

Information for Candidates 2025/2026

You must ensure you are fully prepared for every exam you are taking. This includes understanding the JCQ (Joint Council for Qualifications) rules and regulations.

Before your exams

- Ensure you have read and understood all the JCQ documents sent to you by the Exams Manager (by email) and looked at the Exams Information section on the Larkmead School website.
- Check your exam timetable for the date, time, room and seat number for each exam
- Ensure you know where to register before each exam, and what time you will be expected to arrive
- Check you have the correct equipment for each exam including your exam ID card, a clear pencil case and at least two black pens (blue pens are not permitted), clear water bottle and depending on the exam – pencil, ruler, protractor, an approved scientific calculator.

During your exams

- You must be on time for all your exams. If you are late, you may not be allowed to sit the exam.
- You must not bring any unauthorised items into the exam room (this includes mobile phones, watches, earphones or earbuds e.g. AirPods, MP3/4 players or similar devices, smart glasses, tablets e.g. iPads or iPods or any other smart devices).
- You are under formal examination conditions from the moment you enter the room and until you have left the exam room at the end of the exam

This means you must not talk to, attempt to communicate with or disturb other candidates once you have entered the examination room (if you do, this must be reported to the relevant awarding body). If you are confused about anything, only speak to an invigilator.

You must not open the question paper until you are instructed by the invigilator that the exam can begin (if you do, this must be reported to the relevant awarding body)

Any breach of examination conditions is considered by the awarding bodies as malpractice*

- You must listen to and always follow the instructions of the invigilator
- You must not sit an exam in the name of another candidate
- You must not become involved in any unfair or dishonest practice in any part of the examination
- The centre number, subject title and paper code, the actual starting and finishing times, and date, of each exam will be clearly displayed and visible to you in the exam room, as well as a clock
- You must not draw or doodle on your hands or any examination materials

Before you are permitted to start your exams, the invigilator will:

- make sure you are seated according to the seating arrangements
- tell you that you must now follow the regulations of the exam
- ask you to check that you have been given the correct question paper for the day, date, time, subject, unit/component (and tier of entry, if appropriate) and to put up your hand if you think you have been given the wrong question paper
- tell you to read the instructions on the front of the question paper
- ask you to check that you have all the materials you need for the exam
- tell you about any erratum notices (if applicable) and instruct you about emergency procedures
- where applicable, ask you to check that you have the expected access arrangements

The invigilator will also remind you that you must:

- hand in any unauthorised items in your possession (this includes mobile phones and watches) if you have not already done so (this is your final chance. Failure to do so must be reported to the awarding body and may lead to disqualification)
- fill in all the details needed on the front of your answer booklet (or question paper) in black ink
- make sure you also fill these details in on any additional answer sheets that you use
- write clearly and in black ink, but you may use pencil for drawings and rough notes
- write in the designated sections of the answer booklet
- write all rough work in your answer booklet and neatly cross it through with a single line (for multiple-choice papers, you must do any rough work in the question booklet)
- not use correcting pens, fluid or tape, erasable pens, blotting paper and you must not use highlighters or gel pens in your answers

The invigilator will:

- remind you that you must not communicate in any way with, ask for help from or give help to another candidate while you are in the exam room
- tell you when you may complete the details on the front of your answer booklet (you must only do this when the invigilator's announcement is made)
- tell you when you may open the question paper and begin to write your answers
- tell you the time allowed (the duration of your paper)

The invigilator is not allowed:

- to give you any information or answer any questions from you about the content of your exam paper unless it relates to the instructions on the front of the question paper
- to give you any indication of the time elapsed or remaining for you to complete your exam paper

Malpractice

*Malpractice includes (but is not limited to):

- A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations
- Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations
- Disruptive behaviour in the examination room or assessment session (including use of offensive language)
- Being in possession of unauthorised material in the examination room (whether used or not)
- Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication.
- Plagiarism: unacknowledged copying from, or reproduction of, third party sources or incomplete referencing (including the internet and artificial intelligence (AI) tools)

Any candidate who breaches the rules may be subject to the indicative sanctions as detailed in the JCQ document **Suspected Malpractice: Policies and Procedures 2025-2026** (www.jcq.org.uk/exams-office/malpractice)

After your exams

- You are invited to come into school to collect your exam results on Results Day.
A-Level 13th August 2026
GCSE 20th August 2026

→ If you are not able to attend Results Day, you can request for your results to be emailed to you, or for someone to collect the results on your behalf. You must request either of these options by sending an email to the Exams Team prior to Results Day.

If you have any questions about these rules or the examination process, please contact the Exams Team:

exams@lar.cambrianlt.org