Fulston Manor School

Key Stage 4 Exams Information Booklet

This guidance covers both internal and external examinations (including Non-Examined Assessments - NEAs) at Fulston Manor School and have been compiled in line with JCQ regulations 2026.

Information about examinations and Non-Examined Assessments (coursework)

The information in this booklet summarises key information from the Joint Council for Qualifications (JCQ). Applicable to both internal and external examinations and Non-Examination Assessments (NEAs).

It is not an exhaustive list and full JCQ regulations and guidance are available from our school website.

All public examination candidates are expected to read and understand this information. Ignorance of the rules is not a defence in breaking those rules.

Please note that throughout this document:

- The Centre is Fulston Manor School.
- The Awarding Body is the examination board e.g. AQA
- JCQ – the “Joint Council for Qualifications” (the organisation that sets the mandatory guidance around examinations for the county)

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Assistant Headteacher
(Exams Coordinator)

JCQ Information for Candidates:
Written Examinations, September 2026

A - Regulations

1. Be on time for all your exams. If you are late, your work might not be accepted.
2. You are under formal examination conditions from the time you enter the room in which you will be taking your exam(s) until the point you are instructed to leave.
3. Do not become involved in any unfair or dishonest practice during the exam.
4. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
5. You must not take into the exam room: (a) notes; (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch (Digital or analogue), Air Pods, smart glasses or earphones/earbuds. 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.
6. If you have a watch (Digital or Analogue), the invigilator will ask you to hand it to them.
7. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
8. Do not talk to or try to communicate with, or disturb other candidates once you have entered the examination room.
9. You must not write inappropriate, obscene or offensive material.
10. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
11. Do not borrow anything from another candidate during the exam.

B - Attending and bringing what you need

1. You need to be dressed appropriately for the examination, abiding by the schools uniform policy
2. Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam. It is the candidate's responsibility to be present at the exam at the right time.
3. If you arrive late for an exam, report to the invigilator running the exam.
4. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5. Only take into the exam room the pens, pencils, erasers, calculators and any other equipment which you need for the exam. Candidates are allowed to take a bottle of water (no juice, squash or alterations to plain water) in a clear bottle with no label into the examination room.
6. 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 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.
4. If using a programmable calculator, it is the responsibility of the candidate to ensure that it is set to examination mode prior to the examination.

D - Instructions during the exam

1. Always listen to the invigilator and 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.
2. Place any loose additional answer sheets inside your answer booklet.
3. Make sure you add your candidate details to any additional answer sheets that you use
4. Do not leave the exam room until told to do so by the invigilator.
5. 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

JCQ Information for candidates:
Non-examination assessments (coursework)

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.

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.

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. You should retain a copy of the computer-generated content for reference and authentication purposes.

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 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

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.

JCQ AI use in assessment:
Protecting the integrity of qualifications

Students must submit work for assessments which is their own. This means both ensuring that the final product is in their own words, and isn't copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work.

Students are expected to demonstrate their own knowledge, skills and understanding as required for the qualification in question and set out in the qualification specification. This includes demonstrating their performance in relation to the assessment objectives for the subject relevant to the question/s or other tasks students have been set.

Any use of AI which means students have not independently demonstrated their own attainment is likely to be considered malpractice.

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own.
- Copying or paraphrasing whole responses of AI-generated content.
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations.
- Failing to acknowledge use of AI tools when they have been used as a source of information Incomplete or poor acknowledgement of AI tools.
- Submitting work with intentionally incomplete or misleading references or bibliographies.

AI as a tool is rapidly developing and we suggest the following for students to avoid any concern of mis use:

- Any AI generated content should be referenced
- Students should keep a copy of and AI prompts / questions asks of AI systems used to support their work
- Students should keep a copy of any AI generated output that has supported their work

If AI misuse is detected or suspected by the centre and the declaration of authentication has been signed, the case must be reported to the relevant awarding organisation.