Candidate Exam Handbook

Academic Year: 2026/27 Cornwallis Academy

Guidance for Students & Parents

This handbook contains essential information to help students prepare for and succeed in their examinations. It outlines expectations, procedures, and support available throughout the exam period.

Please read carefully and keep this document for reference.

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Once you have read this booklet please detach the last page, complete and sign it and return to the school.

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Introduction

Cornwallis Academy is committed to ensuring that all candidates are fully informed about the examination and assessment procedures in place at the centre. It is essential that students understand and follow the instructions set out by the Joint Council for Qualifications (JCQ) and the relevant awarding bodies. The content of this document has been created by Cornwallis Academy, using information from JCQ and has been formatted with the use of AI.

Purpose of This Handbook

This handbook is designed to provide clear, helpful guidance for students and parents. It outlines the key regulations, expectations, and procedures to follow before, during, and after the examination period.

Please read it carefully to ensure you are aware of:

- Examination regulations
- Centre procedures
- What to do if problems arise
- Where to find further support

The JCQ and awarding bodies set strict criteria for the conduct of examinations, and Cornwallis Academy is required to follow these precisely. You should pay particular attention to the **JCQ information notices** included at the back of this booklet and available on the Academy's website under the **Examinations** section.

Need Help or Have Questions?

If you have any concerns or need further clarification, please don't hesitate to ask. Whether before, during, or after your exams, support is available:

Exams Officer: Mrs Acres **Assistant Exams Officer:** Mrs Landman

Exams Office: Upstairs by Reception

Telephone: 01622 743152 ext. 1044

Email: exams@cornwallisacademy.com

Final Message

Remember – we are here to help. Stay calm, stay focused, and give it your best.

GOOD LUCK!

Examination Malpractice and Regulations Overview

- **Purpose of Regulations**: To uphold the integrity and credibility of qualifications.
- **Definition of Malpractice**: Any act or practice that breaches examination regulations.
- **Handling of Malpractice**: All alleged, suspected, or confirmed incidents are investigated and reported to the relevant awarding bodies.
- **Examples of Malpractice (as defined by JCQ)**:
    - Bringing unauthorised materials into the exam room
    - Violating exam conditions (e.g., talking, leaving early without permission)
    - Sharing or attempting to share exam-related information
    - Plagiarism or other offences in candidates' work
    - Any action that compromises the integrity of exams or assessments

Where a candidate is being disruptive, the invigilator must warn them that they may be removed from the examination room. The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification. The head of centre, or authorised members of staff, have the authority to remove a candidate from the examination room but should only do so if the candidate would disrupt others by remaining in the room.

These section below are some examples of 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 -

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 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.

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...

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.

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**...

Data Handling and Privacy in Examinations

- **Malpractice Investigations** If malpractice is suspected or alleged, personal data of individuals involved will be shared with:
    - The relevant awarding body or bodies
    - Other awarding bodies (if applicable)
    - Qualifications regulators
    - Professional bodies
- **Personal Data Shared** The examination centre will provide key personal details to awarding bodies for qualification purposes, including:
    - Full name
    - Date of birth
    - Gender
- **Use of Student Materials** Candidates' submitted work may include:
    - Written assignments
    - Audio/visual content
    - Computer programs and datasets These materials are used to assess performance and may also be used for other purposes as outlined in the awarding bodies' privacy policies.
- **Candidate Guidance** Candidates should be referred to the awarding body's privacy notice for full details on how their data and materials may be used.

Copyright and Access to Exam Materials

All materials produced by awarding bodies—including question papers, on-screen and computer-based assessments, set assignments, pre-release materials, answer sheets, mark schemes, model answers, and specifications—are protected by **copyright**. Ownership of these materials remains with the **awarding body**.

Access to Scripts

After the exam session is complete, candidates may request access to their **exam scripts** through the awarding body's **Access to Scripts** service.

- Requests must be made **by the student** directly.

- **Parents or carers cannot apply** on behalf of the student.
- Further details and deadlines will be provided by the **Exams Officer**.

Please note: Access to scripts is for review purposes only and does not guarantee a change in grade.

Coursework Assessments / Non-Examination Assessments (NEAs)

Certain qualifications include **coursework** or **non-examination assessments (NEAs)** as part of the final grade. These are completed under controlled conditions and are subject to strict regulations set by the **Joint Council for Qualifications (JCQ)** and the relevant **awarding bodies**.

Key Expectations

- All work must be **your own** and completed in accordance with the rules outlined by your subject teacher.
- You must not:
    - Copy from other students
    - Use unauthorised sources
    - Share your work with others before submission

Any breach of these rules may be considered **malpractice** and could result in **disqualification** from the qualification.

Authentication

- You will be required to sign a **declaration** confirming that the work submitted is your own.
- Teachers will also **authenticate** your work before it is submitted to the awarding body.

JCQ Guidance and Candidate Information

Candidates must read the relevant JCQ documents:

- *Information for Candidates – Coursework Appendix 1*
- *Information for Candidates – Non-Examination Assessments Appendix 2*
- *Information for Candidates – Social Media Appendix 5*

Use of Artificial Intelligence (AI)

- **Definition**: AI tools include systems like ChatGPT, Grammarly, coding assistants, and other content generators.
- **Permitted Use**: AI may be used **only when explicitly allowed** by the subject specification or assessment guidelines.
- **Acknowledgement**: Any use of AI must be **clearly referenced** in the submitted work.
- **Risks**: AI-generated content may be **inaccurate**, **biased**, or **lack originality**.
- **Misuse**: Unacknowledged or inappropriate use of AI is considered **malpractice** and will be investigated.

Refer to:

- *JCQ AI Poster for Students*
- *JCQ AI Use in Assessments: Protecting the Integrity of Qualifications* (included in the appendix)

Assessment Timing and Communication

Coursework and NEAs are scheduled throughout the academic year. Candidates are informed of assessment windows via:

- Subject teachers
- Centre-wide assessment calendars
- Email or portal notifications

Deadlines

- Each subject sets **specific submission deadlines**.
- Late submissions may not be accepted unless there are **approved mitigating circumstances**.
- It is the **candidate's responsibility** to meet all published deadlines.

Marking and Assessment

- **Centre-Assessed Work**: Marked by subject teachers using awarding body criteria.
- **External Assessment**: Some NEAs may be externally moderated or marked by the awarding body.
- **Feedback**: Candidates may receive **general feedback**, but not detailed mark breakdowns before submission.
- Candidates will be informed of their **centre-assessed marks** prior to submission to the awarding body.
- If a candidate wishes to appeal a mark, they must follow the **centre's Internal Appeals Procedure**.
- Requests for reviews must be submitted **within the published timeframe**.

If you have any concerns about the assessment process, please speak to your **subject teacher** or the **Exams Officer**.

Exam Timetables and Personal Details

- **Individual Timetables** Every student will receive a personalised exam timetable listing:
  - Subjects entered
  - Levels of entry (where applicable)
- **Tiered Entry Subjects** Some subjects offer **Foundation (F)** or **Higher (H)** tiers.
  - These are indicated in the "Element" section of your timetable.
  - Example: *B712H* = Higher tier, *B712F* = Foundation tier
  - Please check that your tier entries are correct.
- **Personal Details** Your **legal name**, **date of birth**, and **spelling of names** will appear on your exam certificates.
  - It is your responsibility to ensure these details are accurate.
  - Corrections after certificates are issued may be difficult or incur a fee.

Contingency Sessions – Summer 2027

For GCSE, AS, and A Level Examinations

To ensure fairness and continuity in the event of national or significant local disruption, the following contingency dates have been set by awarding bodies:

- **Wednesday 23rd June 2027 – Morning and Afternoon sessions**

Important Notice

All exam candidates MUST remain available from the date of their first scheduled exam until Wednesday 23rd June 2027, in case any exams need to be rescheduled to a contingency date.

What Is a Contingency Day?

Contingency days are built into the national exam timetable to allow awarding bodies to reschedule exams if:

- There is widespread disruption (e.g., severe weather, public incidents)
- A significant local issue affects exam delivery

If a candidate is unavailable for a rescheduled exam and the reason is not covered by special consideration, they will not be eligible for enhanced grading arrangements.

Please factor these dates into your summer plans to avoid any conflicts.

On-Screen Tests

Some qualifications may include **on-screen tests** as part of the assessment process. These are computer-based exams that follow strict procedures set by the **Joint Council for Qualifications (JCQ)** and the relevant **awarding bodies**.

What Candidates Need to Know

- You will be informed in advance if your subject includes an on-screen test.
- Additional instructions specific to your exam will be provided by your **subject teacher** or the **Exams Officer**.
- These instructions will explain:
    - How the test will be conducted
    - What equipment or login details you'll need
    - What to do in case of technical issues during the exam

If you have any questions or concerns about your on-screen test, speak to your **subject teacher** or the **Exams Officer** as early as possible.

Exam Clashes – What You Need to Know

Occasionally, a student may be timetabled to sit two exams at the same time. If this happens:

- **Supervised Breaks**: You will usually sit one paper, have a supervised break, and then sit the second paper.
- **Check Your Timetable**: Review your individual exam timetable carefully. If you're unsure or believe there is a clash, **see Mrs Acres immediately**.
- **Clash Arrangements**: You will be informed:
    - Which paper you will sit first
    - Whether you need to be placed in **isolation** (this applies if the total exam time exceeds 3 hours)
- **Isolation Protocol**: If placed in isolation:
    - You **must bring a packed lunch**
    - You **will not be allowed to use dining facilities** during the isolation period
- **Unresolved Clashes**: If you suspect a clash that hasn't been addressed, speak to **Mrs Acres without delay** to ensure arrangements can be made.

Where You Will Take Your Exams

Examinations will be held in designated rooms across the centre. Your individual timetable and assembly point will guide you to the correct location. The main exam venues include:

- **Sports Hall** – Primary venue for large cohort exams
- **Top of the S Block** – Used for smaller subject groups and overflow sessions
- **Small Meeting Rooms** – Reserved for candidates with approved access arrangements or individual needs, ensuring a supportive and quiet environment

Please ensure you arrive at your designated assembly area on time, where staff will direct you to your exam room. If you have any questions about your exam location or access arrangements, speak to the Exams Officer, your Head of Year or Mrs Endicote.

Exam Day Expectations

- **Timetable Responsibility** Students must check their individual exam timetable and ensure they arrive at school on the correct day and time.
- **Arrival Time** Unless otherwise notified, arrive **15 minutes before** your scheduled exam:
  - **Morning exams**: 9:00am → arrive by **8:20am**
  - **Afternoon exams**: 1:00pm → arrive by **12:30pm**
- **Dress and Equipment** Arrive properly dressed in accordance with school expectations and bring all required equipment (e.g., pens, pencils, calculators).
- **Assembly Areas** Before each exam, report to your designated assembly area:
  - **Years 10 & 11**: Lecture Theatre
  - **Years 12 & 13**: Café Wallis You will be directed to your exam room from there.

Supervision During Your Exams

Exam Invigilators

- The school employs trained external exam invigilators to oversee all examinations.
- Students must treat invigilators with respect and follow their instructions at all times.
- Role of Invigilators

Invigilators are present to ensure exams are conducted fairly and securely. They will:

- Distribute and collect exam papers
- Announce start and finish times
- Provide extra writing materials if needed
- Respond to issues such as illness or emergencies

Important: Invigilators are not permitted to explain or interpret exam questions.

Behaviour Expectations

- Disruptive or inappropriate behaviour will result in removal from the exam room by invigilators and senior staff.
- Such incidents are reported to the awarding body and may lead to disqualification.

Exam Room Conduct – What You Must Know

To ensure a fair and respectful exam environment, all students must follow these rules:

Respect the Exam Environment

- **Do not write on desks or laminated desk cards** – this is considered vandalism and you may be charged for any damage.
- **Graffiti or offensive comments** on exam papers may result in disqualification or a mark of zero from the awarding body.

Listen and Follow Instructions

- Pay close attention to all instructions and announcements made by invigilators – there may be important updates to your exam paper.
- Always check that you have the **correct paper** – verify the subject, paper code, and tier (Foundation or Higher).

During the Exam

- Read all instructions carefully and **number your answers clearly**.
- If you have a question or need assistance, **raise your hand** – do not speak out loud.
- Be mindful of the **marks allocated** to each question – this will guide how detailed your response should be.

Comfort and Toilet Use

- Make yourself comfortable before the exam begins.
- Toilet breaks are **not normally permitted** unless you have a medical condition or a school toilet pass.
- If absolutely necessary, raise your hand and an invigilator will escort you to and from the toilet.

Where You Will Sit in the Exam Room

- Students are seated by **exam number**, which usually follows **alphabetical order** unless you joined the school after the start of Year 10.
- **Years 10 and 11** will be escorted from the **Lecture Theatre** to the **Sports Hall** in **row order**.
- Your **exam number** will be clearly displayed on your desk.

If You Can't Find Your Seat

- **Do not sit** in another student's seat.
- **Speak to an invigilator immediately** — they are there to help and will guide you to the correct desk.

Sitting in the wrong seat may cause confusion and could affect your exam entry. Always check carefully and ask if unsure.

How Your Identity Is Confirmed in the Exam Room

To ensure secure and accurate identification during examinations:

- A **laminated desk card** with your **photograph** will be placed on your exam desk.
- This helps invigilators confirm your identity quickly and discreetly.
- Please do not write on or damage the desk card — this is considered a breach of exam regulations and may result in disciplinary action.

If you notice any errors in your personal details or photograph, notify the Exams Officer immediately.

What Equipment You Need to Bring to Your Exams

You are responsible for bringing all necessary equipment to your exams. **Borrowing from other students during the exam is not allowed.**

Equipment Guidelines

- All items must be **clearly visible** to invigilators at all times.
- Use a **clear pencil case or clear plastic bag** only.

Essential Items to Bring

- **2 black ink pens** (no gel pens)
- **2 HB pencils**
- **Ruler** (marked in cm and mm)
- **Pencil sharpener**
- **Rubber**
- **Compass**
- **Protractor**
- **Calculator** (for relevant exams)
- **Coloured pencils** (for Technology/Media exams)

Need a Ready-Made Kit?

Exam packs are available from the Exams Office for **£2.00**. Each pack includes:

- Black pen
- Pencil
- Rubber
- Ruler
- Compass
- Pencil sharpener
- Protractor

Using Calculators in Exams

General Rules

- You are responsible for bringing a calculator that **meets examination regulations**.
- **Remove covers and instruction leaflets** before entering the exam room.
- Ensure your calculator has **fresh batteries** and is in good working order.
- If you're unsure whether your calculator is permitted, **check with your teacher** in advance.

Exam Paper Instructions

- The question paper will state whether a calculator is allowed.
- If no statement is given, calculators are treated as **standard equipment** and may be used.

Prohibited Calculator Features

Your calculator **must not** have any of the following capabilities:

- Language translation
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other devices or the internet

It must also **not provide access** to stored information such as:

- Databanks (e.g., periodic tables, except scientific constants)
- Dictionaries
- Mathematical formulae
- Text

Exam Mode

- Some calculators include an **exam mode** that disables restricted features.
- These are acceptable **only if exam mode is activated** and the calculator becomes compliant.

Non-Calculator Sections

- If a calculator is only allowed for part of the exam, you may place it **on the floor under your desk**, in view of the invigilator, during the non-calculator portion.

What You Must *Not* Bring Into the Exam Room

To maintain the integrity of examinations, strict rules apply to what can be brought into the exam room.

Prohibited Items

- Only materials **explicitly listed on the question paper** are permitted.
- The following items **must not** be brought into the exam room:
    - Bags and coats
    - Mobile phones
    - Smartwatches or any type of watch
    - Any other electronic devices
    - Valuables of any kind

Important: These items should be left in your **locker** before the exam. It is strongly advised **not to bring valuables** to school on exam days.

Electronic Devices

- **Do not keep any electronic device on your person**, even if switched off.
- If any such device is found in your possession during the exam:
    - It will be confiscated
    - A report will be made to the awarding body

- You may be **disqualified** from the paper or subject

Make sure all alarms and notifications are **turned off** before storing your devices.

Food and Drink in Exam Rooms

To maintain exam integrity and minimise distractions:

- **Drinks**: Only **still water** is permitted in the exam room.
  - It must be in a **clear bottle with no label**.
- **Food**: No food is allowed unless it is required for a **documented medical reason**.

Please speak to the Exams Officer in advance if you have a medical need that requires food during an exam.

What You Should Wear for Your Exams

To maintain a respectful and orderly exam environment, all students must adhere to the following dress code:

Year 11

- **Full school uniform** must be worn when attending school for examinations.
- This includes all standard uniform items as outlined in the school's uniform policy.

Sixth Form

- **Smart wear** is required for all examinations.
- Clothing should be appropriate for a formal academic setting.

General Appearance

- Normal school regulations apply to:
  - **Uniform standards**
  - **Hair and grooming**
  - **Jewellery and accessories**
  - **Make-up**

Please ensure you arrive dressed appropriately. Failure to comply with dress expectations may result in being refused entry to the exam room. If in doubt, speak to your Head of Year or the Exams Officer.

Where Your Personal Belongings Will Be Stored During Exams

To maintain exam security and minimise distractions, all personal belongings must be stored before entering the exam room.

- **Years 10 & 11**: Bags, coats, and unauthorised items (including switched-off mobile phones, smartwatches, watches, and other electronic devices) must be placed in the **Lecture Theatre**.
- **Sixth Form Students**: Personal belongings are usually left in one of the following locations:
  - **Sixth Form Office**
  - **Lecture Theatre**
  - **Outside the S Rooms**

Reminder: Possession of unauthorised items during an exam, even if switched off, may result in disqualification. Always check your pockets and bags before entering the exam room.

What to Do If You Arrive Late for Your Exam

- If you arrive **late**, you must **report immediately to the Exams Officer**.
- You may still be admitted to the exam room **up to 30 minutes after the official start time**, at the discretion of the Exams Officer.
- If you arrive **more than 30 minutes late**, you **might not be allowed to sit the exam**, as the security and integrity of the examination cannot be guaranteed.

Important: Always allow extra time for travel and arrive at least 15 minutes before your scheduled exam start time to avoid any issues.

Can I Leave the Exam Early?

No. It is **not the school's policy** to allow students to leave the exam room before the scheduled end time, as this would disrupt other candidates.

During the Exam

- You must remain in the exam room for the **entire duration** of your paper.
- If you finish early, use the remaining time to:
  - **Check your answers carefully**
  - **Ensure your candidate details are completed correctly**

Afternoon Exams Ending After 3:00pm

- If your exam finishes at or after **3:00pm**, you must make **alternative arrangements** to get home.
- You **will not be released early** to catch a school bus or for any other reason.

What to Do If You Are Unwell on the Day of Your Exam

If you are feeling unwell or have had an accident on the day of your exam:

- **Contact the Attendance Office immediately** Call **01622 743152 ext.1030** as early as possible so we can offer help or advice.
- **In case of injury or inability to write** It may be possible to arrange a **scribe** to assist you during the exam, but we need **as much notice as possible** to make suitable arrangements.
- **Medical Evidence for Special Consideration** If your illness or injury affects your performance, you may need to provide **medical evidence** (e.g., a note from your GP or hospital) if you wish the school to submit an appeal for **Special Consideration** on your behalf.

Please don't wait early communication is essential to ensure we can support you appropriately.

Unauthorised Absence from Exams

If You Experience Difficulties

If you are affected by illness, injury, or personal issues during the exam period, **contact the Exams Office immediately** so we can offer support or guidance.

Special Consideration

- Special consideration for absence is granted **only in exceptional circumstances**.
- If you miss an exam, you must provide **medical or appropriate evidence** on the day of the exam.
- This evidence must be submitted to the Exams Officer **without delay** if an application for special consideration is to be made.

Minimum Requirements for Special Consideration

To be eligible for a grade through special consideration, you must have completed at least:

- **15% of the total assessment** for GCE, AS, or GCSE qualifications

Financial Responsibility

- If a student fails to attend an exam **without good reason** and **without informing the school**, parents may be required to pay the **exam entry fees** (typically **£55.00 or more per subject**).

Important: Misreading your exam timetable is **not** considered a valid excuse for missing an exam.

What Happens in the Event of an Emergency During Your Exam

If the emergency alarm sounds during an examination:

- **Stay calm** and listen carefully to instructions from the invigilators.
- If evacuation is necessary:
  - You will be asked to leave the room **in silence** and **in the order you are sitting**.
  - You will be escorted to a **designated assembly point**.
  - **Leave everything on your desk** — do not take any items with you.
  - **Do not speak to anyone** during the evacuation, including other students.

After the Emergency

- When you return to the exam room, **do not resume writing** until instructed by the invigilator.

- You will be given your **full remaining exam time**.
- A formal **report will be sent to the awarding body** detailing the incident.

These procedures are in place to protect your safety and the integrity of the examination. Please follow all instructions carefully.

Candidates with Access Arrangements or Reasonable Adjustments

Students who are entitled to extra support during exams will be accommodated in line with their approved access arrangements.

- You may be seated **at the back of the Sports Hall** or in a **separate exam room**, depending on your specific needs.
- Where possible, students with similar arrangements will be seated **together** to minimise disruption and ensure a supportive environment.
- These arrangements are designed to help you perform to the best of your ability while maintaining fairness for all candidates.

If you have any questions about your access arrangements, please speak to the **Exams Officer** or **SENCo** as soon as possible.

Exam Results Collection

Results Release Dates

- **November exam results** – issued in **January**
- **May/June exam results** – issued in **August**
    - **GCE results**: Thursday **12th August 2027**
    - **GCSE results**: Thursday **19th August 2027**

Please note: These dates may change each year. Always check with the Exams Office for confirmation.

Collecting Your Results

- **August results only**: If not collected on results day, they will be **mailed to your home address**.
- If you wish someone else to collect your results:
    - They must bring a **signed letter from you** giving them permission.
    - They must also present **valid ID**.
    - Without both the letter and ID, **results will not be released**.

Post-Results Services: Enquiries About Results (EAR)

After receiving your exam results, you have the right to request a review if you believe your grade is too low. This process is known as an **Enquiry About Results (EAR)** and may involve:

- A **clerical check** (to ensure marks were added correctly)
- A **review of marking** (a re-evaluation of your exam paper)

Important: Your grade may go **up, stay the same, or go down**. The final result will replace your original grade.

Deadlines & Fees

- EAR requests must be made **quickly** due to strict awarding body deadlines.
- If **you request** the review, a **fee will apply** (payable in advance — details from the Exams Officer).
- If the **Academy requests** the review, the **fee will be covered** by the Academy.

What to Do If You're Concerned About a Grade

Cornwallis Academy recommends the following steps:

1. **Speak to your subject teacher** within **one calendar week** of receiving your results.
2. If the Academy agrees a review is appropriate, it will be submitted immediately.
3. If the Academy does **not support** a review:
    - You will be informed within **three working days**.
    - You may still proceed with a formal appeal.

Appeal Procedure

If you wish to challenge the Academy's decision not to submit a review:

- Submit your **appeal within two days**.
- A meeting will be arranged within **three days**, involving:
  - You and your parent/carer
  - Subject teacher
  - Exams Officer
  - Head of Academy or senior representative
- You'll present your case at the meeting.
- A final decision will be made and communicated **verbally and in writing**.
- If approved, the Exams Officer will submit the EAR before the deadline.

If the Academy does not uphold your request, and you still wish to proceed, **you will be responsible for the fee**. Payment must be made before the EAR is submitted.

Certificates

- **Certificates are ready to collect from the school from January** of the following year after your exams were sat.
- Once all certificates have arrived from the awarding bodies, students will be notified via your **school email** when they are ready for collection.
- A **signature is required** upon collection.

Collecting Certificates

- If you are **unable to collect your certificates in person**, someone may collect them on your behalf **only if**:
  - They bring a **signed letter from you** giving permission.
  - They present **valid ID**.

Without both the permission letter and ID, certificates **will not be released**.

Storage and Retention

- Certificates not collected will be held by the Academy for **one year** after the initial collection date.
- After this period, they will be **destroyed** in accordance with awarding body regulations.

Internal Appeals Procedure

Cornwallis Academy is committed to ensuring that all internally assessed work submitted for external moderation is conducted **fairly, consistently**, and in line with the **qualification specifications**.

- Assessments are carried out by trained staff with appropriate subject knowledge.
- Internal moderation and standardisation are used to ensure consistency across assessors.
- All student work must be produced and authenticated according to awarding body requirements.

Grounds for Appeal

Students may appeal **only against the assessment process**, not the final mark or grade submitted for moderation.

How to Make an Appeal

1. **Timing** Appeals must be made **as early as possible** and **at least two weeks before** marks are submitted to the exam board. Students will be informed of their internally assessed marks **verbally by their teacher**.
2. **Submitting an Appeal** Appeals must be made **in writing** by the student's **parent/carer** to the **Exams Officer**. The appeal will be investigated by the Exams Officer and **at least two other staff members** not involved in the original assessment. If the Exams Officer was involved, the **Head of Academy** will appoint a suitable alternative investigator.
3. **Purpose of the Appeal** The investigation will determine whether the assessment process followed the awarding body's requirements and the **QCA exams code of practice**.
4. **Outcome Notification** The student will receive a **written outcome**, including any relevant correspondence with the awarding body and any procedural changes.

5. **Record Keeping** The outcome will be reported to the **Head of Academy** and logged as a formal complaint. A written record will be kept and made available to the awarding body if requested. If any significant irregularity is found, the awarding body will be informed.

Moderation by Awarding Bodies

Please note:

- After internal assessment, awarding bodies **moderate** the work to ensure consistency across centres.
- This process may result in **mark changes**, which are **outside the Academy's control** and **not covered by this appeals procedure**.

If you have concerns about moderation outcomes, please contact the **Exams Officer** for the awarding body's appeals procedure.

Complaints

Cornwallis Academy is committed to ensuring that all candidates and their parents/carers are aware of the procedures for raising concerns or complaints regarding the **delivery or administration of qualifications**.

Raising a Concern or Complaint

If a candidate (or parent/carer) has a general concern or complaint, the Academy encourages an **informal resolution** in the first instance. This can be done by:

- Speaking to a relevant member of staff in person
- Contacting the Academy by telephone
- Writing to: **pjahanshahi@cornwallisacademy.com** Or addressing correspondence to the **Head of Centre**

Grounds for Complaint

Complaints may be made on (but are not limited to) the following grounds:

- **Teaching and Learning**
- **Access Arrangements and Special Consideration**
- **Exam Entries**
- **Results and Post-Results Services**

For details on how to appeal internally assessed marks or request a review of results, please refer to the **Internal Appeals Procedure** section of this handbook.

The following page are provided from JCQ website

APPENDIX 1

JCQ Information for candidates - Coursework assessments

Effective from 1 September 2026

Produced on behalf of: ©JCQCIC 2026

Introduction

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/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm downloaded 5 February 2027.

Where AI has been used, 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/), 25/01/2027. You should also acknowledge the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s)/prompts used to generate the AI content as well as the AI generated content itself 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 from other sources and do not show your sources in references and a bibliography, this will be considered as cheating.

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 not crediting the source. This includes outputs from AI tools. **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 for detecting plagiarism 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.

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.

APPENDIX 2

JCQ Information for candidates – non-examination assessments

Effective from 1 September 2026

Produced on behalf of: ©JCQ[CIC] 2026

Introduction

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.

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 2027.

Where AI has been used, 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/), 25/01/2027. You should also acknowledge the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s)/prompts used to generate the AI content and the AI generated content itself 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 from other sources and do not show your sources in references and a bibliography, this will be considered as cheating.

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and not crediting the source. This includes outputs from AI tools. **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 for detecting plagiarisim 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.

Sanctions for breaking the regulations

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

you will be awarded zero marks for your work;

you will be disqualified from that component for the examination series in question;

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.

APPENDIX 3

JCQ Information for candidates – on-screen tests

With effect from 1 September 2026

Produced on behalf of: ©JCQ[CIC] 2026

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

Introduction

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

Be on time for your on-screen exams(s). If you are late, your work might not be accepted.

Do not become involved in any unfair or dishonest practice during the on-screen exam.

If you try to cheat or break the rules in any way, you could be disqualified from **all** your exams.

Only take into the exam room the materials and equipment which are allowed for that exam.

You **must not** take any unauthorised material into the exam room, including:

(a) notes;

(b) earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);

(c) mobile phone;

(d) a watch.Unless you are told otherwise, you **must not** have access to:

(e) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. memory sticks, social media sites, spreadsheets or the internet;

(f) 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.**

Do not talk to, try to communicate with or disturb other candidates once you have entered the exam room.

If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.

Do not borrow anything from another candidate during the on-screen test.

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

Know the date and time of your on-screen exam(s). Arrive at least ten minutes before the start of your on-screen exam.

If you arrive late for an on-screen exam, report to the invigilator running the test.

If you arrive more than one hour after the published starting time for the on-screen exam, you may not be allowed to take it.

Your centre will inform you of any equipment which you may need for the on-screen exam.

C. Calculators, dictionaries and computer spellcheckers

You may use a calculator unless you are told otherwise.

If you use a calculator:

(a) make sure it works properly; check that the batteries are working properly;

(b) clear anything stored in its memory and make sure it is in exam mode;

(c) remove any parts such as cases, lids or covers which have printed instructions or formulae;

(d) **do not** bring any operating instructions or prepared programs into the exam room.

Do not use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the on-screen exam

Always listen to the invigilator. Always follow their instructions.

Tell the invigilator at once if:

(a) you have been entered for the wrong on-screen exam;

(b) the on-screen exam is in another candidate's name;

(c) you experience system delays or any other IT issues;

(d) your access to the on-screen exam has not been set up correctly;

(e) adjustments to the on-screen exam 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.

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

If, on the day of the on-screen exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.

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.

You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen exam

Ensure that the software closes at the end of the on-screen exam.

If you are required to print off work outside the time allowed for the on-screen exam, 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).

Do not leave the exam room until told to do so by the invigilator.

Do not take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen exam.

APPENDIX 4

JCQ Information for candidates – written exams

With effect from 1 September 2026

Produced on behalf of: ©JCQ[CIC] 2026

Introduction

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.
You should also check with your teacher which calculator you may use in your exams.

A. Regulations – Make sure you understand the rules

Be on time for all your exams. If you are late, your work might not be accepted.

Do not become involved in any unfair or dishonest practice during the exam.

If you try to cheat or break the rules in any way, you could be disqualified from **all** your exams.

You **must not** take into the exam room any unauthorised material, including:

(a) notes;

(b) earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);

(c) a mobile phone

(d) a watches (e.g. analogue, digital, smartwatch);

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.

Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.

Do not talk to or try to communicate with or disturb other candidates once you have entered the exam room.

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

If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.

Do not borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

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.

Know the dates and times of all your exams. Arrive at least ten minutes before the start of your exam.

If you arrive late for an exam, report to the invigilator running the exam.

If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.

Only take into the exam room the pens, pencils, erasers and any other permitted equipment needed for the exam.

C. Calculators, dictionaries and computer spellcheckers

Do not use a dictionary or computer spellchecker unless you are told otherwise.

You may use a calculator unless you are told otherwise.

If you use a calculator:

(a) make sure it works properly; check that the batteries are working properly;

(b) clear anything stored in its memory and make sure it is in exam mode;

(c) remove any parts such as cases, lids or covers which have printed instructions or formulae

(d) **do not** bring any operating instructions or prepared programs into the exam room.

D. Instructions during the exam

Always listen to the invigilator. Always follow their instructions.

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).

Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.

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.

Remember to write your answers within the designated sections of the answer booklet.

Do your rough work on the proper exam stationery. Cross it through and place any additional answer sheets inside your answer booklet. (For CCEA examinations place any additional sheets behind your answer booklet.) 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

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.

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.

You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

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 answer booklet.

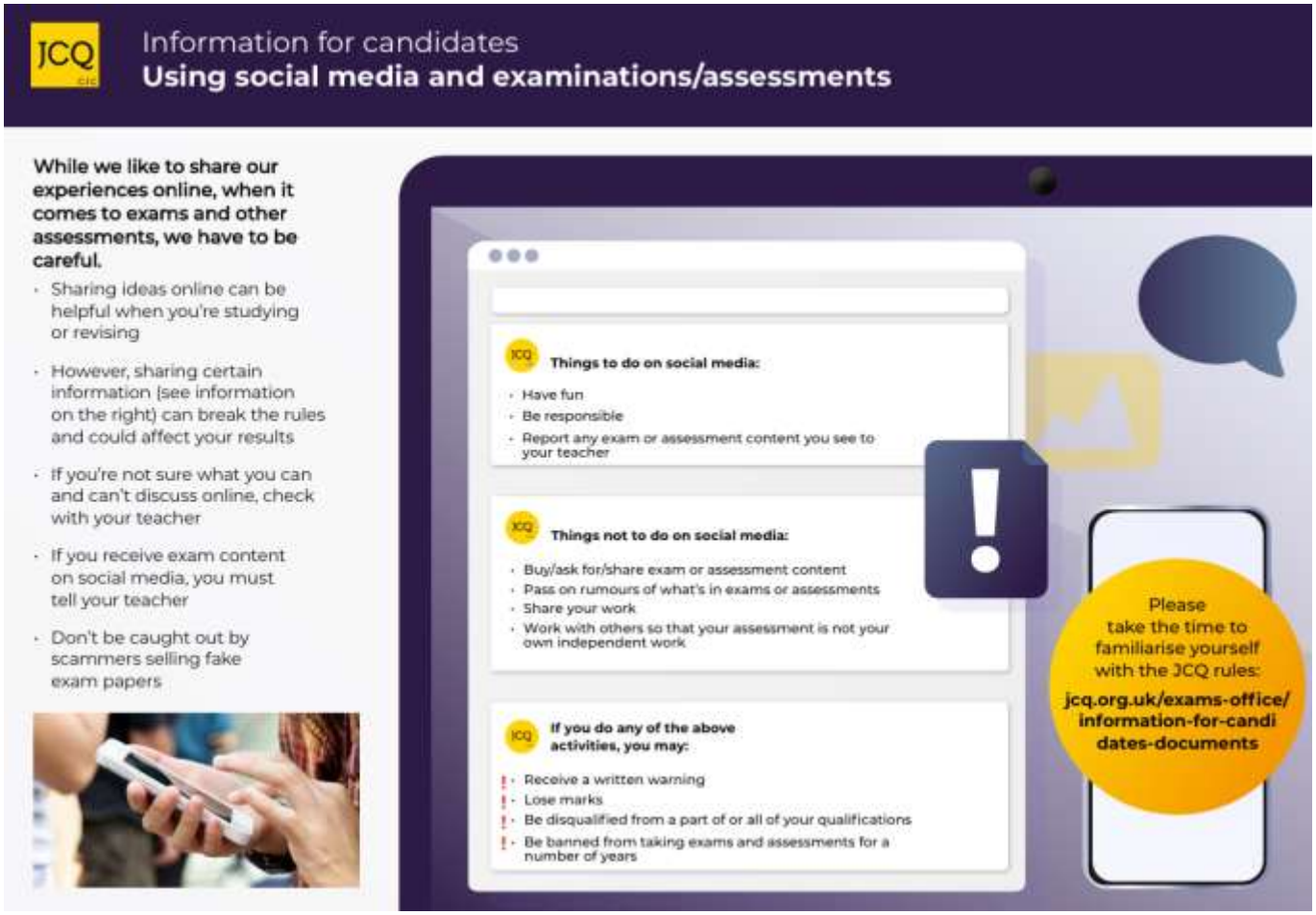
Do not leave the exam room until told to do so by the invigilator.

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.

APPENDIX 5

JCQ Information for candidates – social media

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



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.



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 or any watch, is a serious offence and could result in* ***DISQUALIFICATION*** *from your examination and your overall qualification."*

JCQ CIC

AQA CAMBRIDGE OCR City & Guilds cea NCFE Pearson wjec cbac

NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES

NO STORAGE OR WEB-ENABLED DEVICES



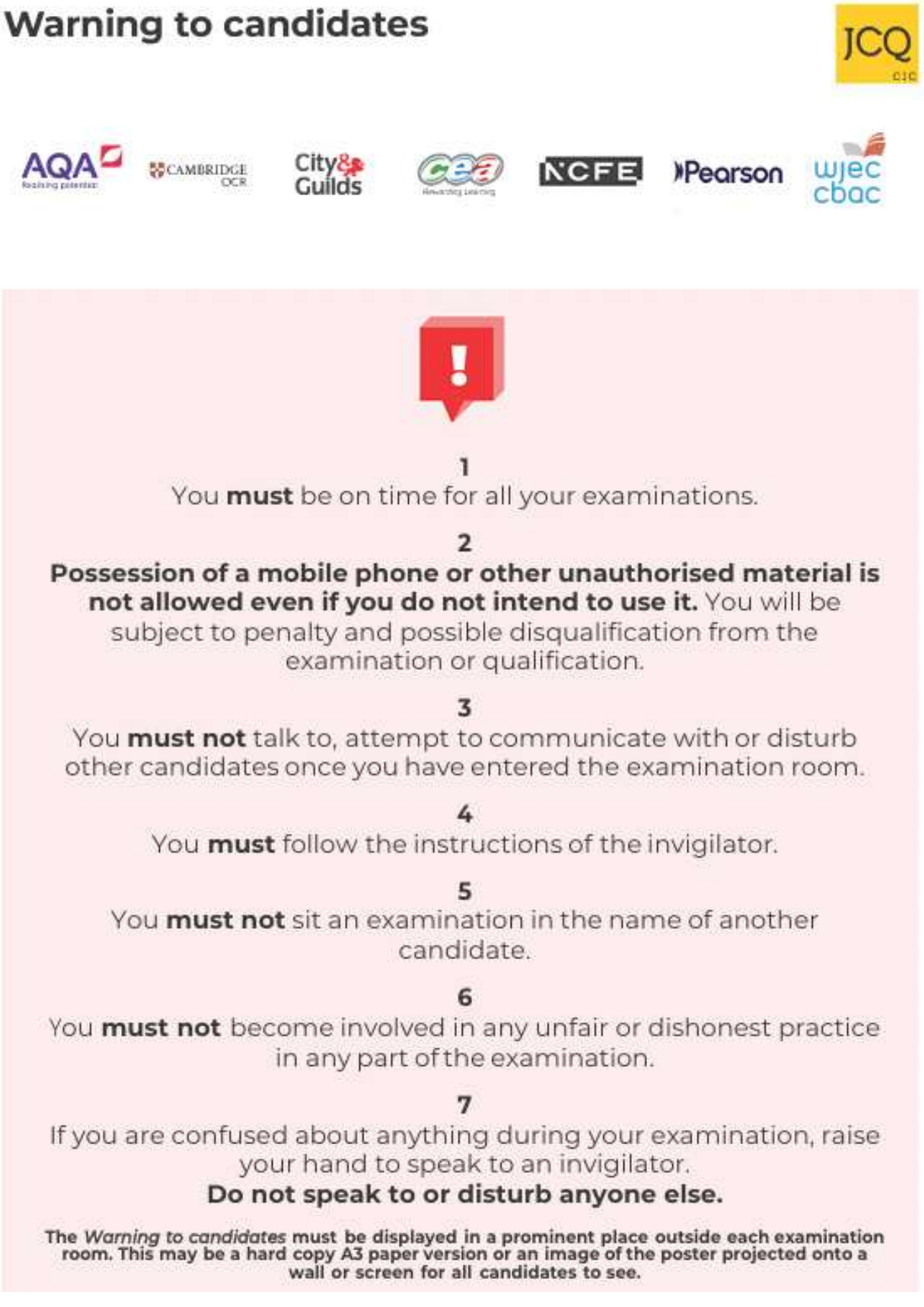
Possession of unauthorised items
is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

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 · CAMBRIDGE OCR · City & Guilds · ceq · NCFE · Pearson · wjec cbac

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

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

3
You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4
You **must** follow the instructions of the invigilator.

5
You **must not** sit an examination in the name of another candidate.

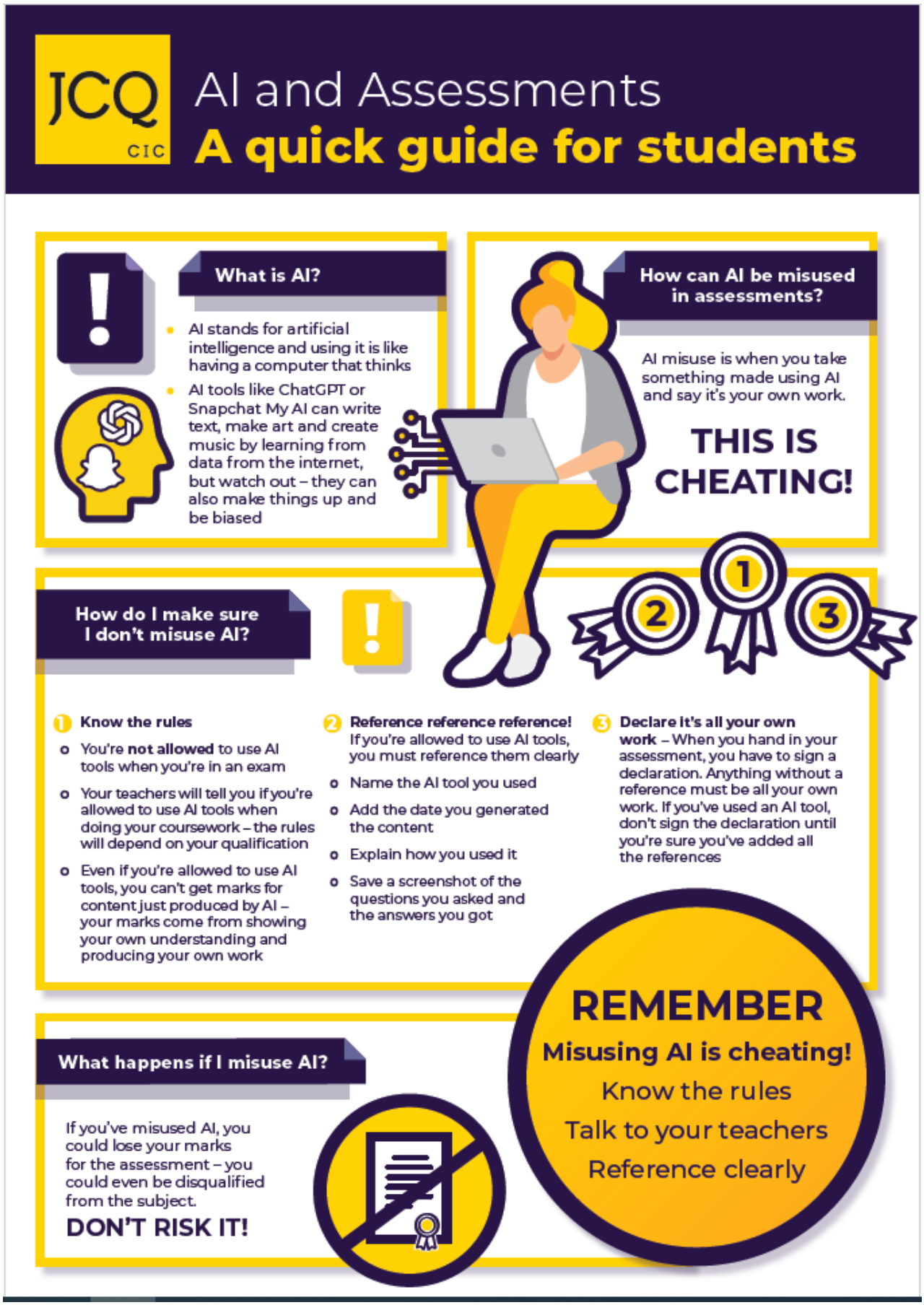
6
You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7
If you are confused about anything during your examination, raise your hand to speak to an invigilator.
Do not speak to or disturb anyone else.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

JCQ AI poster for students

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



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CANDIDATE EXAM HANDBOOK CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the slip and return to your Form Tutor, Exam Office or Coach by

15th October 2026

If there is anything you do not understand, you should ask Mrs Acres, Exams Officer for clarification.

-

Students Name:.....F**orm:**.....

Parent/guardian Name:.....

I have read the contents

I 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 have 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)

- ☐ Coursework
- ☐ Non-examination assessments
- ☐ On-screen tests
- ☐ Social media
- ☐ Written exams

By signing here, I am confirming all of the above

Candidate Signature:.....

Parent/ Guardian Signature (If Under 18).....

Date of signature.....