



THE CITY OF
LEICESTER
COLLEGE

CANDIDATE EXAM HANDBOOK 2025/26

Introduction

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

Purpose of this handbook

- To support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures they need to be made aware of

Malpractice

The City of Leicester College will maintain the integrity of qualifications, strict Regulations are in place. Malpractice means any act or practice which is in breach of the Regulations. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.

Below you will find information regarding what constitutes as a malpractice:

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of candidates' work
- Undermining the integrity of examinations/assessments

For further information please refer to ICE 24 and the *Indicative sanctions against candidates (Appendix 6, Suspected Malpractice: Policies and Procedures)*

Personal data

Any person involved in completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies.

The centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.

Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programs and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.

Coursework assessments/non-examination assessments

All coursework submitted for assessment must be the candidate's own work. Written material should, wherever possible, be word-processed or handwritten using black ink.

In many subjects, you may use source material, including the internet and AI tools, when completing out their coursework. However, you must not copy such material and claim it as your own work.

Research and using references

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026.

You should also reference the sources used by the AI tool in generating the content.

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

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It could also include AI-produced material. **Plagiarism is a form of cheating which is taken very seriously.**

Written timetabled exams

The City of Leicester College will notify you of any examination entries and the dates and times of your exams.

Mock and Live exam timetables will be sent to your email address. When you are given your exam timetable check it carefully. Make sure you have been entered for the right exams at the right level. Make sure your personal details are correct.

Get together ALL the equipment you may need the night before: a pen (black ink only and a spare one!) a pencil, ruler, eraser, compass, protractor etc. You can bring this to your exam room in a clear pencil case. For certain exams you may require a calculator. If you are unsure, please check with your teacher.

No other material must be taken into the exam room and must be left in your bag. If there is anything you are unsure about, ask.

Contingency session - Summer 2026

In the event of national disruption to a day of examinations in summer 2026, the affected examinations will be rescheduled. Affected examination will be rescheduled to take place on one of the contingency sessions where all affected students should be available to attend if required.

What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)

You will be contacted by the Exams Department with further details on how your exams will be scheduled. We will also advise you on any additional supervision that may be required.

Where you will take your exams

Make sure you know where you are sitting for each exam as you will not be in the same seat each time. If you are not sure there will be a seating plan for the current day on display in the reception/canteen area.

IMPORTANT DO NOT write your seat number on your hand or arm.

Exam room conditions

You are under formal examination conditions from the moment you enter the exam room in which you will be taking your examination.

- Read the instructions on the front of the question and answer papers carefully so you understand what you need to do.
- Fill in any information on the front when told to do so.
- Work carefully and write clearly.
- Do not rush. Pace yourself – if you have two hours to answer four questions, for example, make sure you spend half an hour on each. Exam questions are carefully designed and tested – they should take the estimated length of time to complete.
- Show all your working out.
- Leave yourself 5-10 minutes at the end to read and check all your answers. Boring though this may seem, it is vitally important; you can often find mistakes and put them right. It could mean the difference between a Grade 6 and a Grade 7.

During the exam, put your hand up if:

- You need more paper or equipment (i.e. your pen has stopped working).
- Feel ill.
- You have a particular problem and don't know what to do. You must not ask for (and you will not be given) any explanation of the questions – this is part of the exam.

At the end of the exam stop writing when you are told to.

- Make sure your name and exam number are on all separate pieces of paper you hand in. If you have used more than one answer booklet and/or loose sheets of paper you must fasten them together with a treasury tag which an invigilator will give you.
- Exam conditions **DO NOT** end until you have left the room.
- Don't be tempted to talk/turn around/communicate in any way with other people. Your paper could still be disqualified!

You must not leave the exam room until you are told to do so.

You must not:

- Become involved in any unfair or dishonest practice in any part of the exam.
 - If you are, this will be reported to the exam board. It may mean being disqualified from all your exams – not just the one you were caught in.
- Talk to or disturb other people in any way once the exam has begun.
 - If you do so, the same will happen as in No 1.
- Use offensive comments, obscenities, or drawings; discriminatory language, remarks or drawings directed at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios.
- Impersonate another candidate This is a criminal offence and is dealt with by the police. You may be prosecuted in a court of law. **YOU HAVE BEEN WARNED!**
- Only leave the room when told to do so. The School does not allow students to leave the examination room early. The amount of time allocated to each examination is the amount of time it should take to complete it. If you finish, check through your answers, read the instructions again on the front of the paper and make sure you have answered the correct number of questions from the right sections.

How your identity is confirmed in the exam room

You need to bring your school lanyard to all exams, and it must be placed on your exam desk with your name and picture visible.

What equipment you need to bring to your exams

You should bring with you the correct equipment needed to do your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag. The equipment you should bring:

- Black biro pen only x4
- Pencil
- Ruler
- Rubber
- Sharpener
- Protractor
- Compass
- Calculator

Do not use gel pens

We do not lend equipment in exams and so please come prepared.

Using calculators

In an exam where you have the use of a calculator, you should not have a calculator cover on your desk.

We do not lend calculators in exams and so please come prepared.

What you must not bring into the exam room

You must not take into the exam room any unauthorised equipment – for example:

- Bags
- Coats
- Ordinary pencil cases
- notes etc
- Calculator cases & instruction leaflets
- Mobile telephones, smart watches, analogue watches, air pods, earphones, smart glasses or any other electronic devices.

Candidates have been disqualified from their exams in previous years due to their behaviour and mobile phones going off.

Where your personal belongings will be stored during your exam

Visit the toilet before entering the examination room; you will not be allowed to go to the toilet during the exam.

Aim to arrive outside your exam room 15 minutes before the start of your exam.

Bags and coats:

- Your form tutor will advise you during morning registration where to store you bags and coats.
- For large exams you will need to drop your bag/coat at the Library ahead of your exam. The Library will be open 20 minutes before the start time of your exam. Please make sure you leave everything in the library apart from your equipment for the exam.
- For students who are sitting their exams in the 'Exams TMB' please take your bag with you to the room.

What to do if you arrive late for your exam

Provided you are not more than 30 minutes late, for an exam that lasts 1 hour or more it may be possible for you to still sit the exam. You should get to school as quickly as possible and report to reception. A member of staff will escort you to the exam room. You must not enter the exam room without permission once an exam has started. It may not be possible to allow you extra time if you start the exam late.

What to do if you are unwell on the day of your exam

If you are ill and unable to attend an exam it is vital you phone the school first thing in the morning to inform us.

Please telephone 0116 2413984

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

It is important that you remain calm and quiet – it is still exam conditions. The invigilator will give clear instructions which will include all students leaving through the closest emergency exit and grouping on the school field. You will be supervised by invigilators and senior staff to ensure you remain silent and don't communicate with other students. When safe you will return to your exam and added time will be allocated. You must leave all bags, coats, equipment and exam papers when you leave. We will ensure they stay safe and untouched.

Appendix 4

Warning to candidates



 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 5

Information for candidates for written examinations – effective from 1 September 2025



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

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 exams.
4	You must not take into the exam room any unauthorised material, including: a) notes; b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods); c) 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 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 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 permitted equipment needed for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may be used for only 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; 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 spellchecker unless you are told otherwise.

D Instructions during the exam	
1	Always listen to the invigilator. Always follow their instructions.
2	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> 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 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	<p>Put up your hand during the exam if:</p> <ul style="list-style-type: none"> 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	<p>If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.</p> <p>Place any loose additional answer sheets inside your answer booklet.</p> <p>Make sure you add your candidate details to any additional answer sheets that you use.</p> <p>For CCEA examinations, any loose additional sheets should be placed behind your script.</p>
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.
<p>This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.</p>	

Appendix 7



AQA

City & Guilds

CCEA

NCFE

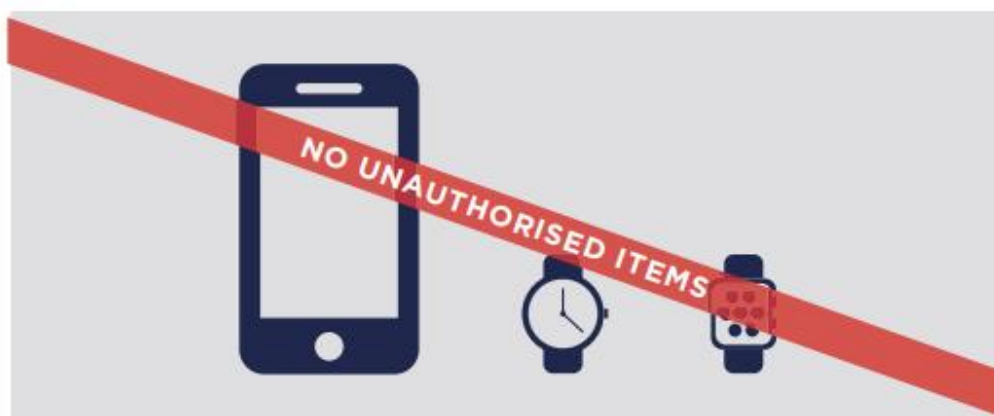
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

**NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL 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.

Information for candidates

AI (Artificial Intelligence and assessments)

What is AI?

AI stands for artificial intelligence and can be used to create text, images, videos, music and artwork based on instructions given to an AI tool.



What is an AI tool?

AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*



*The list of certain suppliers of AI-related products is for information purposes only and does not constitute an endorsement by JCQ and awarding bodies. It is each centre's responsibility to investigate and verify any suppliers they use, including any terms and conditions which govern the sale or use of the supplier's products. The list provided is not exhaustive.

When can I use AI?

- Your teachers may use it in class when teaching the course, but remember teaching in the classroom is not an exam!
- There are some assessments where you can use AI – your teachers will tell you if you can or cannot use an AI tool.
- Remember, the rules are different for different assessments and subjects, so always check with your teachers first!
- When an AI tool is allowed, **you must acknowledge**** the AI tools and the material produced by the AI tool that you have used in your work. If you do not acknowledge AI use, it will be **considered as cheating**.



When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply.
- This is what exam boards call **AI misuse and is a form of cheating**.



**Acknowledgment – 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, for example, ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025.

IF YOU USE AN AI TOOL, YOU CANNOT GET MARKS FOR WHAT THE AI TOOL HAS PRODUCED, AS IT IS NOT YOUR OWN WORK

If I'm allowed to use AI, how is this breaking the rules?

- AI misuse is when you use an AI tool in an exam or assessment where you are not allowed to; and/or
- Where you use an AI tool to create work and then say it's your own.



How to make sure you don't misuse AI

DECLARE

- Remember to sign your declaration form when handing in your work for final assessment.
- Your signature on the declaration form tells your teacher and the exam board that you are saying all the work you're handing in is your own.
- If you have used an AI tool, **you must declare***** that you have used it before signing the declaration form!

*****Declare** – this means that 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.

ACKNOWLEDGE

If you are allowed to use an AI tool in your assessment (remember to check!), you must do the following:

- reference the AI tool you have used
- give the date of when the AI tool generated the content
- give details of how you used it.
- save screenshots of what you have asked or instructed the AI tool to do and what answer the AI gave you, and include this with the work submitted.

LAST CHECKS



Know the rules



Check with your teachers



ACKNOWLEDGE and DECLARE



EFFECTIVE FROM 1 SEPTEMBER 2025