REIGATE COLLEGE



EXAM AND ASSESSMENT HANDBOOK

2026-27

Contents

Introduction 3
Purpose of this handbook 3
Malpractice 3
Personal data 4
Copyright 4
Coursework assessments/non-examination assessments 5
Written timetabled exams 7
Contingency session - Summer 2026 7
What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash) 9
Where you will take your exams 9
What time your exams will start and finish 9
Supervision during your exams 9
Exam room conditions 9
How your identity is confirmed in the exam room 10
What equipment you need to bring to your exams 10
Using calculators 11
Food and drink in exam rooms 12
What you should wear for your exams 13
Where your personal belongings will be stored during your exam 13
What to do if you arrive late for your exam 13
What to do if you are unwell on the day of your exam 13
What happens if you have an unauthorised absence from your exam 13
What happens in the event of an emergency in the exam room 13
Candidates with access arrangements/reasonable adjustments 13
Results 14
Post-results services 14
Certificates 14
Complaints & Internal appeals procedure 14
APPENDIX 1 15
JCQ Information for candidates - coursework 15
JCQ Information for candidates – non-examination assessments 15
JCQ Information for candidates – on-screen tests 15
JCQ Information for candidates – written exams 15
JCQ Information for candidates – social media 15
JCQ Information for candidates - AI (Artificial Intelligence and assessments) 15
JCQ AI poster for students 17
..... 17

Introduction

Reigate 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 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 ensure copies of relevant JCQ information for candidate' documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- 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

To 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

JCQ provides information regarding what constitutes 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

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

Further guidance can be found under Information for candidates – social media

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

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

Non-examination assessments and coursework, as example:

Research and using references

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

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

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and not crediting the source. This includes outputs from AI tools. **Plagiarism is a form of cheating which is taken very seriously**...

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.
- Candidate notice and opt-out
  A candidate may notify the awarding body, by giving notice to the centre, that they wish to opt out of the awarding body's use of their Student Materials for the purposes set out above.

Please refer to the General Regulation section 6

Copyright

- The copyright of any form of 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)
- Candidates may access student materials (including examination scripts through post results services.

- 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

Please refer to the General Regulation section 6

Coursework assessments/non-examination assessments

- **BTEC assessment policy**

A copy of the BTEC assessment policy can be found at College Policies - Reigate College

- **Non-examination assessments (NEA)**

Non-examination assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers. Relevant JCQ information for candidates documents – AI (Artificial Intelligence and assessments, coursework, non-examination assessments, social media can be found Information for candidates documents, which must be read and understood prior to beginning their work.
These instructions apply to all GCE and GCSE specifications with one or more non-examination assessment components, as defined within the awarding body's specification and which contribute to the main qualification grade.

Candidates must read and understand the Candidate declaration form, prior to beginning your work and understanding the declaration must not be signed until you have completed your work and handed it in for final assessment.

Students will be informed by their teachers when assessment are taking place and relevant deadlines for completion.
Below is a summary of the things you MUST and MUST NOT do when undertaking non-examined assessments, coursework and internally assessed work that forms part of your qualification.

1. **Your work MUST be your own.**
2. **You MUST meet the deadlines that your teacher gives you.**
3. **You MUST keep your work secure and confidential**
4. **You MUST not write inappropriate, offensive or obscene material.**
5. **You MUST NOT misuse AI**

If it is discovered that you have broken the regulations, the awarding body will be notified, 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.

- Refer to Instructions for conducting coursework, Instructions for conducting non-examination assessments and Information for candidates documents
- Refer to JCQ AI poster for students
- Refer to JCQ AI Use in Assessments: Protecting the Integrity of Qualifications (Centre engagement with and discussion of AI)

- **Internal appeals procedure (NEA)**

Reigate College will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body. Details of the Internal Appeals Procedure can be found at College Policies - Reigate College

Internal appeals process for OCR Nationals and WJEC Applied Generals

If a candidate wants to appeal a decision to reject their work on the grounds of malpractice or not being able to confidently authenticate the candidate's work, they must follow the procedure as follows.

Stage 1: Speak to your Teacher/Assessor

Stage 2: Speak to the Course Leader

Stage 3: Speak to the Lead Internal Verifier and/or the Head of Department

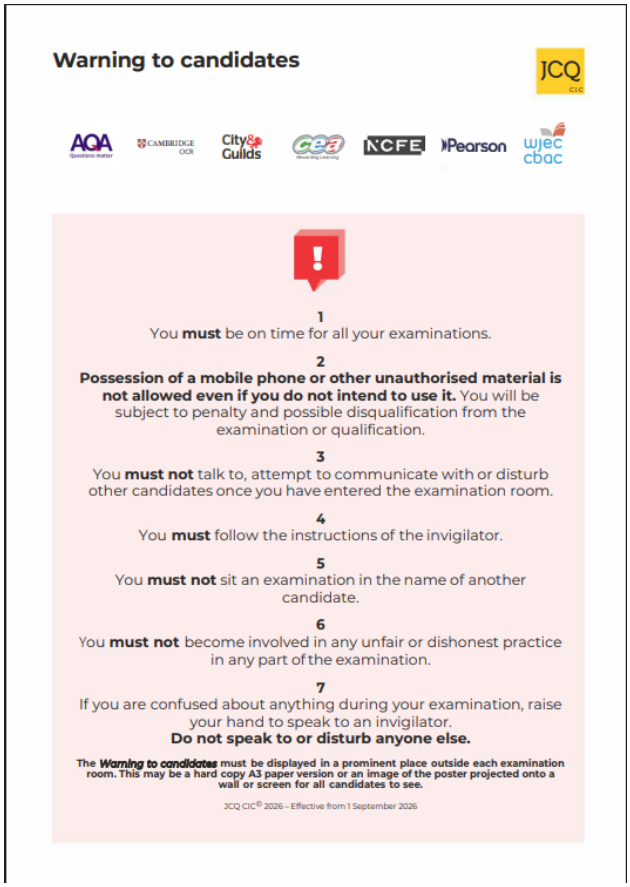
Stage 4: Speak to the Director of Learning and/or the Quality Nominee

Written timetabled exams

Students will have their exam timetable published on the portal. This will originally show the date and time of the exam, and nearer to the date, the venue and seat number. Any issues with your timetable must be notified as soon as possible to exams@reigate.ac.uk

On the day of the exam candidates must check the personal details, including any access arrangements, on their exam desk are correct. If the information is not correct, students should raise their hand and inform an Invigilator immediately.

Students are advised to read and take note of the JCQ posters (Warning to candidates & Unauthorised items) on display outside the exam rooms





Contingency session - Summer 2027

The contingency day in the event of national or significant local disruption to examinations in the United Kingdom is the 23rd June 2027.

On your exam day

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

Before sitting your exams, ensure you know:

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

What you will need:

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

Contingency sessions:

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

What you cannot take into your exams:



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

Other important information:

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

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

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

EFFECTIVE FROM 1 SEPTEMBER 2026

On-screen tests

In a small number of course, students may sit on-screen tests, please refer to Information for candidates – on-screen examinations

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

Students will a clash of exams will be contacted separately by the exams team to organise the details of how the clash will be managed. This will show on the exams timetable on the portal as 'clash'. This may involve students being supervised during a lunch break or overnight.

Refer to ICE 7, 8

Where you will take your exams

Most exams will take place in the Sports Hall or another large venue. Where appropriate due to specialist equipment requirements, exams and assessments may take place in classrooms.

What time your exams will start and finish

Exam and assessments generally start at 9:00 (AM) and 13:30 (PM). Students are expected to remain in the examination venue for the full time of the exam or assessment

Supervision during your exams

Exams are supervised by a team of trained invigilators. Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies. Students must follow the instructions given by invigilators.

Exam room conditions

The night before the exam it is good practice to check and reconfirm the start time, venue and seat number for the assessment.

Students are advised to arrive to the exam venue at least 30 minutes before the scheduled start of their exam.

Students will be advised by their teachers the location of a room to leave their bags prior to the exam.

A seating plan will be displayed outside of the venue

Candidates will be invited into the venue once the Invigilator team are ready, students are reminded that they are under exam conditions once they enter the room and until you are given permission to leave by the invigilator.

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

In the exam room the following will be displayed (centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam)

Any relevant information relating to the completion of the front of their answer books (first name and surname that matches their entry information, candidate number etc.) and that this **must not** be completed until instructed to do so by the invigilator

Any relevant information regarding the use of additional answer sheets/answer books etc.

Candidates must not open the question paper until the examination begins

Further guidance can be found her ICE 19 and here ICE 23.

If a candidate leaves the exam room temporarily, they must be accompanied by a member of the exams team. This includes rest breaks or toilet breaks. All incidents will be logged on the exam room log. Time will be added for those students with approved rest breaks as part of their access arrangement

Rest breaks may not be taken in the first 10 minutes and last 20 minutes of your exam.

Toilet breaks during internal and external exams

Unless the College is aware of a medical reason, students should not expect to leave an exam to use the toilet except in an emergency. Students who leave the exam room must be supervised, so the College operates a one-in, one-out system. This may mean students have to wait, with priority given to those with a medical need or approved rest breaks.

Students should be aware that time spent on a toilet break will normally be deducted from their exam time, unless they have an approved arrangement that allows otherwise. Students are therefore expected to prepare for each exam by using the toilet before it starts.

To minimise disruption, toilet breaks are not normally permitted during the first or last 30 minutes of an exam, unless there is a medical reason.

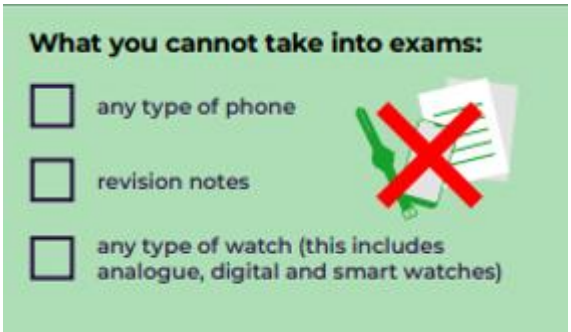
If a candidate leaves the exam room before 10am and 2:30pm without permission or unaccompanied by an invigilator or a member of SLT, the exams officer will contact the exam boards immediately and will follow JCQ malpractice policy. The lead invigilator will log the incident, and the candidate will not be allowed access to the exam room.

How your identity is confirmed in the exam room

Students must bring their Student ID card to the exam to verify their identity. Students' photos will also be displayed on each exam desk. Invigilators will check the identity of any candidates they suspect do not match the photo. Refer to ICE 16

What equipment you need to bring to your exams





You **must not** take into the exam room notes, Air pods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams:

A calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations. 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.

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

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.

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

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.

An invigilator may give a candidate a replacement calculator

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

Food and drink in exam rooms

Food is not permitted in the exam room unless for medical reasons. All food items will need to be approved by the exams officer. Water is permitted in the exam rooms in a clear, unlabelled water bottle, please ensure you are aware of which water bottles are accepted by JCQ and which are NOT permitted.

- **Water bottles permitted in the exam room**



- **Water bottles <u>NOT</u> permitted in the exam room**





What you should wear for your exams

We would suggest that students wear comfortable clothes, including layers to regulate their body temperature.

No hats or head coverings are allowed, other than for religious or medical grounds. Students may be required to show their ears by an invigilator to check for earpieces.

Where your personal belongings will be stored during your exam

Your teachers will notify you of rooms available for you to store your personal belongings

What to do if you arrive late for your exam

If students think they will be late for the start of the exam they must email exams@reigate.ac.uk before the start of the exam.

If a student arrives late (up to 1 hour after the published start time) for an exam they may be permitted to complete the exam. They should attend the venue and speak to the Lead Invigilator.

If a student arrives more than 1 hour after the published start time, students should report to reception, and they will be met by a member of the Exams Team. It is highly unlikely they will be able to sit the exam without extenuating circumstances

Refer to ICE 21

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

If you are unwell on the day of the exam and are unable to attend then either you or your parent/guardian should email exams@reigate.ac.uk

Students must then log a Special Consideration request on the College Portal

If a student is unwell and decides to complete the exam, after the exam they would need to complete a Special Consideration request on the College Portal.

Student will be required to provide evidence in the form of medical records or a doctor's note.

What happens if you have an unauthorised absence from your exam

Students that do not attend an exam with good reason may be charged the exam entry fee in line with the Colleges Charging and Remission Policy

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

In the event of an emergency, Invigilators will guide students as to what they must do.

Candidates with access arrangements/reasonable adjustments

EAAs are designed for candidates with the required knowledge, understanding and skills, who are unable to demonstrate these in an assessment in its normal format due to a difficulty or disability. These will be assessed by a member of the Learning Support Team, full details can be found in the Exams Access Arrangements Policy at College Policies - Reigate College.
Students will be able to view the EAA on the college portal prior to their exams taking place.
EAA will be included on the exam desk labels. Students should report to an invigilator if they believe this is incorrect.

Results

Students will be issued with results of exams and external assessments to their college and personal email, and available on the college portal on the published results day for the exam series.

Post-results services

Details for Access to Scripts, Reviews of Results and Appeals Procedures can be found on the college website Reigate College - Post Results Service

Certificates

Student will be invited to collect their exam certificates in the Autumn following their results. Details can be found at Reigate College - Post Results Service

Complaints & Internal appeals procedure

Details of the colleges complaints and appeal process can be found on the college website www.reigate.ac.uk

JCQ Information for candidates – coursework assessments

You **must** read this information, **prior** to beginning your work, if you are undertaking qualifications that contain elements of coursework assessment and before. If there is anything that you do not understand, you **must** ask your teacher.
Coursework assessments (Effective from 1 September 2026) www.jcq.org.uk/exams-office/information-for-candidates/

JCQ Information for candidates – non-examination assessments

You **must** read this information, **prior** to beginning your work, if you are undertaking qualifications that contain components of non-examination assessment. If there is anything that you do not understand, you **must** ask your teacher.
Non-examination assessments (Effective from 1 September 2026) www.jcq.org.uk/exams-office/information-for-candidates/

JCQ Information for candidates – on-screen tests

You **must** read this information **prior** to taking any externally assessed on-screen examinations as part of your qualification(s). If there is anything that you do not understand, ask your teacher.
On-screen examinations (Effective from 1 September 2026) www.jcq.org.uk/exams-office/information-for-candidates/

JCQ Information for candidates – written exams

You **must** read this information **prior** to taking any externally assessed written examinations. If there is anything that you do not understand, ask your teacher.

Written examinations (Effective from 1 September 2026) www.jcq.org.uk/exams-office/information-for-candidates/

JCQ Information for candidates – social media

You **must** read this information, **prior** to beginning your assessments/exams, to help you stay within examination/assessment regulations when using social media. This information explains: Things to do on social media; Things not to do on social media; What may happen if you do anything on social media that you must not do. www.jcq.org.uk/exams-office/information-for-candidates

JCQ ***Unauthorised items*** poster

You **must** read this information **prior** to taking any externally assessed on-screen or written examinations. If there is anything that you do not understand, ask your teacher.
This poster will be displayed outside each exam room. **Before** you enter the exam room, you **must** remind yourself that *"Possession of unauthorised items* (such as a mobile phone, smart glasses, any

type of watch or any storage or web-enabled device) *is a serious offence and could result in* ***DISQUALIFICATION*** *from your examination and your overall qualification."*
Unauthorised items poster (Effective from 1 September 2026) www.jcq.org.uk/exams-office/instructions-for-conducting-examinations-ice/

JCQ *Warning to candidates* poster

You **must** read this information **prior** to taking any externally assessed on-screen or written examinations. If there is anything that you do not understand, ask your teacher.
This poster will be displayed outside each exam room. **Before** you enter the exam room, you **mus**t remind yourself of all the warnings.
Warning to candidates poster (Effective from 1 September 2026)
www.jcq.org.uk/exams-office/instructions-for-conducting-examinations-ice/

JCQ Information for candidates – Preparing to sit exams

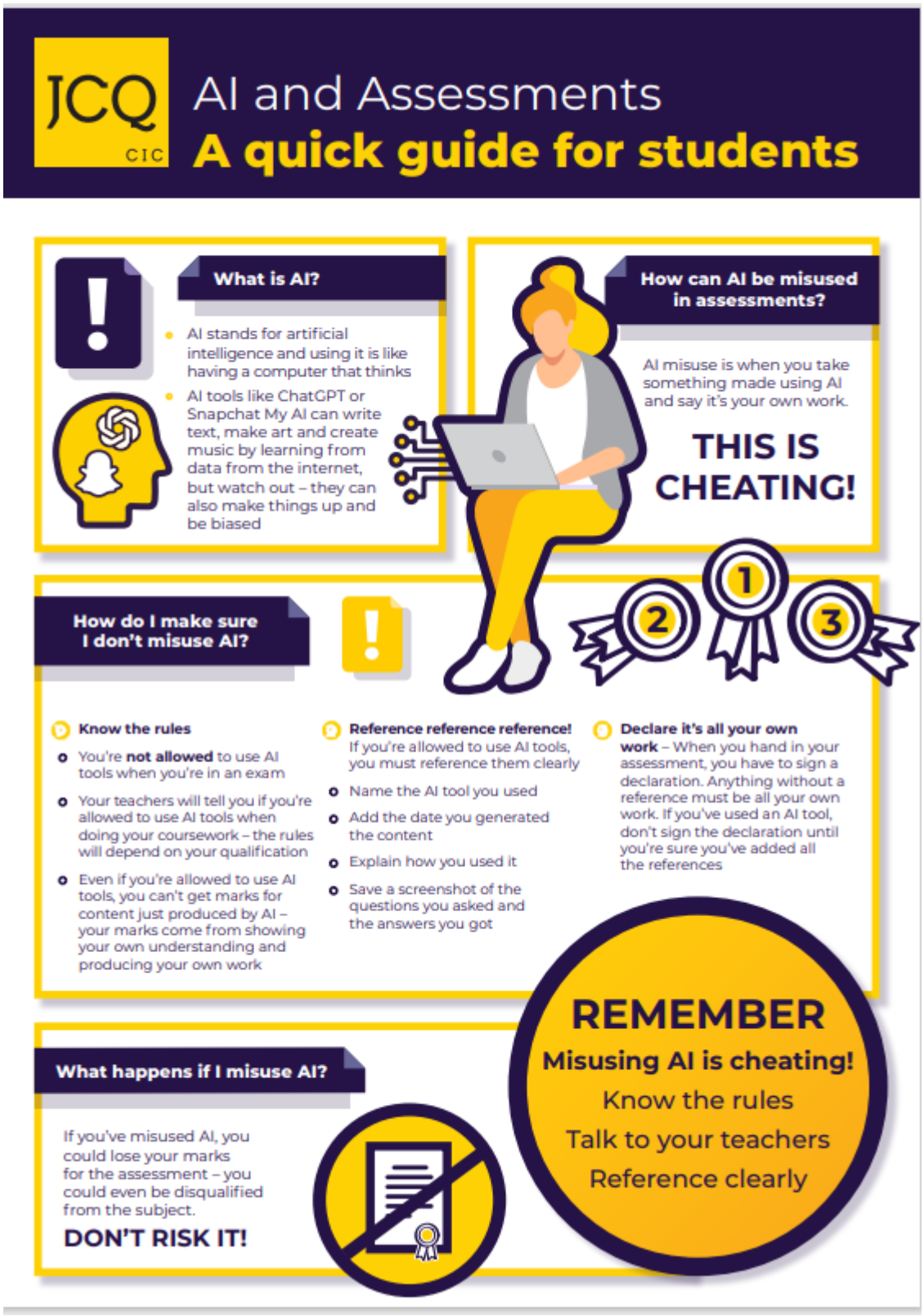
This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.
Preparing to sit exams www.jcq.org.uk/exams-office/information-for-candidates/ (Effective from 1 September 2026)

JCQ Information for candidates - AI (Artificial Intelligence and assessments)

You **must** read this information, prior to beginning your assessments, to help you stay within examination/assessment regulations when using artificial intelligence. This information explains: What is AI? What is an AI tool? When can I use AI? When can I not use an AI tool? If I'm allowed to use AI, how is this breaking the rules? How to make sure you don't misuse AI.

AI (Artificial Intelligence and assessments) www.jcq.org.uk/exams-office/information-for-candidates/

JCQ AI poster for students



This poster is a quick guide to help you to better understand the rules for use of AI in assessments.

AI and Assessments: A quick guide for students poster https://www.jcq.org.uk/exams-office/malpractice/