relevant teacher should be contacted.
- Before the exam season commence, students need to be aware of the following JCQ documents:
 - [JCQ Information for candidates – written exams](#)
 - [JCQ Information for candidates – social media](#)
 - [JCQ Unauthorised Items poster](#)
 - [JCQ Warning to Candidates poster](#)
 - [JCQ Exam Day Checklist](#)

Contingency session - Summer 2026

The awarding bodies have designated **Wednesday 24th June 2026** as the 'contingency day' for examinations.

The designation of 'contingency days' within the common examination timetable is in the event of national or significant local disruption to examinations in the United Kingdom. It is part of the awarding bodies' standard contingency planning for examinations. We must therefore remind candidates that they must remain available until Wednesday 24th June 2026 should an awarding body need to make use of these contingency sessions.

Students, parents and carers MUST factor this into their plans for potential holidays.

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

- If you are taking two or more examinations in a session and the total time is three hours or less, you will take one examination followed by the other in the same session.
- If you are taking two or more papers timetabled in a session and the total time is more than three hours, including extra time and/or supervised rest breaks, one of your exams will be moved to either the morning or afternoon session on the same day
- Should this arise, you will be supervised in a designated room from the end of the first exam until the commencement of the second exam.
- You may revise using your own notes whilst under centre supervision between examinations. However, you must not be in possession of an electronic communication/storage device or have access to the internet.

Where you will take your exams

The main rooms used for exams are the Gym, Hall and Ambrose Centre. Other smaller rooms might be allocated based on access arrangements or the need for additional capacity.

Student timetables indicate allocated exams rooms and if applicable seat numbers. If a timetable is lost or a student is unsure of an exams location, the Exams Office should be contacted. Turning up to incorrect examination rooms can delay start times.

What time your exams will start and finish

- Morning sessions will commence at 9am
- Afternoon sessions will commence at either 1pm or 1:30pm
- Arrive at least 10minutes before the designated start time
- You will be expected to remain seated and in examination conditions until the exam has finished
- Those with extra time as an access arrangement, will be required to remain for the entirety of the extra time period.

Supervision during your exams

- The school employs invigilators to conduct examinations and candidates must follow their instructions at all times
- Invigilators must follow strict rules and regulations when conducting exams as directed by the JCQ and awarding bodies
- Any problems in the exam room, candidates should put their hand up and speak quietly to the invigilator

Exam room conditions

- Candidates are under formal exam conditions, and must not attempt to communicate with or disturb anyone else, from the moment they enter the exam room until they are given permission to leave by the invigilator. If you do, this must be reported to the relevant awarding body
- Candidates must listen to and follow the instructions of the invigilator at all times
- Candidates must take their seats quickly and in silence, if you cannot find your seat ask the invigilator, not another candidate
- Candidates must not communicate with or try to distract other candidates in any way and must sit facing forwards at all times
- Exam papers will be on desks when candidates enter the room. These papers must not be opened or written on until an invigilator has granted permission. If this rule is ignored, this might be treated as malpractice and be reported to the relevant exam board
- When completing details on the examination paper, legal names MUST be used (not preferred).
- Candidates will be required to enter their 4 digit candidate number – this can be found on the front of student ID cards
- The centre number, subject title, paper number; and the actual starting and finishing times, and date of each exam will be displayed clearly in each exam room.
- If supplementary exam booklets are used, candidate details must be entered on all additional papers
- If a candidate needs to leave a room for any reason, they should raise their hand and an invigilator will assist. Candidates cannot leave the exam room unsupervised

How your identity is confirmed in the exam room

Once an examination is started, Invigilators will need to formally identify all candidates. This is achieved via student ID cards.

Student ID cards must be taken out of their lanyards and placed on the exams desk. Lanyards MUST not be taken into the examination room

What equipment you need to bring to your exams

- You must ensure you bring all necessary equipment with you to the examination in a transparent pencil case
- All examinations must be written in black ink, unless otherwise stated on the examination paper
- No unauthorised material is allowed in the examination room
- Water bottles must be transparent and free from labels
- Any unauthorised items will be confiscated by the invigilator

Using calculators

Calculators should only be taken into the examination room for exams where calculators are permitted. Where they are permitted:

- Lids/cases should not be taken into the examination room.
- Candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- A calculator must not be able to offer any of these facilities: language translation; symbolic algebra manipulation; symbolic differentiation or integration; communication with other machines or the internet.
- A calculator must not give access to any information stored prior to that examination. This includes: databanks, such as the periodic table (with the exception of scientific constants); dictionaries; mathematical formulae; text

The candidate is responsible for the calculator battery life, working condition and clearing anything stored.

What you must **NOT** bring into the exam room

It is very important that you do not enter the exam room with any unauthorised items in your possession. These include:

- Mobile phone. The exception - A-level students will be required to hand in phones to invigilators at the start of an exam. Instances where a phone is not disclosed will be reported to the sixth form/investigated.
- Watches
- iPods or MP3/4 players
- Smart Glasses
- Any other electronic devices
- Any type of headphones (including Bluetooth earbuds)
- Notes, dictionaries, study guides or blank paper

If any unauthorised items are found in your possession during an exam, they will be taken from you and a report made to the awarding body. You could lose some or all of your marks for that paper or even the entire subject.

In addition to the above water bottles must be transparent and free from labels; calculators must not be taken in for non-calculator exams and calculator lids/cases are not prohibited. These items where they are non-conforming will also be confiscated.

Food and drink in exam rooms

- Candidates are encouraged to bring a bottle of water to their exams
- Only water is permitted and it must be in a clear bottle with all labels removed

- Food is only allowed in exam rooms in exceptional circumstances – approved by learning support. In these instances, food must be free from packaging and be in a transparent container

What you should wear for your exams

The schools normal dress code MUST be adhered to

Where your personal belongings will be stored during your exam

The location of where personal belongings will be stored depends on the examination room:

- Gym – within the multi-gym behind the taped area
- Hall – in the canteen area stipulated by SLT
- Other small rooms – at the front of the classroom or where dictated by the invigilator

What to do if you arrive late for your exam

- Candidates are expected to arrive at the examination room 10minutes before the start time
- Students can arrive to the examination room up to 15minutes late. Invigilators will determine whether this can be accommodated. Candidates will always be given the full examination time. Any student that arrives after this time must report to the exams office to see where the exam can be seated.
- If a candidate arrives very late to an exam 10am or 2:30pm (one hour after the awarding body's published start time), the awarding body will be informed and they may refuse to mark the paper

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

- If you are seriously unwell and cannot attend your exam, please ask your parent/carer to contact your Head of year immediately. You will need to provide medical evidence to confirm your illness e.g. a doctor's notice or a self-certification form stamped by the doctor's surgery
- If you feel unwell but are able to sit your exam, please inform the Exams Office so they are aware of your situation and invigilators can be advised
- If you feel unwell during the exam, please put your hand up and an invigilator will assist you
- An application for special consideration may be submitted to the exam board based on JCQ regulations

What happens if you have an unauthorised absence from your exam

If a student does not have an acceptable reason for not attending an examination, they will be expected to cover the cost of the entry fee

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

- If the alarm sounds during the examination, the invigilators will instruct what to do
- If the room is evacuated, candidates will be asked to close their answer booklets, leave everything on the desk and vacate the room in silence
- All bags and coats will be left in the exam room – removal of these will be considered malpractice and will be reported to the awarding body
- Candidates will be escorted to either the front field or the tennis courts.
- Candidates must not attempt to communicate with anyone during the evacuation
- When returning to the exam room, candidates will be allowed the full working time for the exam
- A report will be sent to the awarding body detailing the incident

Candidates with access arrangements/reasonable adjustments

Some students are entitled to special arrangements. The entitlement is given following an assessment and because it is the students normal way of working within the school. Students will have been advised by Learning Support if they have been allocated any special arrangements. All students with access arrangements will be presented with an Access Arrangements Card prior to their exams. This card MUST be taken to exams and placed on exam desks.

Results

- Details of the dates for result days/times will be distributed by the Exams Office
- On results day, members of staff will be available to provide support and guidance to students who require it
- If another person (including family members) needs to collect results on behalf of the candidate, the candidate must give written authorisation to the Exams Office before results day
- If results are not collected, these will be sent out via the normal post

Post-results services

If a student wishes to query their result, it is first advised to speak to their teacher. The teacher will advise if they believe a review of marking is worthwhile due to potential cost implications.

All requests for scripts and reviews of marking require a student's consent and must be made well in advance of the awarding body deadlines. Forms to apply for these are available from the Exams Office

Certificates

- Information regarding certificate collection will be provided on the back of examination results
- Any certificates not collected may be destroyed after 12 months
- Certificates are important documents. Most educational institutions and potential employers will ask to see original certificates. If these were lost or not collected, duplicates would need to be obtained from the relevant Awarding Body. Replacements cost approximately £50.00 per certificate

Internal appeals procedure

The school has an appeals procedure for internal assessment and review. Appeals against internal assessments must be received 2 weeks before the subject's final written exam. Contact the Exams Office for further information and to obtain the Internal Appeals Form

Complaints policy

If you have a problem or complaint, tell the invigilator about the problem before you leave the exam venue. Usually, a concern can be resolved straight away by sharing it with a member of staff. If it cannot be resolved and you wish to raise a complaint, then please follow our complaints policy on the school website