

*Christopher Whitehead Language College
& Sixth Form*

Candidate Handbook

**Information and guidance on
rules and regulations 2025
for examinations**



INTRODUCTION

It is the aim of Christopher Whitehead Language College & Sixth Form (CWLC) to make the examination experience as stress-free and successful as possible for all candidates. This booklet will provide important information regarding examination regulations and the procedures that you must follow and be aware of. **Please read it carefully.**

The Joint Council for Qualifications (JCQ), on behalf of the awarding examination organisations, set down strict criteria that must be followed in all examinations nationally.

All rules apply for external examinations **as well as** internal examinations, as internal examinations are held to give you a chance of experiencing the 'real' thing and get used to the set-up and format, so you can be as comfortable as possible and know what to do and expect when the final examinations come round.

An Assembly will be held closer to the start of the written examinations reminding candidates of the rules and expectations. You are expected to know these rules by reading this booklet and the documents online. You must pay particular attention to the '**Information for Candidates**' (IFC) documents which are included in the appendix of this booklet and also available on the school website. <https://christopherwhitehead.co.uk/exam-information/>

We hope most of the questions you may have are answered in this booklet. Should you still feel something is unclear or you or your parents have queries, need help or advice at any time before, during or after the examinations, please contact the examinations officer, Mrs Bourne (in the school Examinations Office) or on email: exams@cwlc.email

PRACTICAL INFORMATION

Your examination timetable will be on Edulink. Make sure you **check it regularly for last minute changes** and the day before each examination.

Contingency days:

In the event of examinations being disrupted nationally JCQ has made contingency plans. There are designated days in place and for summer 2025 these are: **Afternoon of Wednesday 11th June and all day Wednesday 25th June**. All students should remain available until the final contingency date, unless you have sat your final examination on your timetable without disruptions.

Malpractice:

Unfortunately, malpractice happens every year, intentionally or unintentionally. The best way to protect yourself from committing malpractice is by knowing the regulations of what is permitted and what is not. A good starting point is reading the 'Information for Candidate' (IFC) documents, the '**Warning to Candidate**' and '**Unauthorised items**' posters. Some are at the back of this booklet and all are on the school website.

In all cases where prohibited material or items are found, e.g. a mobile phone or unacceptable behaviour or communication have taken place, the invigilators **will** report it to the examinations officer and the Head teacher.

All examination organisations and the police monitor social media sites for any examination related information, attempts at 'cheating' and / or bragging about cheating.

We are bound by the rules to report all instances to the examination organisations. The outcome of a case, and thus what **sanction** might be given to an individual, is entirely up to the examination organisation and out of our hands. See Appendix 1 for examples of common sanctions.

45 % of all malpractice cases are due to having a mobile phones on you.

Invigilators:

The school employs external invigilators to supervise examinations. You are expected to **behave in a respectful manner** towards all invigilators and follow their instructions at all times.

Invigilators are there to supervise, support and uphold the conduct of the examination. They will distribute and collect the examination papers, tell you when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example, if you suddenly feel ill. Invigilators are not allowed to discuss the examination paper with you or explain questions.

Separate invigilation is not allowed under normal circumstances and will only be considered for medical purposes in exceptional situations.

Expected behaviour and attendance:

You are expected to attend all examinations unless you are seriously ill. (Please see section on absence later in the booklet). Y11s must wear **full school uniform** and Sixth formers must wear **appropriate clothing** for school.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators, the examinations officer or a member of the Senior Leadership Team.

Listen carefully to instructions and notices read out at the beginning of an examination – there may be amendments to the examination paper that you need to know about.

- If you **feel unwell** during the examination put your hand up and an invigilator will assist you. If you feel unwell before starting the examination, inform the examinations officer or an invigilator, and we may be able to seat you away from other candidates by moving your desk.
- Do not attempt to **communicate** with or distract other candidates.
- Only **water in transparent** bottles (with sports cap/non-spill) is allowed. Any other bottle will be removed from you.
- Please **do not write on examination desks**. This is regarded as vandalism and you will be asked to pay for any damage.
- You may use the toilet during an examination if it is absolutely necessary! Put your hand up and an invigilator will escort you. You will not be given extra time for 'time lost'.

Access Arrangements (AA):

If you have been assessed and approved for AA, this should be part of **your normal way of working** during your course in year 10-11 or Y12-13. If you just have **extra time** allocated, you will most likely sit in the main hall/room with everyone else. The timings on your timetable (after rooming) should take extra time into account.

If you use a **word processor** or a **computer reader** you will sit in a room on site. If you have more **specialised AA** in place you might be placed in the Learning Support Centre (**LSC**) or another classroom. Please check your timetable. *A specific room cannot be promised for every examination, as we have to adapt to room availability in a working school day.*

If you, for some reason, **do not wish to use** your allocated AA or only want to use it for certain examinations, please speak to the examinations officer in good time before examinations start. In this situation your parents will have to agree and a letter will be sent home.

A timetable clash:

Clashes are unfortunate but happen every year. We as a centre will resolve the clash in the best interest of the candidate within the limitations of the regulations.

If you have had a timetable clash which has been resolved, it is important to remember that you must **remain under centre supervision** in between the examinations taken. You will receive a more detailed letter with reminders. It is a good idea to **bring food and drink** with you on the day as we cannot guarantee an opportunity to gain access to the canteen to purchase food.

Equipment:

Having the correct equipment is **your** responsibility. We are no longer providing equipment as standard. You must bring with you the following equipment for EVERY examination:

2 black pens , 2 pencils, ruler, rubber
Compasses & Protractors (for mathematics only)
Coloured pencil crayons (for geography & DT only)
Water in a transparent bottle with sports cap and NO label.
Calculator! (for mathematics, sciences, geography, psychology, business studies)

- You must make sure your calculator conforms to the examination regulations and that it is a scientific calculator. Remove any covers/lids or instructions and make sure it is working and **the memory is cleared**.
- Make sure you have all the correct equipment before the examination starts.
- Borrowing from other candidates during the exam is **NOT** allowed.
- Your pencil case must be **transparent**.

Equipment for **medical purposes**, i.e. inhaler/epi-pen/diabetic devices, etc. **must be brought into the examination room** by you! Please make sure the examinations officer is aware of any special arrangement.

EXAMINATION DAYS

Always aim to arrive **20 minutes prior** to the start time of your examination. This will give you a safety margin should you encounter problems on your journey. You must inform the school immediately if you become aware that you are late.

Morning examinations normally start at 9:00am (except MFL listening). You should go to registration and then straight to the examination room. Afternoon examinations will start anytime between 1:00pm and 1:45pm. This will depend on the length of examination and which room you are in. More details of school day timings during written examinations will come out after Easter.

Rooms, personal belongings and seating:

Your timetable will show you which room you are in. If you are scheduled in the hall, please go to the gate by the astro. If you are in a room on site, please go straight to that room.

Before entering the examination room, **make sure your mobile phone is switched off and leave it in your bag**, along with any other items prohibited to bring into the room. Your bag, coat, etc. will be stored away safely. Either in the changing rooms, an office or at the front of the room in use. Please find your seat as quickly as possible and remain silent.

As soon as you enter the examination room you are under examination conditions and may not communicate with fellow students.

Do not open your examination paper or start writing anything before asked to do so.

Please check you have the correct (expected) question paper before you start – check the subject, paper and **tier** of entry (if tiered). If any other equipment is missing, you **must** let the invigilators know before the exam. If in doubt, please ask!

You must **do any rough work** in the answer booklet provided. Cross out anything that you do not wish to be marked. **Highlighter pens** must not be used in answer booklets but you are allowed to highlight parts on the question paper if you wish to. You are not allowed to use: GEL PENS, CORRECTING FLUID, PENS OR 'MICE' IN ANY ANSWER BOOKLETS. This is to protect you and your examination; if correction devices were allowed then someone could tamper with your examination paper and it would be undetectable.

Attendance, late and absence:

Please attend every scheduled examination to give yourself the best opportunity of achieving.

If you miss a written examination you will NOT be able to take it on a different day.

If you have no valid reason for missing an examination you may be charged and will be awarded a **zero** on the paper.

However, if you are ill or for any other reason you are unable to attend, you **MUST** telephone the school immediately and get a message to the attendance office. You may be asked to **provide medical evidence (a doctor's note)** stating the reason for your absence. You may be awarded a **zero** for the paper missed, if the absence is not approved by the examination boards. This is out of our control.

Any candidate who **arrives late** for an examination must speak to the lead invigilator or the examinations officer before entering the exam room. You may still be admitted.

If you **arrive more than one hour** after the start of any examination, the examinations officer must be assured that you have been under supervision and not had access to electronic devices, i.e. your mobile phone. The examination organisations will have to be notified and your paper **may not** be accepted. This is out of our control.

Emergency evacuation:

If the **fire alarm** sounds during an examination the invigilators will stop the examination and guide you on what to do. If you have to evacuate the room you will be asked to:

- Close your booklets. Leave everything on your desk.
- Leave in silence. You must not attempt to communicate with anyone else during the evacuation.

You must always remain with the invigilator(s) and under supervision otherwise you will be in breach of regulations. You will be escorted to a **designated assembly point** – away from other students. **Do not go to your 'form' group.**

- When you return to the examination room do not start writing until the invigilator tells you to do so.
- You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Leaving the examination room:

Invigilators will collect your examination papers before you leave the room. **Absolute silence** must be maintained during this time. There will often be more than one examination in the same room. This means that examinations will finish at different times and candidates will be leaving at different times.

Please show **respect** for those still working when you leave the hall. **Remember you are still under examination conditions until you have left the room.**

You will not be allowed to leave an examination before the end of the ordinary time. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly on all booklets and extra paper used. You must remain silent. If you have **extra time** in place, you may leave at the end of ordinary time, if you do not wish to use your extra time. You will be asked **to sign to declare that you have chosen not to use your extra time entitlement** before being dismissed.

No material must be taken away from the exam room.

Never leave an examination room if you have ANY unanswered questions, comments or an issue with the examination just taken. As long as you are under examination conditions we can help and solve most issues. As soon as you walk out of the room, we are not able to help or fix anything that has gone wrong during that particular examination. **Speak to someone.**

AFTER EXAMINATIONS

Any issue or problem that may have occurred during an examination, that was addressed BEFORE leaving the room, either for you as an individual or for a group of candidates, it **may** be possible to apply for special consideration.

Special Consideration is an adjustment to the marks or grades of an individual unit. The allowance for special consideration is from 0-5% and it is the awarding organisations **alone** that decide to grant it or not. The school has no power over the outcome. You and your parents should be aware that **any adjustment is likely to be small and no feedback is ever provided.** You will only be eligible for special consideration if you have completed a minimum of 15% of the course, been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond your control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis **at the time of** producing the coursework.

Please note that misreading the timetable is not an accepted explanation of absence.

Results days:

Results date are set by the DfE and published nationally in August. On this day you will receive a 'candidate statement of results'.

**A Level results are available
on Thursday 14th August 2025**

**GCSE results are available on
Thursday 21st August 2025**

Results will be **emailed to your school email** after 8:30am on the designated day. They will show on EduLink the following day. An option to collect a 'candidate statement of results' from school is normally arranged. More information regarding these arrangements will be sent to you towards the end of June.

Post results services:

If you have taken a qualification which contains a non-assessed-examination or coursework, you should be told the provisional grade/mark for this unit before written examinations start. If you believe there is an issue with the internally moderated grade/mark, please refer to the internal appeals policy on the CWLC website.

If you, on results day, have any reason to believe there is an error in your results, you must speak to a member of staff as soon as possible. An investigation may need to take place before considering a post-result service.

You will receive information about which post result services are available, deadlines, and how to make a request and what the fees are.

Certificates, distribution and retention:

The examination organisations send out final certificates to schools after the post-results services have closed and been completed. This is usually in early November. The certificates will then be checked by the examinations officer and packed.

A notification will be posted on the school website and via social media as to when certificates, yearbooks, etc. are available to collect from reception. If you continue in the Sixth Form at CWLC, the envelopes will be distributed to you by the Sixth Form administrator.

Certificates will not be posted to you as we will **need you or a nominated person to sign** upon collection. If you are unable to collect them yourself you will need to give a third party permission to collect on your behalf.

Certificates are valuable documents and you should keep them safe. On average it will cost you £50.00 to replace each certificate if you either don't collect from school in time or if you lose them later on in life. The centre will only keep certificates for **five years**, after which they will be destroyed.

Examples of sanctions from malpractice

Type of offence	Warning!	Loss of marks - zero for paper	Disqualification from subject - X
Unauthorised material			
Mobile phones	Makes a noise in a bag in the room	In candidate possession - turned off	In candidate possession - turned on
Having a calculator (when not allowed)	Not used	Used or attempted use	Continued attempt to use
Notes of any kind	Not linked to subject	Notes relevant to subject	Notes relevant and used
Breach of rules			
Failing to abide by instructions	Briefly continuing to write, when told to stop	Continuing to write after repeated request to stop	Repeated non-compliance
Deliberate disruptive behaviour	Turning around, causing noise	Rude remarks, repeated disruption	Warnings ignored, provocative behaviour
Communicating with another candidate during exam!	Talking to other candidates before start of exam	Talking during the exam, accepting notes	Whispering answers to questions to another candidate
Copying work or allowing work to be copied	N/A	Permitting a script to be copied	Copying another candidate's script/answers
Use of social media for exchange or circulation of real or fake material	Attempting to acquire material via social media	Accepting real or fake material without reporting it	Distributing real or fake exam material via social media

Any of these malpractice sanctions will stay on the candidate record for up to five years.

Information for candidates

Written examinations

With effect from 1 September 2024

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

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

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 subjects.
- 4 You must not take into the exam room:

(a) notes;

(b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

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 penalty and possible disqualification.

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You must not write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 10 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 each 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 equipment which you need for the exam.
- 5 You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 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 it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) do not bring into the exam room any operating instructions or prepared programs.
- 3 Do not use a dictionary or computer spell checker 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.
- 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 before you start the exam. Do not open the question paper until you are instructed 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 hand it in with your answers.

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 in doubt about what you should do;
 - (b) you do not feel well;

(c) you need more paper.

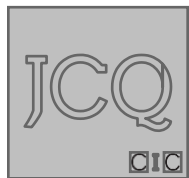
- 3 You must not ask for, and will not be given, any explanation of the questions.

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.

- 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.



Joint Council for Qualifications^{CIC}

Information for candidates Non-examination assessments

Effective from 1 September 2024

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 anything 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 who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you must describe in your own words how that data was obtained and you must independently 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 or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. 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 pre-prepared online solutions – 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.

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 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/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You must submit a copy of the computer-generated content with your work for reference and authentication purposes.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography 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 or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Plagiarism

Plagiarism involves taking someone else’s words, thoughts or ideas and trying to pass them off as your own. It 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 are 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 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.

Penalties for breaking the regulations

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

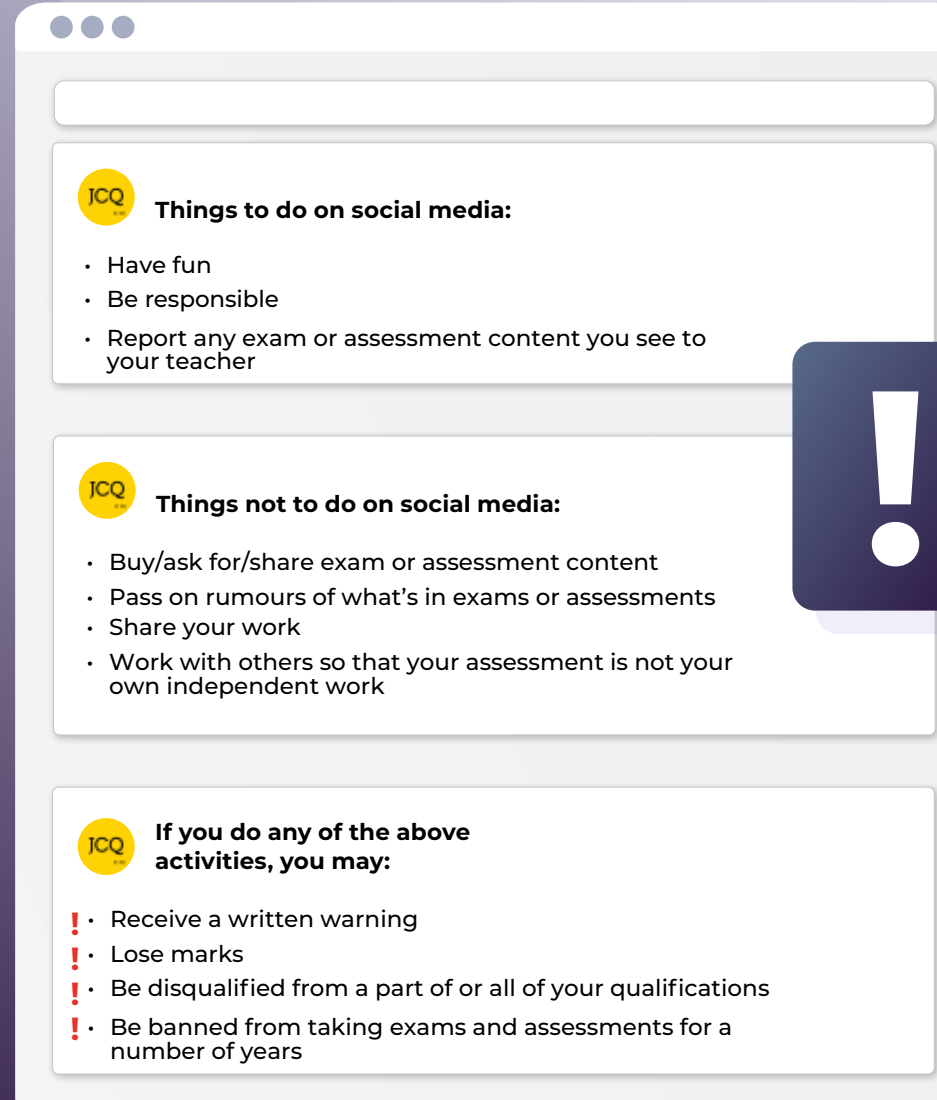
- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER – IT’S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

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

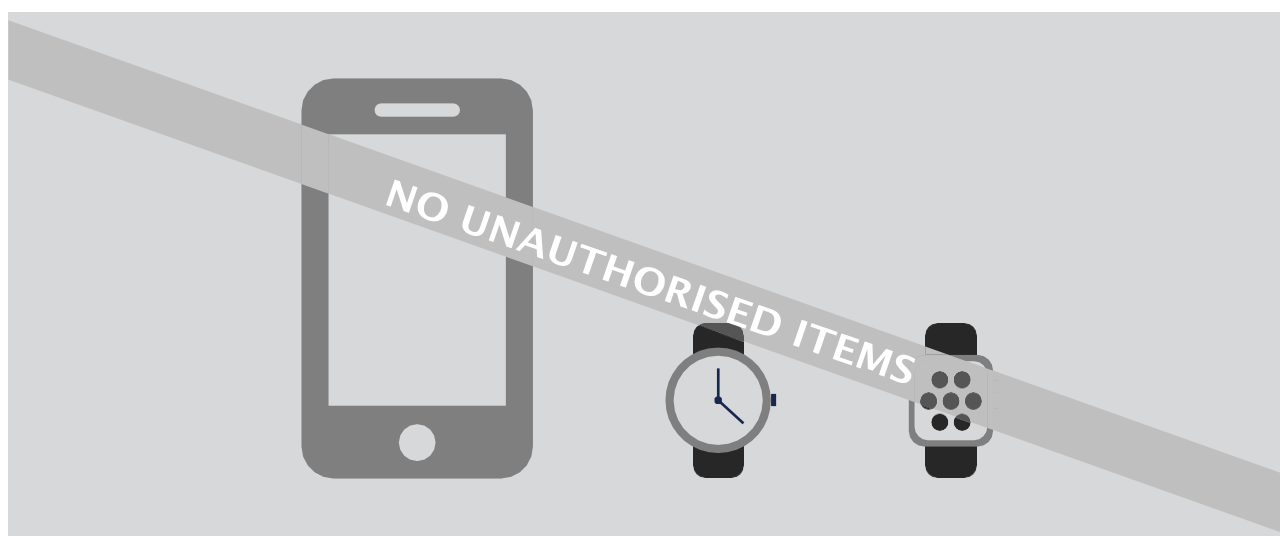

If you do any of the above activities, you may:

- ! • 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:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

NO MOBILE PHONES NO WATCHES

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



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

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

Warning to candidates



 Questions matter AQA	 City & Guilds	 Rewarding Learning CCEA	 Oxford Cambridge and RSA OCR	 Pearson	 WJEC
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1

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

2

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

3

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

4

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

5

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

6

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

7

If you are confused about anything, only speak to an invigilator.

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