Twynham TGS

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CANDIDATE EXAM HANDBOOK

2026-2027

Twynham School - Centre Number 55209

The Grange School - Centre Number 55203

This handbook is reviewed and updated annually

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Introduction

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

Purpose of this handbook

This handbook aims to advise you on the information you need to know about your examinations. The exam boards have very strict rules and regulations which must be followed for the conduct of examinations and our schools are required to follow them precisely.

Contact details

Our school telephone numbers are: 01202-486237 (Twynham) & 01202-486536 (The Grange)
Email for the Twynham Exams office: exams@twynhamschool.com
Email for The Grange Exams office: exams@thegrangeschool.com
Twynham Exams Officer: Ms Rebecca Ricketts
The Grange Exams Officer: Ms Karen Clarkson
SLT Exams: Ms Cath Swart
Head of Centre: Ms Kate Ball (Twynham) / Ms Laura Concar (The Grange)
Executive Headteacher: Mr Matthew Woodville
Executive SENCo: Ms Sadie Miller
Twynham SENCo: Ms Lauren Lambert
The Grange School SENCo: Ms Emilie Thomas

Examination boards

Our schools use the following exam boards:

- OCR - https://ocr.org.uk/

- AQA - https://www.aqa.org.uk/
- Pearson/Edexcel - https://pearson.com/
- NCFE – https://ncfe.org.uk
- WJEC – http://www.wjec.co.uk

Malpractice

You are encouraged to read the 'Information for candidates' which is shown the end of this handbook. Please note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the exam board.

JCQ provides information regarding what constitutes malpractice, the following is not an exhaustive list and other instances of malpractice may be identified and considered by the awarding bodies at their discretion:

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of candidates' work
- Undermining the integrity of examinations/assessments
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
- Copying or allowing work to be copied e.g. posting written work on social networking sites prior to an examination/assessment
- Collusion: allowing others to help produce your work or helping others with theirs
- Asking others about what questions the exam will include (even if no one tells you)
- Having or sharing details about exam questions before the exam – whether you think these are real or fake
- Not telling exam boards or your school about exam information being shared

Things not to do on social media:

- Buy / ask for / share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work
- and/or non-examination assessments and coursework, as example:

  Research and using references

*... Where 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...*

If you copy the words, ideas or outputs from other sources and do not show your sources in the 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****...*

Personal data

In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high-level summary of the information the awarding body is required by law to give you about of what happens to that information.

For more detail see each awarding body's full Privacy Notice:
AQA https://www.aqa.org.uk/about-us/privacy-notice
OCR https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
NCFE https://www.ncfe.org.uk/customer-and-learner-support/legal-information/privacy-notice/
WJEC https://www.wjec.co.uk/home/privacy-policy/

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre. Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis. The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS).

An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- **Access** – you are entitled to ask each awarding body about the information it holds about you. • Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- **Erasure** – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds. A candidate may notify the awarding body, by giving notice to the centre, that they wish to opt out of the awarding body's use of their Student Materials,
- **Object to or restrict processing** – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.

- **Complain** – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years. Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body.

Our schools will retain information for a period of 7 years after a student leaves in Year 11 and up to the age of 25.

Copyright

The copyright of any form of work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate.

By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence).

If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre, and it is at the discretion of the awarding body whether or not to terminate such rights.

Coursework assessments / non-examination assessments

NEA's are assessments which take place outside of the written examination series

They include:

- Language Orals
- Practical units: Food, Design and Technology, Art
- Performance: Music, Drama, PE, Dance
- Other written subjects: Computer Science, Geography, History, Media Studies, English,
- BTECs

We will notify you of your examination entries and the dates and times of your examinations/assessments. You will be told if your work will be marked by your teacher or by the exam board. If your teacher has marked your work, you have the right to request a breakdown of the marks and to appeal the mark given if you feel that the specification assessment criteria has not been applied fairly.

Once your Non-Examined Assessment (NEA) has been assessed and marks have been internally standardised, you will be informed of the mark in your lesson by your teacher. They will inform you of your mark and the total marks available. You will not be given a grade or information on grade boundaries.

Written timetabled exams

Timetables

- You must check that you have been entered for the correct exams and correct tier (where applicable).
- You must check that your personal details are correct so that the correct details appear on your certificates (date of birth, spelling of names).

- It is a requirement that your registered legal name be used.
- Make sure you know the dates and times of your examinations. If you miss a Public Examination, you cannot take that paper at another time.
- Your timetable is your proof that you have been entered for an exam.
- If you notice any errors, please contact the Exams officer immediately.

Contingency sessions – Summer 2027

- The following date has been designated as contingency dates by the JCQ and all students sitting exams in this summer series **must** ensure they are available on these dates in the event of examinations needing to be rescheduled:
    - Wednesday 23rd June 2027

Examination clashes

The Exams officer will have already identified this and will be planning how to resolve the clash for you. Typical arrangements will be:

- False Clash – where the boards schedule two papers in the same subject to be taken together – for example MFL Listening and Reading; Religious Studies.
- Back to Back Clash – where there are two different subjects scheduled at the same time with a total time of up to three hours. These will be held in the same session.
- Session Change – where there are two different subjects and the total time is greater than three hours one subject may be moved to the other session on the same day.

You will receive written notification of the arrangements, and you may be asked to make an appointment to see the Exams Officer to discuss the exam day.

What time your exams will start

Unless notified otherwise:

- Morning exams start at 9.00am
- Afternoon exams start at 1.30pm

Attendance at Examinations

You are responsible for checking your timetable and arriving at school on the day and at the correct time

- You must be wearing full uniform – not applicable for 6th form students
- You must have the correct equipment
- You must arrive 30 minutes prior to the start of the exam and register in the normal location.
- Line up and wait until you are invited to enter the exam room.

Supervision during your exams

Exams are overseen by the Exams Officer and supervised by a team of invigilators. Invigilators will be external or internal staff that candidates may know. The Exams Officer and invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies. Candidates must comply with instructions given by these individuals and follow the prescribed rules read to them at the start of each exam in order to avoid malpractice.

Exam room conditions

- You must enter the examination room in silence.
- Do not write anything on your examination paper until instructed to do so.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper, and tier of entry
- Read all instructions carefully
- If a subject has a choice of questions, ensure you put the QUESTION NUMBER in the space indicated (otherwise it may not be marked!).
- Your registered legal name must be used on your examination papers.
- If you drop something on the floor do NOT pick it up - please put your hand up clearly and an invigilator will come to you.
- You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- When told to do so stop writing immediately.
- At the end of the examination all work must be handed in – remember to cross out any rough work.
- Invigilators will collect your exam papers and other examination material before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room/building.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room.
- Please leave the room in silence and show consideration for other candidates who may still be working.
- Please be aware that other rooms may be in use and be silent.

Where you will sit in the exam room

Your exam timetable will indicate your seat number for each exam. You will receive this in advance of your first exam.

How your identity is confirmed in the exam room

Candidate identity must be validated by a member of staff through the use of a photo id.

Candidates in Years 10 and 11 will be identified by photocards/photobook registers by a member of staff before the start of an examination.

Candidates in Year 12/13/14 must use their 6th Form lanyard to identify themselves to staff and invigilators.

What equipment you need to bring to your exams

Make sure you all have your own equipment. In an emergency, it may be possible to borrow limited items from the invigilators.

Your pencil case must be clear, and all contents must always be visible to the invigilator. You must bring the following with you:

- Minimum of 2 pens – **black only**
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener
- Eraser

For certain exams you will also need the following:

- Compasses
- Protractor
- Calculator (without the lid)
- Coloured pencil crayons

Pens should be black ballpoint. Erasable pens and gel pens are not permitted as these may be erased by the scanning process.

Correction pens/fluids are NOT allowed.

Highlighters MUST NOT be used in your answers but may be used on question papers.

Medication

If you require medication inside the examination room, you will be required to hand this to the invigilator before entering the room which will be placed inside a clear wallet. Please ensure the medication has been removed from packaging.

Using calculators

Check with your teacher well in advance of the examination date that yours conforms to regulations. Calculators with a memory function should be cleared before entering the exam room.

<table>
<tr>
<td>Calculators must be:

of a size suitable for use on the desk;
either battery or solar powered;
free of lids, cases and covers which have printed instructions or formulas.

</td>
<td rowspan="2">Calculators must not:

be designed or adapted to offer any of these facilities: -

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

be borrowed from another candidate during an examination for any reason;
have retrievable information stored in them - this includes:

databanks;
dictionaries;
mathematical formulas;
text.

</td>
</tr>
<tr>
<td>The candidate is responsible for the following:

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

</td>
</tr>
</table>

What you should not bring into the exam room

All watches, Fitbits, bracelets, charity bracelets are to be removed before entering the exam room. Smart devices including phones and smart glasses should not be brought into an exam room.

Food and drink in exam rooms

No food is to be taken into the exam room unless prior arrangements have been made for medical reasons.

Water bottles are permitted and MUST be clear and have a spill proof lid. There must be no labelling or writing on the bottle.

Where your personal belongings will be stored during your exam

Students will be informed before the exam series where their bags, coats, unauthorised materials including switched off mobile phones should be stored during their exams.

What to do if you arrive late for your exam

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely up to the discretion of the head of centre. If you are permitted to sit the examination, then the exam board will be informed, and they will decide whether to accept the script.

A candidate will be considered very late if they arrive:

- more than one hour after the awarding body's published starting time for an examination which lasts one hour or more i.e., after 10.00am for a morning examination or after 2.30pm for an afternoon examination.
- after the awarding body's published finishing time for an examination that lasts less than one hour.

If you are likely to be late you must:

- Immediately telephone the school giving your name, year, reason for lateness, and anticipated time of arrival.
- If you arrive before the scheduled start time of the examination, go immediately to the Examination Room line-up.
- If you arrive at, or after the scheduled start time of the examination please wait in reception and you will be met and escorted to the examination room. If you are travelling with parents/carers, please ask them to stay with you until you are met. Please do not use your mobile phone after the scheduled start time for the examination.

What to do if you are unwell during your exam or need to leave the room

Toilet breaks are permitted but please ensure you go before you enter the room. Unless there is a genuine situation then toilet breaks will not be permitted within the first hour or the last 15 minutes of the exam. You will lose any time that you take.

If you feel unwell during the exam, raise your hand and an Invigilator will help. If you need to leave the room, you will be escorted by the Invigilator. You will receive the full time when you return to the exam room.

What happens if you have an unauthorised absence from your exam

If you are unable to attend an exam it is essential you telephone the school first thing in the morning. Please do not leave a message on the school answer machine as this may not be collected until after the start of your examination. Please speak directly with reception and email the Exams Office (see Contact Details).

You must provide the Exams Officer with a note from your doctor detailing the reason for non- attendance as there may be an opportunity to apply for special consideration to the exam board. It may be possible for the exam board to consider all marks achieved and will sometimes enable them to adjust the mark and grade accordingly.

If you feel you are still able to attend but are not feeling 100% then we can assess the situation and move you to a different seating location. It is always better to attempt the exam.

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

The Exams Officer or invigilators will instruct candidates of what action is to be taken. It is important that all candidates listen closely to instructions provided and do not discuss the exam content with anyone. If an evacuation of the examination room is required, candidates will be instructed to leave all possessions and exam materials in the exam room and follow the evacuation instructions provided. Where possible the exam will continue once the emergency is over and the Exams Officer has communicated the process to be followed.

Candidates with access arrangements/reasonable adjustments

Access arrangements are agreed before an assessment. They allow candidates with specific needs, such as special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment. The intention behind an access arrangement is to meet the needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010* to make 'reasonable adjustments'.

Assessments are carried out by an assessor(s) appointed by the head of centre. The assessor(s) is (are) appropriately qualified as required by JCQ regulations.

Candidates will be notified of their access arrangements prior to their exams, and these will be detailed on their timetables. Where access arrangements are only in place for certain exams these will be identified on the candidate's timetable.

Depending on the nature of the access arrangement, candidates may sit their exams in smaller exam rooms either as part of a smaller group of candidates with similar arrangements or alone.

Results

Exam results are issued during the second and third week of August. These results are 'provisional' and is not your final certificate. Under normal arrangements, you are invited to come into school from 8:30 am to receive your Statement of Results. Teaching and pastoral staff will be available to offer support and guidance. The dates and arrangements are published on the school website.

If you know you will not be available to collect your own statement of results, then please provide either:

- A stamped addressed envelope – Your results will be posted on the official results day.
- A written letter of consent detailing who will collect your results on your behalf. The person collecting may be required to show their ID and the copy of the consent letter.

Post-results services

Details of the services available will be available on each school's website, this includes access to scripts; reviews of results and appeals procedures. Here you will be informed about the deadlines, fees, and charges for the services. Outcomes of the post-results services will be emailed to the student, so it is essential that a correct forwarding email is provided if you are no longer a student at either school. If you

wish to understand your results or have a question about your results, then please contact your subject teacher in the first instance.

Certificates

GCE AS/A-level, AAQ, GCSE and BTEC certificate collection dates will be posted on the school's website once they are received from the exam boards. This is typically from mid-November but is subject to receipt from the relevant exam boards.

Certificates are not released prior to the pre-arranged dates.

Certificates not collected are retained for 12 months and can be collected by candidates or their pre-authorised representative. In order to authorise someone to collect on your behalf please make sure you provide them with a signed letter of approval stating your name and candidate number and their full name. Candidates or their representative will need to provide photo id to collect their certificate.

We reserve the right not to retain your certificate beyond the 12 months. If you need your certificate after this, please contact the Exams Officer who will notify you whether it is still available or whether you will need to contact the awarding body to purchase a replacement; this will be at your own expense.

We do not post certificates, however, under special circumstances we may do this via a signed for postage method. Please contact the Exams Officer with the postal details and you will be advised of the current charge applicable. This fee will need to be settled prior to posting.

Internal appeals procedure

Full details of the school's Internal Appeals procedure and associated forms are available on the school website.

Should you wish to request a review of a mark you will have three working days to do so.

Your request must be made in writing, and you must explain why you are requesting a review. If you have sufficient grounds, your work will be reviewed by an assessor who was not originally involved in the marking, and you will be informed of the result of the review in writing.

Please be aware centre assessed marks are subject to change through the exam board moderation process.

Complaints and appeals procedure

If a candidate (or their parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification they are following, we encourage them to try to resolve this informally in the first instance. A concern or complaint should be made in writing to the Head of Centre.

If a complaint fails to be resolved informally, the candidate (or their parent/carer) is then at liberty to make a formal complaint.

How to make a formal complaint

- A formal complaint should be submitted in writing by completing a complaints and appeals form available on the school's website.
- Completed forms should be returned to the Head of Centre.

Forms received will be logged by the centre and acknowledged within 5 working days.

How a formal complaint is investigated

- The Head of Centre will further investigate or appoint a member of the senior leadership team (who is not involved in the grounds for complaint and has no personal interest in the outcome) to investigate the complaint and report on the findings and conclusion.

The findings and conclusion will be provided to the complainant within 2 working weeks.

APPENDIX 1

JCQ Information for candidates - AI (Artificial Intelligence and assessments)

You **must** read this information, **prior** to beginning your assessments, 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.

AI (Artificial Intelligence and assessments) www.jcq.org.uk/exams-office/information-for-candidates/

APPENDIX 2

JCQ Information For Candidates – Coursework assessments

You **must** read this information, **prior** to beginning your work, if you are undertaking qualifications that contain elements of coursework assessment and before. If there is anything that you do not understand, you **must** ask your teacher.

Coursework assessments (Effective from 1 September 2026) www.jcq.org.uk/exams-office/information-for-candidates/

JCQ Information for candidates – Non-examination assessments

You **must** read this information, **prior** to beginning your work, if you are undertaking qualifications that contain components of non-examination assessment. If there is anything that you do not understand, you **must** ask your teacher.

Non-examination assessments (Effective from 1 September 2026) www.jcq.org.uk/exams-office/information-for-candidates/

JCQ Information for candidates – On-screen examinations

You **must** read this information **prior** to taking any externally assessed on-screen examinations as part of your qualification(s). If there is anything that you do not understand, ask your teacher.

On-screen examinations (Effective from 1 September 2026) www.jcq.org.uk/exams-office/information-for-candidates/

APPENDIX 5

JCQ Information for candidates – Social media

You **must** read this information, **prior** to beginning your assessments/exams, to help you stay within examination/assessment regulations when using social media. This information explains: Things to do on social media; Things not to do on social media; What may happen if you do anything on social media that you must not do.

Social media **www.jcq.org.uk/exams-office/information-for-candidates/**

APPENDIX 6

JCQ Information for candidates – Written examinations

You **must** read this information **prior** to taking any externally assessed written examinations. If there is anything that you do not understand, ask your teacher.

Written examinations **(Effective from 1 September 2026) www.jcq.org.uk/exams-office/information-for-candidates/**

JCQ *Unauthorised items* poster

You **must** read this information **prior** to taking any externally assessed on-screen or written examinations. If there is anything that you do not understand, ask your teacher.

This poster will be displayed outside each exam room. **Before** you enter the exam room, you **must** remind yourself that *"Possession of unauthorised items* (such as a mobile phone, smart glasses, any type of watch or any storage or web-enabled device) *is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification."*

Unauthorised items poster (Effective from 1 September 2026)

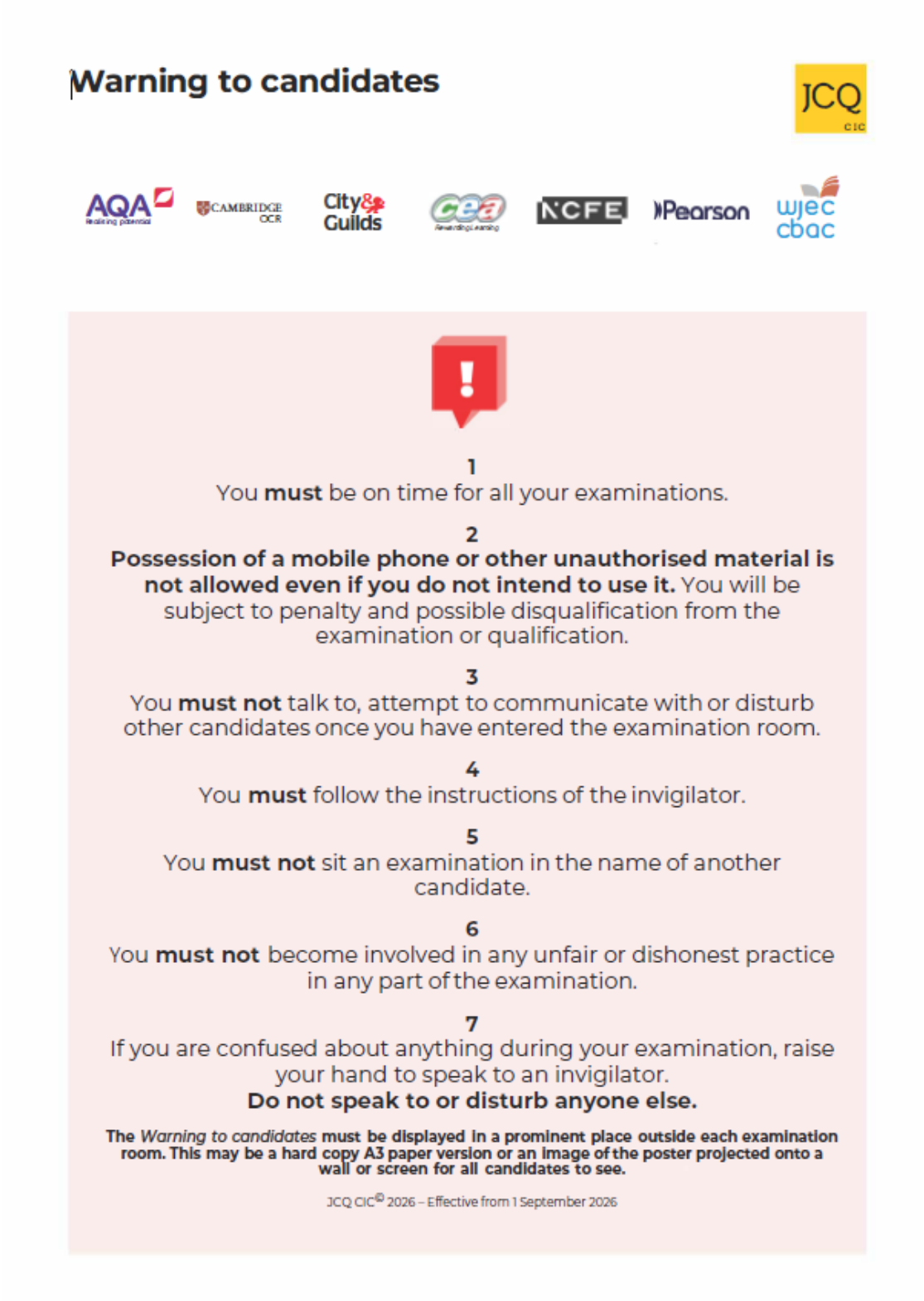


JCQ *Warning to candidates* poster

You **must** read this information **prior** to taking any externally assessed on-screen or written examinations. If there is anything that you do not understand, ask your teacher.

This poster will be displayed outside each exam room. **Before** you enter the exam room, you **must** remind yourself of all the warnings.

Warning to candidates poster (Effective from 1 September 2026)



Warning to candidates

JCQ CIC

AQA · Cambridge OCR · City & Guilds · CCEA · 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.

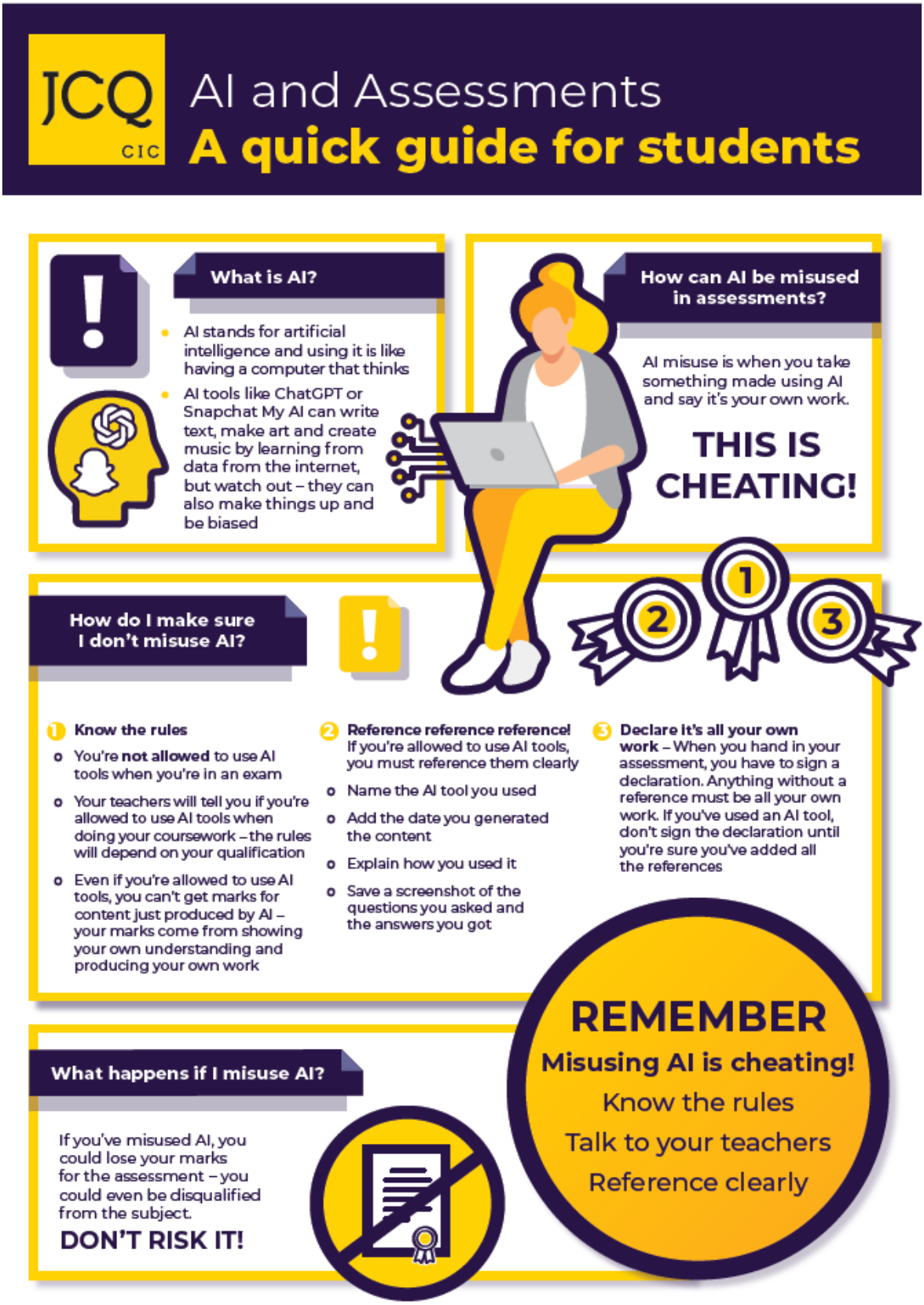
The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

JCQ CIC© 2026 – Effective from 1 September 2026

JCQ AI poster (for students)

This is a quick guide to help you to better understand the rules of AI and Assessments.

This information quickly explains: What is AI? How can AI be misused in assessments? How do I make sure I don't misuse AI? What happens if I misuse AI?



APPENDIX 10

JCQ Information for candidates – Preparing to sit exams

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.

Preparing to sit exams www.jcq.org.uk/exams-office/information-for-candidates/ (Effective from 1 September 2026)