



Southend High School for Girls

**GCSE and A Level exams
2025**



JCQ Information for candidates

- Exam boards set rules that all students must follow. These rules cover:
 - *Before the exam*
 - *During the exam*
 - *After the exam*



JCQ Information for candidates: Before the exam

- Timetables
 - You have been issued with your own personalised timetable
 - The timetable for all exams is outside the exams office
 - If you have an examination clash, you **will** have been contacted by the Exams Team
- Contingency dates
 - Wednesday 11th June – afternoon
 - Wednesday 25th June – all day
 - We advise you are available on these dates
- Seating plans
 - Outside the exams office
 - In the canteen
 - On the door of the exam room



JCQ Information for candidates: Before the exam

- For morning exams, you must be in the canteen **by 8.45am**
- For afternoon exams, you must be in the canteen **by 1.15pm**
- Bags and blazers must be left in lockers or in the sandwich hut
- Regardless of the room you are taking your examination in, you **must** go to the canteen first and then you will be sent to the exam room



JCQ Information for candidates: What if I'm running late?

1. Keep calm
2. Call the school and let the Reception team know you're running late and what your estimated time of arrival is
3. Turn off your mobile phone and any other communication device
4. Go to reception when you arrive at school
5. Someone from the Exams Team will meet you and brief you on the next steps

Depending on what time you arrive will determine if you can take the exam



JCQ Information for candidates: What to do if I feel unwell?

- If you feel unwell on the day of the exam, please tell one of the following:
 - Head of Year
 - Pastoral Support Officer
 - Senior Leader
 - Mrs McFee (Exams Officer)
 - Mrs Ettridge (Exams Assistant)
 - Miss Riebold
 - One of the invigilators
 - Any member of staff

- If you feel unwell during the exam
 - Put your hand up and tell the invigilator



JCQ Information for candidates: What can you take into the exam room?

- You **must not** take the following into the exam room:
 - Notes
 - Devices, including ipods, mobile phones, ipads, laptops, smart glasses or any other smart device
 - **Watches of any variety** – analogue / digital / smart
 - Calculator lids (where a calculator is permitted)
 - Writing on hands or arms
 - Correcting pens, fluid or tape, erasable pens
- Pencil cases and water bottles must be **transparent** and **without markings / logos**. Labels must be removed from water bottles.
- You must wear full school uniform, except for blazers which **cannot** be worn in exams
- If you have pockets, you will be asked to pull out your pockets before entering 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.



JCQ Information for candidates: What can you take into the exam room?

- For each exam you must have:
 - Black ball point pens – in case one runs out (You **must** not use blue pens or gel pens)
 - Pencils
 - Rubber
- Additional equipment required for that subject. We do not hold enough equipment to lend calculators / protractors / pens etc to you. You **must** make sure you have everything you need for each exam with you.

Calculators – Casio fx-CG50

How a calculator can/cannot be used in an exam

During an exam, a calculator **must not** be able to offer any of these facilities:

- ⊗ language translators
- ⊗ symbolic algebra manipulation
- ⊗ symbolic differentiation or integration
- ⊗ communication with other machines or the internet



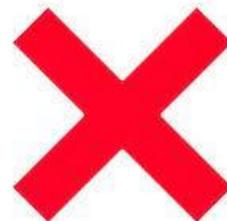
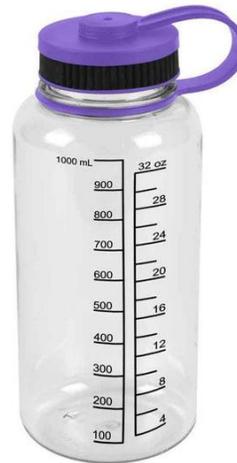
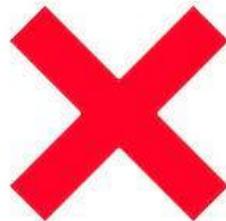
During an exam, a calculator **must not** give access to pre-stored information, including:

- ⊗ Databanks, such as the periodic table (with the exception of scientific constants)
- ⊗ dictionaries
- ⊗ mathematical formulae
- ⊗ text

Your Maths teacher will explain how a calculator can/cannot be used in an exam

Water bottles

- Drink bottles must be transparent with all labels removed
- This includes transparent, reusable plastic bottles





JCQ Information for candidates: Exam room

You are under formal exam conditions from the moment you enter the room in which you will take the exam until you leave the exam room.

- You must not talk to another student
- You must not communicate in any way with another student
- You must not disturb another student

This means you must not communicate in any way with another student from the moment you enter the exam room until you have left the exam room.



JCQ Information for candidates: What to do during the exam?

- Listen to the instructions of the invigilator
- Only **write** on the exam paper when the invigilator asks you to
- Only **open** the exam paper when the invigilator asks you to
- Write your answers in the designated sections of the answer book
- You **must** stop writing immediately when the invigilator asks you to
- When asked to write your name on your exam paper, you **must** use your legal first name and legal last name.
- Please refrain from putting your head on the desk when in the exam room

- You **must not**:
 - Use correcting pens for fluids
 - Talk to or **communicate with** any other student **once you have entered** the exam room
 - Write inappropriate comments onto the exam paper
 - Borrow equipment from other students during the exam



JCQ Information for candidates: What can I ask the invigilator?

- You can put your hand up during the exam if:
 - You have a problem and you are not sure about what you should do
 - You do not feel well
 - You need more paper
 - If you need to go to the toilet
- You **must not** ask for, and will not be given, any explanations of the questions.



JCQ Information for candidates: After the exam

- **Stop writing as soon as you are told to do so.**
 - **Do not** finish the paragraph you are writing
 - **Do not** finish the sentence you are writing
 - **Do not** even finish the word you are writing!
- **Do not** leave the exam room until you are told to do so by the invigilator
- **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
- You **must** leave the exam room in silence
- You **must** remain in silence until you are no longer in the PE Foyer – there may still be exams taking place in the Sports Hall or other rooms and you must not disturb these students



JCQ Information for candidates: Before/after the exam

**DO NOT COMMENT
ON OR DISCUSS
THE CONTENT OF
THE QUESTION
PAPER ON SOCIAL
MEDIA**



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, 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 or assessment content you see to your teacher

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

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 exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
Jcq.org.uk/exams-office/Information-for-candidates-documents



JCQ 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 rule 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.

REMEMBER
Misusing AI is cheating!
Know the rules
Talk to your teachers
Reference clearly

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!

JCQ On your exam day

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

Before sitting your exams, ensure you know:

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

What you cannot take into 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 to respond.
- 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.
- 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.
- Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2025 exam timetable – the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. 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.

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

EFFECTIVE FROM 1 SEPTEMBER 2024

Appendix 4 Warning to candidates



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

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



**NO MOBILE PHONES
NO WATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

NO UNAUTHORISED ITEMS

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.

Familiarise yourself with this JCQ documentation

• Safe

• Happy

• Successful



Information for candidates

On-screen tests

With effect from 1 September 2024

Information for candidates

Written examinations

With effect from 1 September 2024

Produced on behalf of:



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Familiarise yourself with this JCQ documentation

• **Safe**

• **Happy**

• **Successful**



JCQ Information for candidates: After the exam results day

- Results are collected in person from the canteen
- The Exams Team as well as Senior Leaders will be available to discuss results with you if needed
- You will be provided with information about 'Review of Results' and can discuss this with the relevant people if needed
- We recommend you open your results in school, so if you need any support you can access this immediately

