

UNIVERSITY ACADEMY
LONG SUTTON



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ACADEMY TRUST

The University Academy Long Sutton

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Candidate Exam Handbook 2026-2027

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Introduction

University Academy Long Sutton 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

The purpose of this handbook is to.

- Support/complement candidate briefings/assemblies
- Inform candidates about malpractice in examinations/assessments
- Inform candidates about the use of their personal data and copyright
- Ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- Ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- Answer questions candidates may have etc.
- Inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

Malpractice

The following information is to ensure candidates are aware of what malpractice is and the possible consequences. Further information can be found on the UALS Website (<https://www.uals.org.uk/>):

- UALS Website > Learning > Exams Information > Examination Rules, Regulations & Guides > Suspected Malpractice.

Malpractice means any act or practice which is in breach of the Regulations

To Maintain the integrity of qualifications, strict Regulations are in place and any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.

JCQ provides information regarding what constitutes malpractice and some examples are listed below:

- 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

Refer to **ICE 24** and the *Indicative sanctions against candidates* (Appendix 6, **Suspected Malpractice - Policies and Procedures**)

Refer to relevant **Information for candidates**, such as social media, as example:

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 coursework, or assessment, is not your own independent work

and/or non-examination assessments and coursework, as example:

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.**

UALS have Policies in place for **Managing Behaviour** and/or **Malpractice** in Exams

Personal data

There is a requirement for the exams office(r) to hold exams-related information on candidates taking external examinations which can be used for the following, but not limited to, criteria / incidents / events:

- 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 can find further information about how their Student Materials may be used by the awarding body from the awarding body's privacy notice which can be found on their respective websites; links are available in Appendix 5 of this handbook:
- 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.

Candidates' exam(s)-related data may be shared with the following organisations:

- Awarding bodies (collect information about exam candidates)
- Joint Council for Qualifications (JCQ)
- Department for Education (DfE)
- Local Authority
- University of Lincoln Academy Trust
- The press

Refer to [GR 6](#)

Copyright

The copyright of any work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate

By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence)

If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights.

Candidates may access Student Materials (including examination scripts) through the access to scripts arrangements set out in paragraph 5.13.

Refer to [GR 6](#)

Coursework assessments/non-examination assessments

Relevant JCQ information for candidate's documents - coursework, non-examination assessments, social media are available to view on the Academy website.

- Assessments will take place throughout the duration of your course
- You will be informed about these assessments via your class teacher
- It is important that you keep track of your deadlines
- Depending on the type of assessment, your work will be marked by your teacher
- You will be informed about your centre assessed marked via your class teacher. If you would like to appeal this decision, you must refer to the Appeals Against Internal Assessment Decisions (CAM) Policy, located on the Academy website.
When assessments will take place
- Some NEA work is externally marked/assessed/moderated by the relevant awarding body.
- Further information on Coursework and Non-Examinations Assessments (NEA) can be found in Appendix 1 & 2 of this handbook.

- The use of AI (e.g. what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice); see also JCQ AI Posters.

Refer to [Instructions for conducting non-examination assessments](#), (Foreword) and [Information for candidates documents](#)

The centre will notify candidates, and where applicable any private candidates, entered through the centre, of their examination entries and the dates and times of their examinations/assessments. Ensure that the JCQ Information for candidates documents (coursework, non-examination assessments, on-screen tests, privacy notice, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format **prior** to assessments and/or examinations taking place. Candidates **must** be made aware of the content of the JCQ *Unauthorised items* and *Warning to candidates posters*. These posters **will be** outside the examination room(s) and are also available on the UALS Website > Learning > Exams Information > Examination Rules, Regulations & Guides.

(GR 5.8)

Written timetabled exams

You will receive your own candidate exam timetable – it is your responsibility to keep this safe and to check that your personal details and exam entries are correct

If you find that there is incorrect information on your exam timetable, you must let Mr Croxford (Exams Officer) know as soon as possible or by emailing enquiries@uals.org.uk

The JCQ information for candidate's documents – written examinations, social media are important documents which you must read before sitting any exams. You can find these on the Academy website and in the Appendices within this handbook.

Exam room posters – Warning to candidates, Unauthorised items posters are available in this pack and on the UALS Website > Learning > Exams Information > Examination Rules, Regulations & Guides

Refer to [GR 5.8](#)

Contingency sessions - Summer 2026

In the event of a national or significant local disruption to an examination in the United Kingdom the following Exam contingencies are in place for the 2026 Summer Season:

- 24th June 2026 – All day contingency session

All candidates must be available to attend should there be a requirement to implement a contingency day.

The contingency dates are also available on the UALS Website > Learning > Exams Information > Key Dates

Refer to [ICE 15](#)

On-screen tests

Refer to the JCQ Information for Candidates (IFC) document– on-screen tests, available on the UALS Website > Learning > Exams Information > Examination Rules, Regulations & Guides

Refer to [Information for candidates – on-screen tests](#)

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

If you have an exam clash, meaning that you have more than one exam timetabled on the same day and at the same time, please speak to the Exams Officer, Mr Croxford, as soon as possible.

Exam timetable clashes, within the same session, will be managed by one paper being taken, followed, after a short supervised break, immediately by the next paper(s) in the same session. Formal examination conditions will be in place at all times in the exam room

If all other options have been exhausted to complete the Exam(s) in the same day / session, and all criteria has been met, candidates may, at the centre's discretion, be allowed to take an examination the following morning, including Saturdays (ICE 8.1)

Refer to [ICE 7](#)

Where you will take your exams

You will take your exams in the main examination room (Leisure Centre Sports Hall) or, if the necessary criteria has been met, the Leisure Centre's Drama Studio.

Candidates will be given details of any venue changes that may occur due to unforeseen circumstances.

What time your exams will start and finish

The published start times for scheduled written exams at the University Academy Long Sutton are as follows:

- Morning Exams Start – 9:00am (09:00hrs)
- Afternoon Exams Start – 1:00pm (13:00hrs)

Unless specified otherwise, candidates must arrive at least 10 minutes before the published start time for their exam.

Candidates are responsible for agreeing appointment times with their respective tutor for NEA's and MFL elements for their chosen subject.

Candidates will be given details of all other exam time changes that may occur during the exam season.

Candidates will remain in the exam room for the entire duration of the exam and will not be allowed to 'leave early'.

Supervision during your exams

Exams are supervised by a team of invigilators who are there to ensure that all candidates follow the laid down rules and regulations for exams.

The invigilators must follow their own strict rules and regulations when conducting exams, as directed by JCQ and the awarding bodies.

Exam room conditions

You will meet with the rest of the candidates sitting the exam and a member of SLT, usually Mr Davé or Mr Gilman, who will go through the rules and regulations before you are called through into the Leisure Centre's Sports Hall or Drama studio for your exam.

Candidates are under formal examination conditions from the moment they enter the room, in which they will be taking their examination(s), until the point at which they are permitted to leave by the invigilator.

Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body.

Candidates must listen to, and follow, the instructions of the invigilator at all times in the exam room

Candidates must not communicate with or disturb other candidates

There is lots of different information which is on display in the exam room, including; our centre number, the subject title, paper number, start and finishing times of the exam and the date. There are also posters which are displayed for you to read and understand (these are included within this handbook for you to look at)

You must ensure that when you are completing the front of your answer book, you need to use your **legal** forename and surname, your candidate number which is displayed on your candidate ID card on your desk. You may also need to sign your exam paper, depending on the exam board. **Candidates must only complete the front of their answer book / exam script when instructed to do so by the invigilator during their announcement.**

When prompted by the Invigilator, during the examination briefing, candidates must check that they have been given the correct question paper for the day, date, time, subject, unit/component and tier of entry, as appropriate, on the front page of the Exam Paper. If you are unsure or believe you have the wrong examination paper you must raise your hand to obtain the Invigilators attention. **You must not open the question paper at this point.**

Candidates **must not open** the question paper until the examination begins

If you require additional answer sheets/answer booklets, raise your hand and ask the invigilator. Please make sure that you **fill in your details, including candidate number, at the top of each sheet/book used.**

During the exam only candidate that have an authorised toilet pass, or a hygiene requirement, will be permitted to leave the exam room under supervision.

You are not allowed to leave the exam room early. You must stay for the full duration of the exam.

Refer to [ICE 19](#)

It is the University Academy Long Sutton policy that candidates are not allowed to leave the exam room early and must stay / remain in the examination room for the full duration of the exam. This is to prevent disturbing and disrupting candidates that are still working within the examination.

Refer to [ICE 23](#)

Where you will sit in the exam room

You will be seated in candidate number order, normally the order in which your name is read out on the way in.

To find your allocated desk, there is a seating plan available at different points outside of the hall, you must check your desk location within the exam room on the seating plan before you enter the room

If you cannot find your desk, speak with one of the invigilators.

How your identity is confirmed in the exam room

To confirm your identity, a member of SLT is present to identify you. There are also candidate ID cards displayed on your desk; these are not to be damaged / defaced, destroyed or removed from the examination room.

Refer to [ICE 16](#)

What equipment you need to bring to your exams

It is important that you come prepared for all of your exams and as a minimum you must bring the following:

- 2 x Black Pens
- 2 x Pencils (Sharp & Usable)
- Rubber / Eraser
- Ruler (30cm)

Further information is available on the Exam notice boards and the UALS Website > Learning > Exams Information > Exam Equipment.

There is a limited number of resources which we can provide you with if your pen stops working, but do not rely on this. It is better that you have all of your own equipment.

Your subject teacher will inform you of any additional equipment that you are expected to take into a specific exam.

If you are ever unsure about what equipment you need for each subject, please speak to your class teacher.

Refer to [ICE 18](#)

Using Calculators

Please see the information below from the JCQ ICE booklet (Section 10) for the calculator specification

10.1 In this section a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.

10.2 This is the published guidance on calculators unless specifically varied by an awarding body in a qualification specification.

10.3 The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.

10.4 Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

10.5 Candidates must be told these regulations beforehand and be familiar with the Information for candidates documents.

10.6 During an examination a calculator must not be able to offer any of these facilities:

- a) language translators;
- b) symbolic algebra manipulation;
- c) symbolic differentiation or integration;
- d) communication with other machines or the internet;

10.7 During an examination a calculator must not give access to pre-stored information. This includes:

- a) databanks;
- b) dictionaries;
- c) mathematical formulae;
- d) text.

10.8 A calculator must not be borrowed from another candidate during an examination.

10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

10.10 An invigilator may give a candidate a replacement calculator.

10.11 Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

Refer to [ICE 10](#)

What you must not bring into the exam room

You must not take into the exam room any unauthorised items or materials; some examples of unauthorised items are listed below:

- notes.
- iPads, MP3/4 player or similar device,
- Mobile phone,
- Watches (including smart-watches),
- AirPods, earphones/earbuds.
- Smart Glasses
- Any other Smart Devices
- Potential technological/web enabled sources of information; such as Artificial Intelligence (A.I.) or Bluetooth enabled equipment.

Possession of unauthorised items in the exam room is a serious offence and could result in **DISQUALIFICATION** from your examination and overall qualification.

JCQ Unauthorised Items and Warning to Candidate Posters are available outside of the examination room for further detail / information.

Copies of these posters are available on UALS Website > Learning > Exams Information > Examination Rules, Regulations & Guides

Food and drink in exam rooms

Food and drink is allowed in the examination room at the discretion of the head of centre (ICE 18.2)

The following arrangements are applied at University Academy Long Sutton (UALS):

- Only Water Bottles/Containers which are transparent, all labels removed, and contain clear fluid (i.e. Water) are allowed in the examination room (ICE 18.2).
- Food is only allowed in the examination room in exceptional circumstances (i.e. Medical Conditions) and the food must be free from packaging and placed in a transparent container; this will be placed at a pre-arranged location where it can be accessed by the invigilators if required (ICE 18.2)

Any food and drink brought into the examination room whether by the candidate or the centre must be free from packaging and all labels are removed from drink containers

Refer to [ICE 18](#)

What you should wear for your exams

All candidates sitting examinations must be dressed in full University Academy Long Sutton uniform.

Candidates that cannot be identified due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of the same gender and taken to private room where they should be politely asked to remove the religious clothing for identification purposes.

Where your personal belongings will be stored during your exam

Unauthorised materials such as mobile phones, iPods, Smart Watches, potential technological/web/AI enabled sources of information are not permitted in the exam room. Please refer to the Notice to Candidates for a full list of what is not allowed.

Notes, books, papers, watches and bags are also excluded from the exam room.

It is recommended that candidates use their personal lockers to store their belongings whilst they are in the exam room. Candidates, at their own risk, will be able to leave their belongings in a nominated area / location outside of the exam room; this however, is not the responsibility of the centre.

What to do if you arrive late for your exam

It is the centre's policy that a candidate who arrives after the start of the exam may be allowed to enter the examination room, sit the exam and will be given the full amount of time. (ICE 21.1); unless they are classified as very late.

The candidate's actual start and finish time will be documented for the purpose of notifying the exam board.

A candidate who arrives within one hour of the awarding body's published starting time for an examination which lasts an hour or more, i.e. a candidate arriving up to 10.00am for a morning examination or up to 2.30pm for an afternoon examination (ICE 21.1) will be permitted by the centre to sit the examination.

A candidate who arrives after 10.00am for a morning examination will be considered very late (ICE 21.3) and may, at the discretion of the Head of Centre, be permitted to sit the examination.

A candidate who arrives after 2.30pm for an afternoon examination will be considered very late (ICE 21.3) and may, at the discretion of the Head of Centre, be permitted to sit the examination.

Candidates who are classified as very late will only be allowed to enter the exam room at the discretion of the Head of Centre.

The Late to Exam Report (Appendix Three) will be completed for very late candidates that arrive more than one hour after the published starting time for an exam which lasts one hour or more or, for exams that last less than one hour after the awarding body's published finishing time.

A candidate **will not** be able to sit the exam in the event that the timetabled exam has already finished.

Process for Candidates who arrive late to an exam:

- They should report to the main reception
- Candidates and/or parents/carers will be asked to confirm that the candidate has been under full adult supervision and has had no access to revision materials or other candidates before reaching the exam room.
- If permitted to enter the exam room, they will be escorted to the exam by the EO or a member of the SLT.

- Candidates that are allowed to enter the examination room will be given the full duration of the published exam.

Refer to [ICE 21](#)

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

In the event of a candidate being unable to attend the exam due to serious illness or injury, the candidate must inform the centre by 8.30am.

In the event of a candidate falling ill during the exam all efforts will be made to accommodate the candidate to leave the examination room to deal with the illness.

A candidate will be accompanied and supervised by an invigilator, authorised staff member (but not the subject teaching staff) or the exams officer at all times whilst outside of the examination room.

At the discretion of the centre; Candidates that leave the examination room temporarily may be allowed extra time to compensate for their temporary absence. The full amount of timed absence can be provided so the candidate receives the total allocated exam time.

A record of the purpose and time taken for the temporary leaving of the examination room must be made on the Exam Incident Form.

Arrangements for special consideration and exam entry fee waiver will be considered only on receipt of a medical certificate. This must be produced within three working days of absence.

What happens if you have an unauthorised absence from your exam

A candidate will be considered absent from an examination if:

- The candidate is not present when a register is taken before candidates are invited to enter the room, under supervised conditions, to start their examination, etc.

Once a candidate is identified as absent from an examination, the following action will be taken:

- The candidate will be contacted immediately as to their whereabouts and as far as possible arrangements made to ensure their immediate arrival

If a candidate fails to sit an examination, the following action is taken:

- A confirmed candidate absence is clearly recorded on the attendance register which is sent to the examiner/marker
- The candidate absence is noted on the seating plan by placing an 'A' next to the candidate details
- If the Candidate cannot provide a valid reason for the unauthorised absence from the Examination(s), along with the necessary supporting evidence (i.e. Doctors Certificate), then UALS reserves the right to seek reimbursement from the Candidate, more specifically their Parent/Carer, for any relevant exam fees in accordance with the UALS Charging Policy and under the Education Act (1996), Section 453.

Refer to [ICE 22](#)

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

At University Academy Long Sutton, the following actions (in accordance with ICE 25.3) are taken if an examination room has to be evacuated:

The attendance register is collected (in order to ensure all candidates are present)

The examination room is evacuated in line with the instructions given by the appropriate authority

- Candidates are instructed to leave all question papers and scripts in the examination room. Candidates are advised to close their answer booklet(s)
Candidates are instructed to leave the room in silence
- Candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination The time of the interruption is noted and how long it lasted
- Candidates are not to make any attempt to communicate with each other during the evacuation, whilst in the assembly area or at any other time
- Candidates are allowed the remainder of the working time set for the examination once it resumes
- Candidates are to follow the Invigilators Instructions as all times during the emergency and any evacuation process
- If there are only a few candidates, the possibility is considered of taking the candidates (with question papers and scripts collected by the invigilator) to another place to finish the examination
- A full report is made of the incident and of the actions taken, and sent to the relevant awarding body

Additional actions taken:

- In the event of a fire alarm, invigilators are trained to Evacuate the exam room immediately and escort pupils to the Exam Meeting Point on the school yard in the designated space.
- When/if allowed to return to the examination room, invigilators allow candidates time to settle down, reminding them they are still under formal examination conditions and that they must not open their answer booklets until instructed to do so
- Invigilators record the time the examination(s) restarted and amend the displayed finishing time(s) for all candidates to see
- Invigilators are trained to record as much detail on the exam room incident log when able to do so (ensuring candidates are continually supervised and giving complete attention to this duty at all times) and to ensure the exams officer is fully briefed at the end of the examination(s) to enable a full report to be submitted to the awarding body/bodies
- Where not allowed to return to the examination room, or the decision is made by the appropriate authority that the examination(s) cannot be resumed, the centre's Exam Contingency Plan will be invoked and invigilators/candidates briefed accordingly at the time

Refer to [ICE 25](#)

Candidates with access arrangements/reasonable adjustments

The SENCo at UALS ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam) and will.

- Ensure relevant candidates are involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
- Ensures exam information (JCQ information for candidates documents, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- Allocate appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments

Results

The current scheduled results day for the University Academy Long Sutton is Thursday 20th August 2026.

UALS will be open to Year 11 pupils from 10am – 12pm on the designated results day, in order for pupils to collect their published results; all results must be signed for.

A family member or friend may collect results on behalf of a pupil, providing they have written, and signed, authority from the pupil in question. The family member or friend should produce photographic identification together with the written authorisation when collecting the results.

Candidates that prefer for their results to be posted must provide a stamped addressed envelope (minimum A4). This envelope must be given to the exams officer before the end of the final school term.

Any uncollected results at the end of the designated exam day will be posted home to the pupils' address.

Refer to [GR 5.12](#) and [Post-Results Services](#) information

Post-Results Services (PRS)

On results day the EO and Staff will be able to provide information to candidates on the services provided by awarding bodies and the fees charged reference Access to Scripts, Reviews of Results and Appeals Procedures. They will also, where available, make candidates aware of the following:

- Brief candidates on the available services as well as all possible outcomes
- Provide internal deadlines for requesting the services to ensure that the external deadlines set by the awarding body can be met
- Make available the relevant documentation (i.e. Candidates Consent Form) that will be required before any follow up action can be taken. UALS are unable to make any requests for Post-Results Services without a signed candidates consent form

Candidates and their Parent/Carers are to make any/all requests for Post-Results Services via the University Academy Long Sutton. Under no circumstances are Candidates, or their Parent/Carer, to contact the relevant awarding body directly.

The UALS will conduct the following actions once the awarding bodies outcome letter has been received

- Notify the candidate, in writing, of the awarding bodies PRS outcome.
- Updates centre results information, where applicable

Refer to [GR 5.13](#) and [Post-Results Services](#) information

Certificates

Results certificates that have been awarded to candidates will be presented at the centre's annual awards evening that will be held on Thursday 19th November 2026. Candidates will be notified, and receive further information, by way of invitation.

Candidates must sign the collection register provided by the EO for the receipt of their certificates.

Candidates that are unable to attend the awards evening, will be able to collect their certificates by prior arrangement following the awards evening.

Candidates that cannot collect their certificates in person may nominate a third party by way of written consent naming the person collecting on their behalf. The third party must bring their own personal photographic identification

For unclaimed certificates the University Academy Long Sutton will:

- retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue; candidates can still claim their certificates over this period.
- Once the 12-month period from date of issue has elapsed UALS will destroy, or return to the awarding body, any unclaimed certificates.

Further information can be found on the UALS Website > Learning > Exams Information > Qualification Certificates.

Candidates should note that some awarding bodies no longer offer a replacement certificate service and in such circumstances the awarding body will issue a Certifying Statement of Results which will provide an accurate and complete record of results for all qualifications covered by the original certificate.

Refer to [GR 5.14](#)

Complaints & Internal appeals procedure

If a candidate (or parent/carer) has a general concern or complaint about the centre's delivery or administration of an examination the University Academy Long Sutton encourages an informal resolution in the first instance.

If a concern or complaint fails to be resolved informally, the candidate (or parent/carer) is then at liberty to make a formal complaint.

For internal appeals for examination certain criteria have to be met and details of how a complaint / internal appeal are made can be found by contacting UALS enquiries for further information

Refer to [GR 5.3z](#), 5.7, 5.8 and 5.13

Candidates Mental Health & Wellbeing

Examinations, assessments and tests are all part of life, both inside and outside of school, and being nervous or anxious about examinations is perfectly acceptable and a normal response when preparing for, and sitting, exams.

UALS regularly receives requests reference candidates sitting in a different room because they are anxious or worried about sitting their exams however, JCQ guidelines contains the following information as they acknowledge this is part of the examination environment.

'Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation/alternative room requirement within a centre'.

To assist candidates there are also some very useful apps including Mind Shift and Clear Fear which could be useful during the build up to, and during, the examination season.

Remember, talk to your friends and fellow students, although not in the exam, as they will be feeling much the same and may also need someone to talk too; it will help.

We are here to assist, where we can, to provide you with an exam environment that will give you the best opportunity to demonstrate your knowledge, skills and understanding.

JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.



Information for candidates

Coursework assessments

Effective from 1 September 2025

Produced on behalf of:



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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, encyclopaedias, 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 2026.

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.

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 of others 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 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.**

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 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.

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A copy of this document can be found online at:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Or

On the UALS Website > Learning > Exam Information > Examination Rules, Regulations and Guides

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.



Information for candidates

Non-examination assessments

Effective from 1 September 2025

Produced on behalf of:



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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, encyclopaedias, 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 2026.

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.

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 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.**

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.

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.

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A copy of this document can be found online at:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Or

On the UALS Website > Learning > Exam Information > Examination Rules, Regulations and Guides

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).



Information for candidates

On-screen tests

With effect from 1 September 2025

Produced on behalf of:



©JCQ^{CIC} 2025

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 test(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 test.
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 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 glasses, tablets (e.g. iPads or iPods);
 - (c) a watch.

Unless you are told otherwise, you **must not** have access to:

- (d) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. floppy disks, CDs, memory sticks, social media sites, spreadsheets or the internet;
- (e) 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 test has finished, you **will not** be allowed to return.
8. **Do not** borrow anything from another candidate during the on-screen test.

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

1. Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2. If you arrive late for an on-screen test, report to the invigilator running the test.
3. If you arrive more than one hour after the published starting time for the on-screen test, 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 test.

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 examination 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 on-screen test

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 test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT issues;
 - (d) your access to the on-screen test has not been set up correctly;
 - (e) adjustments to the on-screen test 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 test 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 test 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 test

1. Ensure that the software closes at the end of the on-screen test.
2. If you are required to print off work outside the time allowed for the on-screen test, 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 test.

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A copy of this document can be found online at:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Or

On the UALS Website > Learning > Exam Information > Examination Rules, Regulations and Guides

JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed timetabled written exams.



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:



©JCQ^{CIC} 2025

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 glasses, tablets (e.g. iPads or iPods);
 - (c) watches.

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 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;
 - (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. 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 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 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 script.
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.

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A copy of this document can be found online at:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Or

On the UALS Website > Learning > Exam Information > Examination Rules, Regulations and Guides

Awarding Body – Privacy Notice

Candidates can find further information on our awarding body's privacy notice from their respective websites using the links below:

AQA – <https://www.aqa.org.uk/about-us/privacy-notice>

Pearson – <https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html>

WJEC/Eduqas – <https://www.wjec.co.uk/home/privacy-policy/>

OCR – <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>

JCQ Information for Candidates – Social Media

You **must** read this information to help you stay within examination/assessment regulations when using social media.

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

JCQ Things to do on social media:

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

JCQ 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

K.I.T. 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](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

A copy of this document can be found online at:

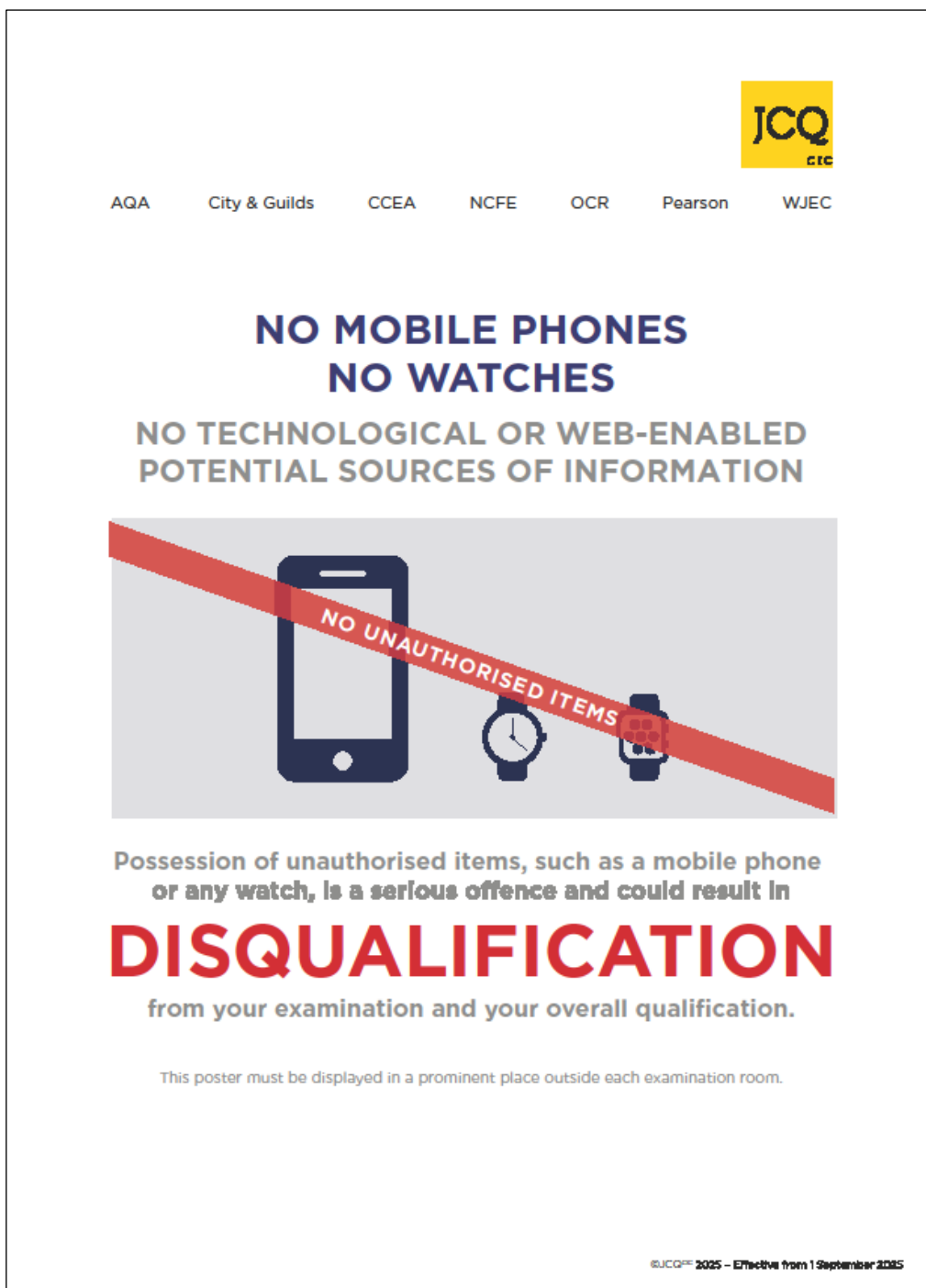
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Or

On the UALS Website > Learning > Exam Information > Examination Rules, Regulations and Guides

JCQ Unauthorised Items Poster

This poster will be displayed outside each exam room. You **must** note that *“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.”*



A copy of this document can be found online at:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>


Or








On the UALS Website > Learning > Exam Information > Examination Rules, Regulations and Guides


JCQ Warning to Candidates Poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

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.

A copy of this document can be found online at:


<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Or

On the UALS Website > Learning > Exam Information > Examination Rules, Regulations and Guides

JCQ AI & Assessments Poster

This poster will be displayed on notice boards around the school.



AI and Assessments

A quick guide for students

What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased

How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!

How do I make sure I don't misuse AI?

- 1 Know the rules**
 - You're **not allowed** to use AI tools when you're in an exam
 - Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
 - Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work
- 2 Reference reference reference!** If you're allowed to use AI tools, you must reference them clearly
 - Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got
- 3 Declare it's all your own work** – When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!

REMEMBER

Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly