



IMPORTANT EXAM INFORMATION 2025-26

- Arrive in plenty of time for all your exams (at least ten minutes before the start of each exam). Check your timetable carefully so that you know the correct dates and times of every exam.
- You **MUST NOT take any unauthorised items into the exam room:**
Airpods, Earphones/Earbuds, an iPod, a mobile phone, an MP3/4 player or similar device, a watch, smart glasses or any other smart device. Possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
- You **must** bring a black ball point pen (biro) with you to every exam. **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. Highlighters can only be used to highlight sections of the question paper and/or extract(s). You are responsible for producing legible writing.
- You will be provided with exams equipment for the papers that specify this, however, should you wish to bring your own equipment it must be in a see-through pencil case. Calculator cases are not allowed in the exam room. All equipment belonging to the exams department must be left on your exam desk. Any damage to exams equipment will result in a letter home to your parent(s)/carer(s) with a fine for the cost of replacement equipment. Do not borrow anything from another candidate during the exam.
- If you wish to bring a drink into the exam room, you are only allowed to bring one small bottle of water in a **transparent** plastic bottle **free of labels**.
- Listen carefully to the invigilator's instructions and **do not** start writing anything until the invigilator tells you to fill in the required details on the front of the paper. Make sure you remain under exam conditions from the moment you enter the exam room until the moment you leave the exam room and surrounding area.
- You **must** write your **legal** first name and last name on the front of the examination paper. Awarding bodies will not accept 'preferred' names.
- Candidate cards must be left on your exam desk at the end of every exam. Any defacing/damage to candidate cards will result in a fine of £1 per card.
- If you finish an exam early, please read through your answers. Candidates are not allowed to leave the exam room early. You must remain in the exam room for the full duration.
- Please check seating plans daily on the Exams noticeboards in the Languages corridor, to make sure you go to the correct exam room. The exam room you are seated in may vary according to the exam taking place.

- Unacceptable behaviour during exams will not be tolerated and you will be removed from the exam room risking disqualification from the exam. Your parent(s)/carer(s) will be contacted and the exam board must be notified.
- Should you have a query in the exam room please inform the invigilator immediately. Please note that if you have any issues these must be reported to the invigilator while you are in the exam room. It is too late to report an issue after the exam has finished and the exam room has been dismissed.

Important Documents: JCQ Information for Candidates 2025-26

The links below contain important information for candidates and can be viewed online. You should also be able to view these documents on the Student App. Please read these documents carefully to familiarise yourself with the JCQ rules and regulations.

https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-Written_Examinations_2025_FINAL.pdf

https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-On-Screen_Examinations_2025_FINAL.pdf

https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-Coursework_Assessments_2025_FINAL.pdf

https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-NE_Assessments_2025_FINAL.pdf

<https://www.jcq.org.uk/wp-content/uploads/2024/05/JCQ-Social-Media-Infographic-v6.pdf>

https://www.jcq.org.uk/wp-content/uploads/2025/08/JCQ-Preparing-to-sit-your-exams_-2025_2026.pdf

All candidates must adhere to the JCQ rules and regulations relating to examination procedures. Any candidate(s) who breaks these rules runs the risk of disqualification from all exams. The school MUST report any breach of the regulations to the Exam Board.

Failure to comply with the rules and regulations will result in serious consequences and can lead to disqualification from the exam(s).