URSULINE HIGH SCHOOL, WIMBLEDON

STUDENT EXAMINATIONS GUIDELINES BOOKLET

Academic Year, 2026-2027

FURTHER INFORMATION

We hope you will find our Examinations Guidelines Booklet informative and valuable.

If you have any queries concerning any aspect of the Examinations arrangements, please do not hesitate to contact the Examinations Officer, Mr Creasey.

Telephone: 020 3908 3146
Email: nicholas.creasey@ursulinehigh.merton.sch.uk

EXAM ENTRIES
Your subject teachers will inform you when you will be sitting your exams.

You will be sent a Statement of Entry which will list all the exams you have been entered for in any one exam season. **It is your responsibility to check that your Statement of Entry is correct and that your personal details are correct. You must inform the Exams Office within 48 hours of any errors or amendments. A charge will be made for late changes.**

To complete the exam entries, the school is required to provide candidates' personal data, which is pertinent to the exams, to the agencies involved in the examination process including the DfE, regulators, Awarding Bodies, Local Authority, UCAS. This information can be used by Awarding Bodies for statistical and policy development purposes. Candidates need to be aware that their data is held by these bodies to provide an audit trail and an accurate record of each individual's achievements.

RE-SITS
If you wish to re-sit a unit in May/June 2027, or have been advised to do so, you will be asked to complete a re-sit request form in October 2026 and to sit a mock exam in November/December 2026. You will then be informed by the Head of Sixth Form whether your request has been agreed. If it is agreed, you will need to pay the appropriate fee to the Exams Officer by Friday 22nd January 2027.

If you subsequently decide not to re-sit please tell the Exams Office immediately. No refunds can be given for withdrawn entries.

TIMETABLE AND VENUES
Your individual exams timetable for May/June 2027 will be sent to you before the Easter Holidays by the Exams Office. Any errors must be reported to the Exams Office within 48 hours.

Regardless of where your subject is taught, girls sit exams at Ursuline High School and boys sit exams at Wimbledon College unless you are informed otherwise.

Exam Rooms and Seating Plans will be posted on the notice boards in the Crescent Road Entrance Foyer early each morning. You should allow yourself time to check these boards prior to your exams.

START TIMES
9.00 am for morning exams (AM)
1.30 pm for afternoon exams (PM)
These start times apply to all students, regardless of which unit(s) you are sitting in any one session, including re-sits.

Check your timetable each day to make sure you know when your exams are being held.

Students must be lined up 30 minutes before the start time.

LATENESS

Punctuality for examinations is very important. **If you miss an examination, it cannot be taken at another time.** You must make every effort to arrive on time. If, however you know you are going to miss the start of the examination for some reason e.g. you have got the timing of the exam wrong or all your trains are cancelled, you should try and contact the school office immediately and get a message to the Examinations Officer. Candidates who get in to school as quickly as possible will be admitted into the examination up to one hour after the start time but if you arrive later than this or after the exam has finished you must report immediately to the Examinations Officer.

ACCESS ARRANGEMENTS

Access arrangements are agreed before an assessment. They allow candidates/learners with special educational needs, disabilities or temporary injuries to:

- access the assessment.
- show what they know and can do without changing the demands of the assessment.

The intention behind an access arrangement is to meet the particular needs of an individual candidate without affecting the integrity of the assessment. These arrangements are made through the Learning Support Department usually in the Autumn Term (deadline for requests for summer exams – 1st February 2027).

ILLNESS

In exceptional circumstances candidates may be allowed **Special Consideration** for absence from any part of an examination. You must notify the school office as soon as possible if you are unable to attend an exam (telephone number 020 8265 2788).

If you feel ill during an exam, please inform an invigilator immediately.

The Examinations Officer can apply for Special Consideration if exam performance on the day is affected by illness or personal circumstances. Written/medical evidence must be given to the Examinations Officer **within one week** of the affected exam.

In all situations where medical or personal circumstances affect attendance at or performance in exams, please speak to the Examinations Officer as soon as possible to enable the most appropriate course of action to be taken.

EXAM ROOM CONDUCT

Please read JCQ 'Information for Candidates' and 'Warning to Candidates' (Appendix 1(i), Appendix 1(ii), Appendix 2 & Appendix 3) carefully. If you break any of the examination rules and regulations, you may be disqualified from all subjects.

IMPORTANT: Please pay particular attention to the following:

- **It is your responsibility to ensure you bring everything required for the exam to the exam room. Please us the exam day checklist at the end of this Examinations Guidelines Booklet every time you have an exam. Consider printing it out.**

- Watches (including Smart/Digital watches), Wristwatches or other personal timepieces are not permitted in the examination room. The timekeeping for the exam will be visible from clearly displayed Digital and analogue clocks therefore personal timekeeping devices are not permitted.

- **Mobile telephones** (and notes, calculator cases, Ruby calculator, personal stereos, electronic or radio communication devices, any type of watch including Smartwatches, iPods and MP3/4 players) **are not allowed in the Examination Room** under any circumstances. **PLEASE LEAVE ALL ELECTRONIC DEVICES AT HOME DURING EXAMS**. If you have a school locker, the mobile telephone may be locked in your locker during the examination. Otherwise, if you arrive in school for an examination with any of the above devices you will be given a numbered plastic pouch and wristband by an Invigilator. Please remove the wristband and put it on your wrist. Place your devices in the plastic pouch and hand it to any invigilator. These will be kept safely if the Exams Office where they can be collected at the end of the exam. The school will take reasonable steps to ensure the safety and security of electronic devices handed in during exams, however it will not be responsible for any loss or damage which may occur during this time. If you are discovered to have a mobile telephone or other unauthorised item on your person, during an exam or supervision period, you will be subject to penalty and possible disqualification. Candidates at Ursuline have been disqualified from exams for possession of a mobile telephone in the past. **IT IS NOT WORTH TAKING THE RISK!**

- **If you are wearing a watch, you will be asked to remove it and hand in to an invigilator.**

- Candidates must write in **BLACK** ink or ballpoint pens. Pencils, coloured pencils, highlighters or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

- **Legal Names:** When writing your surname and forename on exam papers and answer booklets you must use your LEGAL NAMES as they appear on your desk cards. DO NOT use nicknames, middle names or preferred names.

- **Calculators:** In examinations where the use of calculators is allowed you must ensure that your calculator conforms to the examination regulations. If in doubt, please ask your subject teacher. **Any calculator covers must be removed BEFORE you enter the exam room.**

- **Pencil Cases:** All pens, pencils, rulers etc. must always be visible to the invigilators. You must either use a see-through pencil case, or polythene bag or place your equipment directly on the desk. It is your responsibility to bring to the exam any materials your teacher has told you are required for that paper. Do NOT expect exam or teaching staff to provide these. You should always have with you:
    - Black pens (at least two)
    - HB pencils
    - Rubber
    - Ruler
    - Calculator if permitted
    - Compass and protractor if sitting Mathematics or Physics

- **Food and Drink:** No food or drink is allowed, apart from still water in a small, clear plastic bottle with no labels.

- **Bags and Coats:** Bags and coats must be left preferably in your locker or alternative location and must **never** be brought into the exam room.

- You should either be in full school uniform for years 7 - 11 or dressed according to the Sixth Form Dress Code (Years 12 & 13) for all examinations. Non-compliance risks being refused entry to examinations.

- You will be seated in candidate number order for all exams snaking from front to back to front to back etc. Find the desk with your name card on it.

- Students entitled to extra time will be seated to one side, so they are not disturbed when others leave. Extra time and other Access Arrangements will be marked on your desk card.

- You must remain silent at all times, face the front and not attempt to communicate with any other candidates while in the exam room. If you wish to ask a question or need anything during the exam, put your hand up to ask an invigilator.

- Stop work **immediately** when told to do so, even if in mid-sentence.

- If you finish early, you will NOT be allowed to leave but must wait until the end of the exam.

- Do not write on the exam desks as you are liable for the cost of cleaning should it be defaced.

- When all exam papers and scripts have been collected you will be asked to leave one row at a time. Other candidates may still be working so please leave as quietly as possible and move well away from the exam room before starting to talk.

MULTIPLE EXAM UNITS AND CLASHES

If you have two or more unit exams in the same subject timetabled for the same session you will sit them consecutively. Candidates will NOT be allowed to leave the exam room between units.

If you have two or more unit exams in the same or different subjects timetabled for the same session, they will be sat consecutively unless the total exam time for that session (including any Extra Time allocations) is more than three hours. If this is the case, it is likely that one of the units will be moved to a different session. The Examinations Officer will inform you how your clashes will be resolved with a revised Statement of Entry.

If your clash does involve moving an exam from morning to afternoon, or vice versa, you will be supervised from the end of the first exam until the start of the next exam. You should bring food and drink with you as you will not be allowed to go to the dining hall or sixth form common room. You will not be able to use a computer, mobile telephone or other electronic device and you will not be allowed to speak to anyone else unless you have the permission of the person supervising you.

If you have exams totalling more than 6 hours in one day, this may involve overnight supervision. See the Examinations Officer immediately to discuss this if this affects you.

COURSEWORK, NON-EXAMINATION ASSESSMENTS & CONTROLLED ASSESSMENT

You must be aware of the JCQ regulations regarding the production of coursework & controlled assessment (see Appendix 4, and Appendix 5).

Make sure that you adhere to the deadlines given to you by your teachers for the submission of coursework. If you are uncertain you must ask for advice from your teachers to avoid any breach in this event. Plagiarism is a serious breach of exam regulations which could result in your disqualification from the subject.

Essential reading
Joint Policy for Assessment Decisions (Appendix 6)
JCQ use of AI and its malpractice JCQ-AI-poster-for-students-2.pdf**– Appendix 9**

SOCIAL MEDIA

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty (see Appendix 7).

RESULTS

Year 11, 12 and 13 are encouraged to come in to school on their respective Results Days (see Key Dates on page 8) to collect their results in person between 8.30 – 10.30 am. Senior staff will be available to discuss any issues which may arise. Any results not collected by 10.30am will be posted home by first class mail.

A copy of your Statement of Results will be available in the 'Document' section of Arbor using your personal username and password by 5pm on Results Days. Make sure you know your email and Arbor username and password and have tested these well in advance.

For November results a printout of your unit marks will be given out by your subject teacher as soon as possible after publication of results.

Please note that results will not be given to anyone other than the STUDENT without written authorisation.

POST RESULTS SERVICES

Information about Post Results Services including how to request a review of marking and how to request a copy of, or your original, script will be included in your results envelope packs. The Awarding Bodies do make a charge for these services and the requests must be made through the Examinations Officer. Services which require payment will only be undertaken on receipt of the required monies. Candidates must provide written consent for reviews of marking and access to scripts services offered by the Awarding Bodies. The deadlines for these services are set by the Awarding Bodies and are strictly enforced so please read the information carefully (see also Key Dates on page 7). The Examinations Officer will be available in school during and after results day if you have any concerns.

APPEALS

All requests for review of marking and access to scripts services for externally assessed units are processed through the Exams Office and will be undertaken by the Examinations Officer. If a candidate wishes to appeal a review of marking decision a request must be made in writing to the Headteacher, via the Examinations Officer, within seven days of receipt of the review outcome. Requests for re-moderation of internally assessed units will be referred to the Head of Department and Headteacher. If a candidate disagrees with a centre decision not to support an enquiry about results this must be communicated to the Headteacher in writing not less than seven days before the review of marking deadline (see Key Dates on Page 8).

CERTIFICATES

Certificates will be available in school from 1 December following the examination. You will be notified of Certificate Collection days for GCSE and A Level certificates in due course. Certificates must be collected in person as a signature is required. If you have left school, please contact the Examinations Officer in advance to ensure you do not have a wasted journey.

KEY DATES FOR ACADEMIC YEAR 2026 - 2027

Tuesday 3 November – Monday 9 November 2026
GCSE Mathematics and GCSE English re-sit exams

Monday 2 November – Tuesday 10 November 2026
Year 13 Mock A Level Exams

Monday 7 December – Thursday 17 December 2026
Year 11 Mock GCSE Examinations

Monday 7 December 2026
Certification Collection Day for Year 13 and Year 11 leavers

Wednesday 13 January 2027
November 2026 GCSE Mathematics & English results available

Friday 22 January 2027
Deadline for GCSE, AS and A Level exam entries for June 2027 to Exams Officer (including re-sits)

Monday 22 February – Wednesday 3 March 2027
Year 13 Mock A Level Exam

Wednesday 21 April – Thursday 22 April 2027
Year 11 GCSE Art / Art Textile Exam

Wednesday 28 April – Friday 30 April 2027
Year 13 A level Art Exam

Monday 26 April – Friday 30 April 2027
Year 12 End of Year Internal Exams

Tuesday 4 May 2027
GCSE art moderation

Tuesday 10 May 2027
A-Level art moderation

Thursday 12 August 2027
A Level, Extended Project and T-Level Results published

Wednesday 18 August 2027
Last date to request priority Review of Marking for GCE

Thursday 19 August 2027
GCSE and BTEC Level 2 Results published

Tuesday 21 September 2027
Last date to request Review of Marking Service (May/June 2027)

Tuesday 21 September 2027:
Last date to order original scripts (May/June 2027)

FOOTNOTE FOR LINKED POLICIES

1. AI Policy
2. Assessment Policy
3. Complaints Policy
4. Conflict Of Interest
5. Internal Appeals
6. Joint Policy Assessment Policy
7. Malpractice
8. Non-Exam Assessment Policy
9. UHS Exam policy
10. Word Processor Policy

All these can be found on the school website at: Policies - Ursuline High School

Further information for candidates can be found on the JCQ website at:
Information for candidates – Joint Council for Qualifications

Information for candidates

Appendix 1 – information for candidates written examinations (IFC-Written_Examinations_2026_FINAL.pdf)

Joint Council for Qualifications CIC

Information for candidates

Written examinations

Effective from 1 September 2026

Produced on behalf of:

AQA CAMBRIDGE OCR City & Guilds CEA NCFE Pearson WJEC CBAC

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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

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

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

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

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

(a) notes;

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

(c) a mobile phone;

(d) a watch (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.

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

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

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

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

9 **Do not** borrow anything from another candidate during the exam.

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

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

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

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

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

5 You **must** write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spellcheckers

1 You may use a calculator unless you are told otherwise.

2 If you use a calculator:

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

(b) clear anything stored in its memory 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.

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

D. Instructions during the exam

1 Always listen to the invigilator. Always follow their instructions.

2 Tell the invigilator at once if:

(a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;

(b) the question paper is incomplete or badly printed;

(c) you think you have not been given the expected access arrangement(s).

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

4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.

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

6 Do your rough work on the proper exam stationery. Cross it through and 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

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

2 Put up your hand during the exam if:

(a) you have a problem and are not sure what you should do;

(b) you do not feel well;

(c) you need more paper.

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

F. At the end of the exam

1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet.

Make sure you add your candidate details to any additional answer sheets that you use.

For CCEA examinations, any loose additional answer sheets should be placed **behind** your answer booklet.

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

3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.

Appendix 2

Warning to candidates

JCQ CIC

AQA | City & Guilds | CCEA | NCFE | OCR | Pearson | WJEC

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, only speak to an invigilator.

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

Appendix 3

JCQ CIC

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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.

This poster must be displayed in a prominent place outside each examination room.

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Appendix 4 – Information for candidates on screen examinations
(IFC-On-Screen_Examinations_2026_FINAL.pdf)

JCQ CIC Joint Council for Qualifications CIC

Information for candidates

On-screen examinations

Effective from 1 September 2026

Produced on behalf of:

AQA CAMBRIDGE OCR City & Guilds CEA NCFE Pearson WJEC CBAC

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This document has been written to help you.
Read it carefully and follow the instructions.

If there is anything you do not understand ask your teacher.

A. Regulations – Make sure you understand the rules

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

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

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

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

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

(a) notes;

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

(c) a mobile phone;

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

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.

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

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

8 **Do not** borrow anything from another candidate during the on-screen exam.

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

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

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

3 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.

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

C. Calculators, dictionaries and computer spellcheckers

1 You may use a calculator unless you are told otherwise.

2 If you use a calculator:

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

(b) clear anything stored in its memory 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.

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

D. Instructions during the on-screen exam

1 Always listen to the invigilator. Always follow their instructions.

2 Tell the invigilator at once if:

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

3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are told that the exam has begun.

E. Advice and assistance

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

2 Put up your hand during the on-screen exam if:

(a) you have a problem with your computer and are not sure what you should do;

(b) you do not feel well.

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

F. At the end of the on-screen exam

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

2 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).

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

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

Information for candidates – coursework assessments
(IFC-Coursework_Assessments_2026_FINAL.pdf)

Joint Council for Qualifications CIC

Information for candidates

Coursework assessments

Effective from 1 September 2026

Produced on behalf of:

AQA CAMBRIDGE OCR City & Guilds CEA Pearson WJEC CBAC

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

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

If you copy the words, ideas or outputs 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 5 - Information for candidate non-exam Assessments (IFC-NE_Assessments_2026.indd)

Joint Council for Qualifications CIC

Information for candidates

Non-examination assessments

Effective from 1 September 2026

Produced on behalf of:

AQA CAMBRIDGE OCR City & Guilds cea NCFE Pearson wjec cbac

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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. It could also include AI-produced material. **Plagiarism is a form of cheating which is taken very seriously.**

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

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who will be very familiar with work on the topic concerned. They may have read the source you are using or even marked the work you have copied from.
- Internet search engines for detecting plagiarism 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 6

Ursuline High School and Wimbledon College
Joint Policy for Assessment Decisions for GCSE, GCE, Pearson BTEC & OCR Cambridge National and Technical Qualifications & NCFE, CACHE & T-Level

Under the Joint Council for Qualifications (JCQ) Code of Practice, the Awarding Bodies require centres offering their examinations to:

- Publish appeals procedures relating to internal assessment decisions and ensure they are widely available and accessible to all candidates.

Our policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding.

1. The candidate will have produced coursework/controlled assessment/NEA that has been authenticated as original work according to the JCQ Information for Candidates – Coursework Assessments, JCQ Information for Candidates - Controlled Assessments and JCQ Information for candidates: non-examination assessment issued in October to all examination candidates in years 10, 11, 12 and 13.

2. At the beginning of the academic year all candidates are given written advice about the production of the coursework and deadlines to be met. Information about the appeals procedure will be given in the same advice.

3. Within a department, all candidates are given adequate and appropriate time to produce the coursework.

4. Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.

5. The consistency of the internal assessment is secured through departmental internal standardization across both sites as necessary.

6. Each Awarding Body specifies detailed criteria for the internal assessment of the work, and staff responsible for internal standardization, attend any training sessions given by the Awarding Bodies.

7. The Awarding Body must moderate the assessed coursework/controlled assessment/oral tapes to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work and the final mark awarded is that of the Awarding Body. This mark is outside the control of Ursuline High School and Wimbledon College.

8. A Head of Department, with the agreement of the Headteacher, may request a Review of Moderation by the Awarding Body following publication of results but it will not be undertaken upon the work of an individual candidate or the work of candidates not in the original moderation sample.

9. The Examinations Officer can obtain a copy of the Appeals Procedure of the relevant Awarding Body.

10. Teaching Staff should advise students of the mark given but also inform them that the internally assessed marks may not be the final mark awarded. Students need to be informed of these grades in advance of deadlines to allow sufficient time for further enhancement. Appeals made against marks awarded for internally assessed work will be managed by the Lead internal Assessor. Appeals against marks after the deadline are to follow the procedure detailed below. Final marks and grades will be issued on Results Day.

Appeals Procedure

1. The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgment themselves.

2. The appeal must be made in writing to the School's Examination Officer by 31 March of the year that the coursework was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.

3. The Headteacher will nominate a senior member of staff to lead the enquiry provided that they have played no part in the original assessment process. The Deputy Headteacher or an Assistant Head Teacher and School Governor to act as an independent member will also be on the panel.

4. The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.

5. The panel's findings will be formally reported back to the candidate/parent/carer at the beginning of May.

6. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

September 2026

Appendix 7 – Information for candidates social media
(jcq.org.uk/wp-content/uploads/sites/2/2025/09/JCQ-Social-Media-Infographic-v6.pdf**)**

JCQ

Information for candidates
Using social media and examinations/assessments

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

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



Things to do on social media:

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

Things not to do on social media:

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

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

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

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

Appendix 8 - Information for candidates about you and how we use it

Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. 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 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
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
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
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: https://www.jcq.org.uk/contact-our-members/

Information about you and from where it is obtained

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.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

1

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.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

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.
- 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.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

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 (see above).

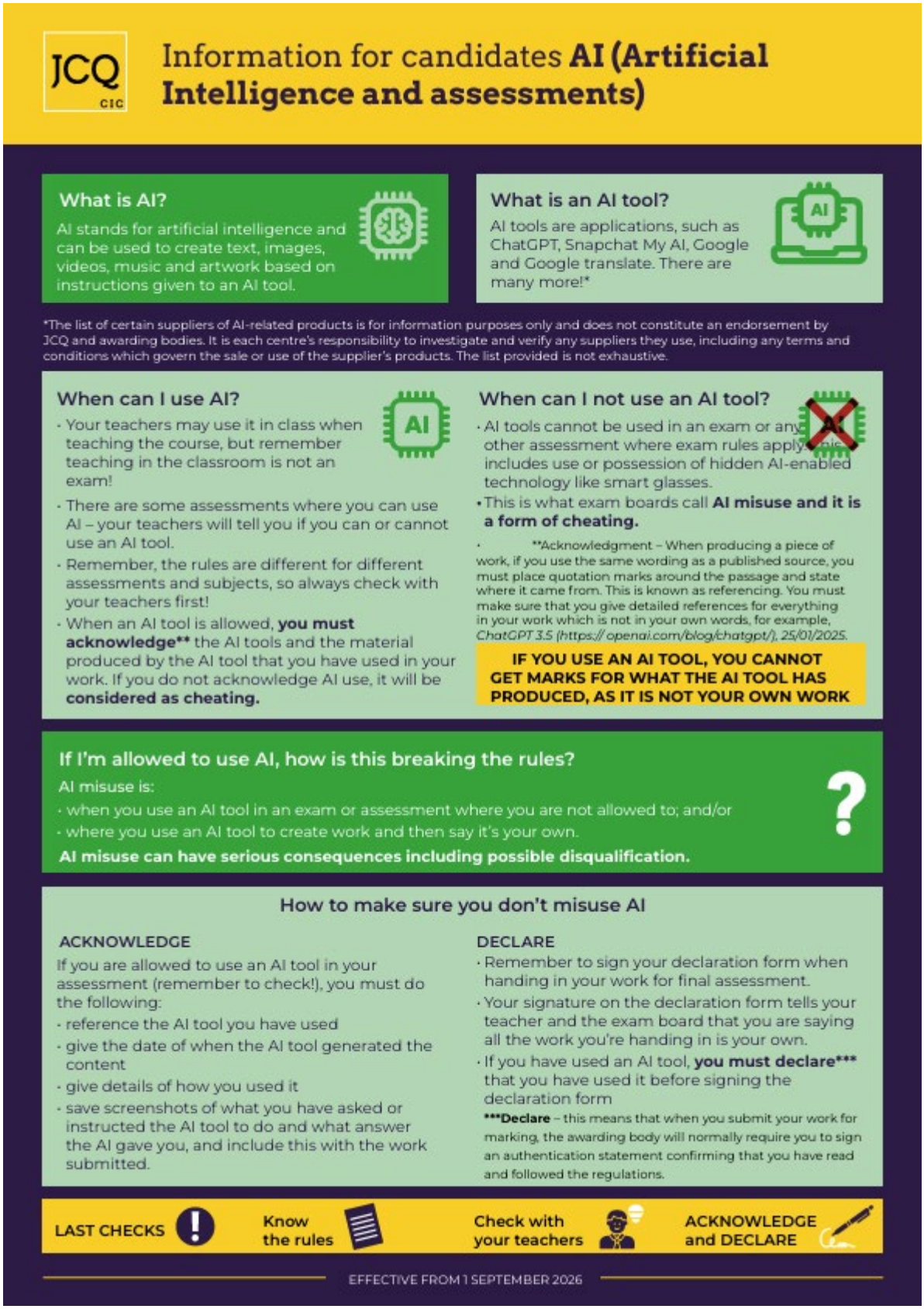
How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: https://www.jcq.org.uk/contact-our-members/.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (https://www.gov.uk/government/organisations/ofqual) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (http://ccea.org.uk/regulation) in Northern Ireland.

Appendix 9
(IFC-AI-Asessments-2026.pdf**)**





STUDENT EXAM DAY CHECKLIST

JCQ CIC

On your exam day

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

Before sitting your exams, ensure you know:

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

What you will need:



- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are **not acceptable**
- ☐ an approved calculator for relevant exams
- ☐ appropriate equipment, such as a ruler or protractor, for relevant exams
- ☐ a clear water bottle if you wish to take one in. It **must not** have a label

Contingency sessions:

- ☐ There are contingency sessions within the Summer 2027 exam timetable on the morning and afternoon of 23 June 2027. Make sure you are available on 23 June 2027.

What you cannot take into your exams:



- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)
- ☐ smart devices (e.g. earbuds, smart glasses or tablets)

Other important information:

- ☐ Listen carefully to the invigilator's instructions, which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need an additional answer sheet, raise your hand and wait for an invigilator to provide one. Remember to add your details to this sheet.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator to escort you from the exam room.
- ☐ Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

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

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

EFFECTIVE FROM 1 SEPTEMBER 2026

FURTHER INFORMATION

We hope you have found our Examinations Guidelines Booklet informative and valuable.

If you have any queries concerning any aspect of the Examinations arrangements, please do not hesitate to contact the Examinations Officer, Mr Creasey.

Telephone: 020 3908 3146
Email: nicholas.creasey@ursulinehigh.merton.sch.uk