



Longdendale
HIGH SCHOOL

THE EXAMS HANDBOOK FOR CANDIDATES

2025 - 2026

EXCELLENCE AND AMBITION FOR ALL



RESPECT RESILIENCE ASPIRATION

DEAR CANDIDATE

This Exam Handbook has been designed to help you, please read and keep it. All the information you will need to know when completing your controlled assessments as well as when sitting your exams is included.

GCSE exams take place in **May/June 2026**.

Your teacher notifies the Exams Office which exams you are to be entered for and in response you will receive a statement of entry. Please check this statement carefully and show it to your parents. Make sure all your exams are listed and where applicable the tier of entry is correct. Please note – Exam tiering is not final at this stage, if you have any queries about the tier you have been entered for, please speak to your class teacher.

Your name as shown on the statement of entry is the name that will be recorded on your certificates, this should be your legal name, i.e. the name on your passport. Any changes to names following certification will incur a considerable fee from the exam boards (payable by student/parents). If there is anything wrong with your name on your certificate of entry or anything else you are unsure about please speak to Miss Payton as soon as possible.

You will be required to sign to confirm the statement of entry and return it to the exams office by the date shown on the statement. We also ask for your mobile number and email address so that you can easily be contacted should the school need to discuss your exam entries, tiers or results.

You will be issued with an individual candidate timetable with the times of your personal exams.

Unfortunately, accidents can happen to exam candidates. Therefore, please avoid dangerous activities during exam periods. If you do sustain an injury which is likely to affect your performance in a forthcoming exam, please let the Exams Office, your Form Tutor or Head of Year know as soon as possible, so that special arrangements can be organised to help you.

If you are unable to attend an exam due to ill health it is important that you provide the school with a letter from your doctor. Failure to attend without a valid reason will result in your parents being sent a bill for the cost of the exams missed. If you are unavoidably delayed or the bus fails to turn up, let the school know immediately; we will do what we can to get you to your exam.

The designation of a 'contingency day' 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. The contingency date is Wednesday 24th June (full day). **Candidates must remain available should an awarding body need to invoke its contingency plan.**

All exam enquiries must be sent to examsresults@lhs.spt.ac.uk

Finally, we are aware that exam periods can be very stressful. The school is here to help and support you. If you have any questions or problems at any time please do not hesitate to talk to your Teacher, Form tutor, Head of Year or Miss Payton in the Exams Office.

We wish you every success.



Miss Payton
Exam Officer

INSTRUCTIONS TO CANDIDATES

Longdendale hopes that all student's will be successful in their exams. So that the exams you take run as smoothly as possible, there are a number of rules and regulations that you must be aware of.

CANDIDATE NUMBER

Your candidate number is a four-figure number allocated to you by the school. This number will be shown on your statements of entry, personal timetables and results statements. The exam boards identify you by your candidate number as well as your name. This is unique to you at this school and is used as a security precaution to make certain that candidate records do not become confused.

CONFIRMATION OF ENTRIES

At the beginning of March you will receive a statement of entry. Please check your entries carefully. If there are any errors (e.g. name, date of birth, exam entry) please notify the Exams Office immediately. Some exams have a tier of entry, higher or foundation, please check you have been entered for the correct tier as instructed by your teacher.

TIMETABLES

When you receive your individual candidate timetable please check it carefully. If there are any errors (e.g. name, date of birth, exam entry) please notify the Exams Office immediately. Dates are given on the timetable(s) issued to you. Check carefully to see if the exam is in the morning or the afternoon - allowances cannot be made for candidates who misread their timetable, or use the general timetables. Take special note of any re-arrangements due to a timetable clash. You alone are responsible for checking your exam timetable. Do not refer to a friend's timetable or revision timetable.

EXAMINATION REGULATIONS

It is the candidates' responsibility to familiarise themselves with information from the awarding bodies' regulations 'Notice to Candidates' (as shown in this booklet). A copy of these notices will be displayed inside and outside the exam hall/rooms. These can also be found on the school website.

LOCATION OF EXAM

Daily exam timetables/Seating Plans will be displayed in the conservatory next to the canteen - you will be able to locate the room and seat number. Make sure you allow enough time to find the correct room and you must ensure that you sit at the correct desk.

TIMES

Unless otherwise stated, all exams at this school start at 9.00am for morning papers and 1.00pm for afternoon papers. Candidates should be ready in the school canteen at least 15 minutes before the start of an exam.

CONDUCT IN THE EXAM ROOM

Candidates must follow the instructions of the invigilators at all times and must be silent and not try to visually communicate with others when entering and whilst in the exam hall. Should you require any assistance, please raise your hand clearly and wait for an invigilator to attend to you. Once you have entered an exam room, you are not allowed to leave unescorted until the conclusion of the exam. You must remain in the hall until the time allowed for the exam has ended, even if you finish your paper before the allotted time. Please do not write on the desks; it is vandalism and candidates will be invoiced for damage caused by graffiti.

Any candidate causing a disturbance within an exam room may be asked to leave the room and any instances of disturbance will be reported to the exam board. e.g. minor noise (forced coughing, sniffing, tapping, whistling etc.) This could result in malpractice and the disqualification of the candidate from the exam. All examination staff and invigilators **must** be treated with respect at all times and any

instructions/direction given by them must be strictly adhered to. Any candidate who is rude, disrespectful and/or disruptive will be reported to the Exams Officer and the appropriate action will be taken.

EXAM PAPERS

Once seated please check you have the correct exam paper, if you are at all unsure please raise your hand and ask the invigilator. When instructed to do so by the Exams Officer, please ensure you write your full name and candidate number on the front of your paper. Please ensure you write your full name, candidate number and exam paper number on any additional sheets used. Do not write in the borders of the exam papers.

WARNING

All the awarding bodies make it clear that the official examination sessions must be run under strictly fair conditions, with no form of deception – this rule severely excludes any form of communication between candidates during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive.

Anyone attempting unfair practices can expect cancellation of examination entries and possible exclusion from GCSE/AS and A level examinations for a period of up to five years.

ABSENCE FROM EXAMS

You must attend all the exams you have been entered for as shown on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. If a candidate is absent from an exam due to illness, the school must be notified before the exam is due to start and a medical certificate must be produced to the Exams Office as soon as possible.

MOBILE PHONES, WATCHES AND OTHER ELECTRONIC DEVICES

Mobile telephones, watches, ear phones or ear buds and other electronic means of communication or electronic storage devices must be placed in a bag or blazer and placed as instructed by the invigilators.

You must not have any of the following on your person in the exam room;

- Mobile phone
- Smart watch
- Wrist watch
- Earphones/earbuds
- AirPods
- Smart glasses
- Any other electronic storage device

Be aware that should a mobile telephone or other electronic communication or storage device be found in your possession during an exam **even if it is turned off**, the device will be taken from you and a report made to the appropriate awarding body. The awarding bodies have advised the school that candidates discovered to have an electronic device with them during an examination face disqualification from the subject concerned.

OTHER PROHIBITED MATERIAL

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

- Pencil cases – unless they are transparent, alternatively candidates may use a transparent plastic bag
- Instruction books
- Books (unless set texts for a specific examination), notes, letters, or other printed material
- Food
- Calculator cases

EQUIPMENT

Candidates must provide all their own equipment. Borrowing is not allowed. Only **black ball-point pens** must be used in any answer booklets. **No gel pens.** All rough work must be done in the answer booklet provided and should then be neatly crossed out - (it may help your marks).

DRINK

Candidates are allowed water in a squeeze water bottle no larger than 0.5l with all labels removed.

CALCULATORS

Candidates may use a calculator in an examination unless 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.

CALCULATORS MUST BE:	CALCULATORS MUST NOT:
• 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.	• Be designed or adapted to offer any of these facilities: • Language translators; • Symbolic algebra manipulation; • Symbolic differentiation or integration; • Communication with other machines or the internet; • Be borrowed from another candidate during an examination for any reason; • Have retrievable information stored in them – this includes: • Databanks; • Dictionaries; • Mathematical formulas; • Text.
THE CANDIDATE IS RESPONSIBLE FOR THE FOLLOWING:	
• The calculator's power supply; • The calculator's working condition; • Clearing anything stored in the calculator.	

DICTIONARIES

Dictionaries may not be used unless they are specifically permitted by the subject specification or unless special arrangements have been approved by the awarding bodies.

END OF THE EXAM

Absolute silence/No communication, must be maintained until you are outside the exam hall/room. Other exams may be continuing when you leave the exam hall. Question papers, answer booklets and additional paper must not be taken from the exam room. Please abide by any "No Entry" signs during the examination period. Due to all afternoon exams starting 30 minutes before the exam boards published starting time, Students are required to be supervised and remain in exam conditions within the exam room until 1 hour after the published starting time.

RESULTS

The date that Year 11 Student's may collect their results statements from the school is:

Thursday 20th August 2026.

Results not collected will be posted to your home address. If you would like someone else to collect your results for you, it will be required for you to provide the examinations officer with written authorisation prior to results day. You will also be required to complete forms regarding access to scripts and remarks.

Please ensure that the school have your mobile number and email address for you to be easily contacted to discuss any post results services you may require.

Under no circumstances will exam results be given over the phone or by email.

RESULTS ENQUIRIES (REVIEW OF MARKING)

The exam board deadline for enquiries about results each year is to be confirmed. In cases of enquiries about results, where the school does not uphold a request for such an enquiry, the student will normally be asked to pay to have an enquiry carried out. It must be remembered that the outcome of a review may mean results can go down. The school must have candidates written consent for a remark application to be processed. The internal deadline for candidates to request a review is **Friday 4th September 2026**. All queries must be sent to examsresults@lhs.spt.ac.uk before the internal deadline date.

SPECIAL CONSIDERATION

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if an event has affected the candidate's performance on the day of the exam. This must be authorised by the Headteacher.

CERTIFICATES

Certificates are issued by the exam board if you achieve grade A* to G or 9-1 at GCSE, or a pass or higher in level 2 qualifications. Certificates are printed by the exam board in October and will be distributed to candidates at the presentation evening in November. If students cannot attend the Presentation Evening, they must arrange with school to collect their exam certificates from the main reception during school hours. It is important that you look after your certificates and keep them in a safe place as future colleges and employers will need to see them. We can only store certificates for 12 months. After this time schools are required to destroy these confidentially. Certificates cannot be replaced; the awarding bodies will only supply a replacement statement of results, which they will charge for. If your grade has changed after a review of marking, there may be delay for your certificate to be updated.

EXAM EXPECTATIONS

The following items are unauthorised and must **not** be brought into your exam.



NO MOBILE PHONES



NO DEVICES

No potential web enabled sources of information



NO FOOD



NO ALARMS



NO TIPP-EX OR CORRECTION PENS



NO COMMUNICATING OF ANY KIND



NO UNAUTHORISED MATERIALS



NO VALUABLES

Do not bring any valuables into school

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Please be aware of the following rules and tips for success.



LISTEN

Listen to the invigilators carefully and follow their instructions



CHECK CAREFULLY

Check your exam paper and read all instructions carefully



BRING WATER

(0.5L max)
Must be in a clear bottle with all labels removed



EQUIPMENT

Bring your equipment in a transparent (clear) pencil case



WEAR FULL SCHOOL UNIFORM



WRITE IN BLACK INK

CORRECT EQUIPMENT

You are responsible for the provision of your own equipment for exams.



EQUIPMENT

Bring your equipment in a transparent (clear) pencil case



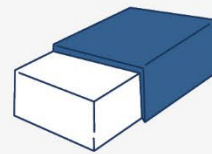
BLACK PENS

Bring two or more black pens to each exam



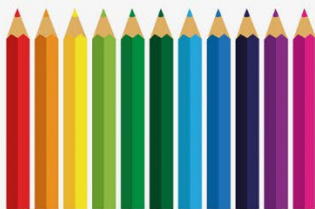
PENCILS

Bring two or more pencils to each exam



ERASER

Bring an eraser to each exam



COLOURED PENCILS

Not gel pens



SUBJECT SPECIFIC EQUIPMENT

For General Studies, Maths and Science exams, make sure you bring a 30cm ruler, compass, protractor and calculator.

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 into the exam room any unauthorised material, including:

- (a) notes;
- (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
- (c) watches.

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 each 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 only for 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;
 - (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.
- 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 hand it in with your answers.
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 answer sheets should be placed **behind** your script.
- 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.

Information for candidates

Coursework assessments

Effective from 1 September 2025

This document tells you about some things that you **must** and **must not** do when you are completing coursework.

When you submit your work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources, such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources, or generated from sources, which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

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 called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number. For example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://news.bbc.co.uk/1/hi/health/2621000/2621915.stm>, downloaded 5 February 2026.

Where computer-generated content has been used (such as an AI chatbot), your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026.

Sanctions for breaking the regulations

If it is discovered that you have broken the rules, one of the following sanctions will be applied:

- you will be awarded zero marks for your work;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which sanction is appropriate.

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

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. They will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must each** write up your **own account** of the assignment. Even if the information you have is the same, the description of how that information was obtained and the conclusions you draw from it should be in your own words.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Don't** leave it lying around where your classmates can find it. **Don't** share it with anyone, including posting it on social media. You **must always** keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use any prepared or generated online solutions and try to pass them off as your own work – this is cheating.

Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

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.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who will be familiar with work on the topic concerned. They may have read the source you are using or even marked the work you have copied from.
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources. They can detect changes in the grammar and style of writing or punctuation.

You should also reference the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s) and computer-generated content for reference and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to. For example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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.

Information for candidates

Non-examination assessments

Effective from 1 September 2025

This document tells you about some things that you **must** and **must not** do when you are completing your work.

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.

If there is something that you do not understand, you **must** ask your teacher.

Preparing your work — good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. They will then record the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** write up your **own account** of the assignment. Even if the information you have is the same, you **must** describe in your own words how that information was obtained. You **must draw your own conclusions from the data**.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it. **Do not** share it with anyone, including posting it on social media. You must always keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use any prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

You **must** retain a copy of the question(s) and computer-generated content for reference and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to. For example: Curran, J, *Mass Media and Society* (Hodder Arnold, 2005).

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.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources, such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources, or generated from sources, which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material – you cannot copy it and claim it as your own work.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though – you **cannot** copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

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. A reference from a printed book or journal should show the name of the author, the year of publication and the page number. For example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2026.

Where computer-generated content has been used (such as an AI chatbot), your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026. You should also reference the sources used by the AI tool in generating the content.

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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.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who will be very familiar with work on the topic concerned. They may have read the source you are using or even marked the work you have copied from.
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Information for candidates

On-screen tests

With effect from 1 September 2025

**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.

A. Regulations – Make sure you understand the rules

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
- 4 Only take into the exam room the materials and equipment which are allowed for that exam.
- 5 You **must not** take into the exam room any unauthorised material including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) a watch.

Unless you are told otherwise, you **must not** have access to:

- (d) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. floppy disks, CDs, memory sticks, social media sites, spreadsheets or the internet;
- (e) prepared templates.

Bringing unauthorised material into the exam room is breaking the rules, whether you intend to use it or not. You will be subject to sanctions and possible disqualification.

- 6 **Do not** talk to, try to communicate with or disturb other candidates once you have entered the exam room.
- 7 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 8 **Do not** borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

- 1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.
- 3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4 Your centre will inform you of any equipment which you may need for the on-screen test.

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;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the examination room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT issues;
 - (d) your access to the on-screen test has not been set up correctly;
 - (e) adjustments to the on-screen test have not been made for you, e.g. additional time has not been added, computer reading software or speech recognition software has not been uploaded.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are told that the exam has begun.

E. Advice and assistance

- 1 If, on the day of the on-screen test, 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 on-screen test if:
 - (a) you have a problem with your computer and are not sure what you should do;
 - (b) you do not feel well.
- 3 You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

On your **exam day**

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

Before sitting your exams, ensure you know:

- ☐ the date, time and location 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 exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



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 apparatus 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.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

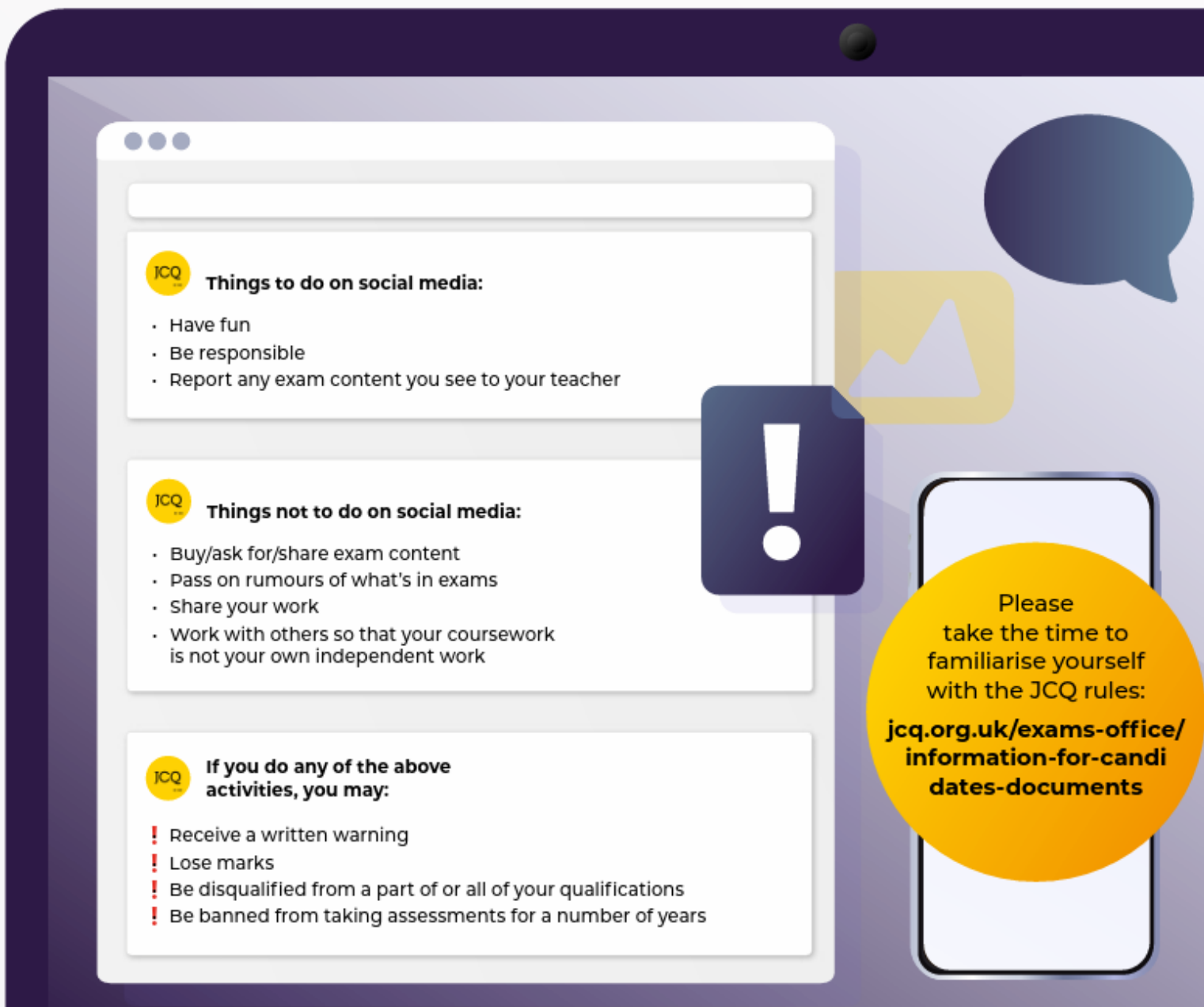
- ☐ There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

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



While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers

Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

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

INTERNAL ASSESSMENT POLICY FOR EXTERNAL QUALIFICATIONS

Longdendale High School is committed to ensuring that whenever its staff assess the work of candidates for external qualifications, this is done fairly, consistently and in accordance with the Code of Practice for the conduct of external qualifications produced by QCA, ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- the consistency of the internal assessment is secured through internal standardisation as necessary;
- Staff responsible for internal standardisation and moderation have appropriate knowledge, understanding and skills, and have been trained in this activity.
- Centre decisions relating to access arrangements and special consideration.

WRITTEN APPEALS PROCEDURE

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment.

- The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgment themselves; you cannot appeal against the mark or grade only the procedures used;
- The parent or guardian must make the appeal in writing to the School's Examinations Officer: appeals should normally be made by 30th April, and always before the date of the first written paper of the examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time;
- The enquiry into the internal process will normally be led by the Examinations Officer and the Head of Centre, provided that neither has played any part in the original internal assessment process;
- The teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant;
- The enquiry will consider whether the procedures used for the internal assessment conformed to the published requirements of the Awarding Body and the 'Code of Practice'.

The outcome of the appeal will be reported in writing to the appellant.

Any changes made to the assessment of work, any changes made to improve the school's application of procedures, and any correspondence with the awarding body will also be reported.

A written record of the appeal will be kept by the School, who will notify the awarding body of any outcome of the appeal which has implications for the conduct of the examination or the issue of results.

NOTE:

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgment on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

ENQUIRIES ABOUT RESULTS (REVIEW OF MARKING)

EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested.

All enquiries about results must be referred to the Exam Officer via email examsresults@llhs.spt.ac.uk. The exam officer will then forward the request to the subject teacher/department in the first instance so that they can decide if there is a strong case for a remark. An enquiry about results cannot be submitted on the basis that a candidate did not achieve their predicted grade. The candidate's written authority is required for all reviews or script viewing.

If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review at the Centre's expense. When the Centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

Where a candidate wishes to challenge the decision not to hold an enquiry or consequent appeal, a written appeals procedure applies. Please see the School's Internal Appeals Procedure available on the school website.

The deadline for requesting an EAR is Friday 4th September 2026

