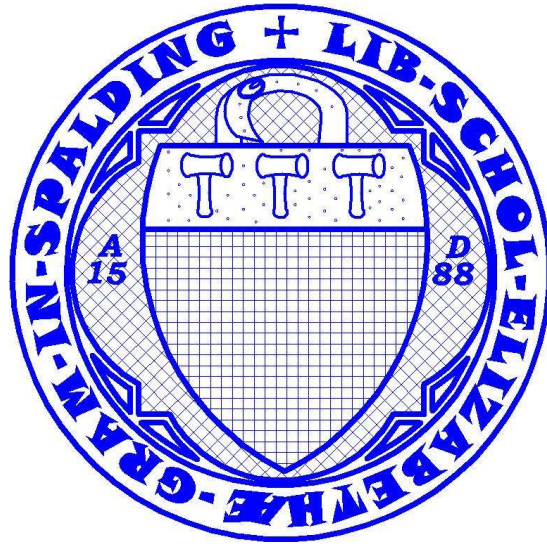


# Spalding Grammar School



## CANDIDATE EXAMINATION HANDBOOK 2026

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This handbook is reviewed and updated annually by the Examinations Officer – the next review will be October 2026.

## Introduction

Spalding Grammar School 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.

## Key Staff for Examinations

- Mrs Franklin – Examinations Officer ([exams@spaldinggrammar.lincs.sch.uk](mailto:exams@spaldinggrammar.lincs.sch.uk))
- Mrs Clark – Examinations Assistant
- Mrs Davison – Assistant Headteacher i/c Assessment, Data and Examinations

If you have any subject related questions then please speak to your teacher or Head of Subject in the first instance.

## Purpose of this Handbook

- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken.
- To support candidate briefings and assemblies and answer any questions you may have
- To inform candidates of / signpost candidates (and where relevant parents/carers) to any exams-related policies / procedures they need to be made aware of.
- To ensure candidates are made aware of and/or provided with relevant JCQ information for candidates and exam room posters advance of any exams/assessments being taken

Please also refer to the relevant candidate presentation which is available on the school website and Year Group Teams folders.

## Malpractice

Candidate malpractice normally involves wrongful action (examples outlined below) taken by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the completion of any examination.

Malpractice includes, but is not limited to:

- AI misuse
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. **It is a form of cheating which is taken very seriously**
- Causing disruption in the examination room including making noises; talking to other candidates once they have entered or prior to leaving the examination room (Sports Hall – means entry and departure of the sports building)
- Falling asleep and snoring / causing a disruption
- Use of inappropriate / abusive language or drawing of inappropriate images when completing scripts
- Student bringing and having unauthorised materials in the examination
- Student having unauthorised equipment in the room ie mobile phones; smart glasses; programmable calculators; calculators where no calculators permitted

- Student refusing to hand over unauthorised equipment/materials when asked by invigilator or any member of staff
- 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.
- Non-examination Assessments / coursework – research and references:
  - Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.

Any alleged, suspected or actual incidents of malpractice will be investigated by the school and reported to the relevant awarding body/bodies.

Refer to Appendix 1 for examples of penalties for incidents of malpractice and penalties applied. For more information about malpractice refer to the SGS Policy for Malpractice or the JCQ document Suspected Malpractice: Policies and Procedures (SMPP).

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

## Social Media

See poster in Appendix 6 of this document.

### Things not to do on social media:

- Buy / ask for / share examination or assessment content even if you don't intend to make use of it (these are likely to be fake content or a scam so the school recommend **not** to do this).
- Pass on rumours of what's in examinations or assessments.
- Share your work.
- Work with others so that your assessment is not your own independent work.

JCQ and the awarding bodies are increasingly tracking social media activity and if a candidate is involved in activity similar to any of the above they will be deemed as in breach of the regulations and it will be treated as malpractice. There are severe penalties for candidates involved in any form of malpractice.

## Personal Data

Spalding Grammar will provide relevant personal data including name; date of birth and gender to the awarding body for the purpose of examining and awarding qualifications.

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

## Coursework Assessments/Non-examination Assessments

Your teacher will have given a presentation or spoken to you about the 'dos and don'ts' and expectations for your work. They will also provide you with deadlines for your assessments; issuing of marks and appeals.

You will also need to make sure you have read the 2025-26 version of the following documentation:

- JCQ Guidelines on the school website for
  - IFC NE Assessments 2025 Final
  - IFC Coursework Assessments 2025 Final
  - JCQ AI Poster for Students
- SGS Policies – available on website
  - Malpractice Policy
  - Non-Examination Assessment Policy
  - Internal Appeals Procedure Policy
- It must be your own work – use your own wording
  - Do not copy anybody else's work
  - Do not copy from internet
  - Do not copy directly from marksheets/recommended answers
  - Do not use AI excessively
  - If you use any AI ensure you reference it properly in your work
- Risk of Malpractice – lead to disqualification/ loss of marks / impact on result
- Ensure you complete Candidate Record Form / Declaration Form accurately – you will need to know your candidate number for this
- Make sure you know the deadlines – work completion / submitting appeals for ma

### **Written timetabled examinations**

External or trial examination timetable will be shared on Year Group Teams and placed on the website in Examinations at least 6 weeks prior to the start of the examinations.

Candidates will be given their statement of entry during tutor time to check that all personal details ie name and date of birth and examination entries are correct – at the beginning of February at the latest

Candidates need to make any amendments to the statement and/or sign and date it to confirm that the information or changes are correct.

Candidates will be issued with personal examination timetable giving the following information:

- Date
- Start Time
- Level/Code/Element Title/ Component Title
- Length of Examination
- Examination Room
- Seat Number

This will be issued at least two weeks prior to the start of the examinations.

Candidates will attend at least one examination where the regulations; expectations; timings and procedures relating to the written examinations will be fully explained. This will include:

- Unauthorised items
- Examination Room posters
- What to bring to examinations
- Examination day arrangements
- Instructions on what to do if late / ill on examination day
- What to do if you are late to the examination
- Signposting candidates to information available on the school website
- JCQ documents

### **Contingency Day – Summer 2026**

The 2026 contingency day is **Wednesday 24 June**. You must be available on this day should an awarding body, in the case of an emergency or major incident, (ie leaked paper; UK wide emergency

preventing candidates attending school) decide to move one or more examinations to this day. We will not know if it will be used until the need arises which could be anytime up to the end of the examination season.

## **On-screen tests**

On screen tests will take place either in one or both IT rooms or in the IT corridor. Candidates will receive all the information they require from their subject teacher as to the expectations of the on-screen test and the process. The candidates will also be expected to make themselves aware of the *JCQ Information for candidates document – on screen tests*.

## **What to do if you identify you have two or more examination papers timetabled at the same time**

You can do this by checking your personal timetable against the main examination timetable from the school website. This is called a 'timetable clash' and there are specific arrangements for these. If they are 3 hours or less you will sit them one after the other – with a brief toilet break if required and to reset yourself for the next examination.

If you have the Access Arrangement for Extra Time, and your examination will therefore be longer than 3 hours one of your examinations will be moved to the morning or afternoon session.

## **Clash Supervision Arrangements**

If you have two or more examinations timetabled in the same examination session on the same day where the total time is **more than 3 hours** one of the examinations will be moved to an earlier or later session in that day.

You will be made aware of the clash on your personal timetable as your examination start time will be different to the main timetable / your peers' timetable.

If you have an examination clash:

- You will be required to leave your bag and phone in Main Reception.
- You will need to **bring additional water, your lunch and paper revision materials** as you will **NOT** have access to internet and will be under supervision from the end of your first examination until the start of your second examination in a spare classroom and will not be able to mix with other candidates (unless they are under clash supervision).
- You will be escorted from the examination hall to collect your bag and taken to a separate room where you will be supervised by an invigilator or member of staff until the start of the afternoon examination.
- You will be escorted from the classroom to the examination room for the afternoon examination.
- You will be able to collect your phone at the end of the day from Main Reception.

If you do not follow these instructions you will be in breach of examination regulations and will be reported to the examination board and SLT for malpractice.

## **Overnight Supervision Arrangements**

If you have three or more examination in one day lasting longer than **6 hours (A Level) or 5 1/2 hours (GCSE)**:

- Mrs Franklin will discuss the examination clash with you and give you the option of taking all three in one day or ask if you wish to apply for Overnight Supervision
- If you select Overnight Supervision, we will request a meeting with you and your parent/carer. The meeting will be with Mrs Franklin and Mrs Davison.
- At the meeting we will go through the rules for overnight supervision:
  - Day1 you will be in clash supervision so will need to follow the procedures outlined above including handing in your phone – which will stay in school until the end of your examinations on the second day (in a locked drawer in Main Reception).

- Overnight you **must have NO** access to social media / phone / tv / friends / peers.
- You will need to be collected and brought to school by parent/carer or family member **not** with other candidates
- You will need to sign in at main reception and wait to be escorted to your morning examination
- You and your parent/carer will need to sign to confirm that you will adhere to these requirements. Your parent/carer will need to agree to take responsibility for ensuring that you do not behave in such a way to jeopardise the integrity of the examinations.

Mrs Franklin will notify the examination board of your overnight supervision request

If you or your parent/ carer does not sign the document agreeing to these terms, then Spalding Grammar will refuse to support Overnight Supervision Arrangements for you. If the school has any concerns or has any reports that you have broken these terms, they will report to the examination board and SLT for malpractice and you will not be able to take the examination.

### **Where you will take your Examinations**

Most of the examinations will take place in the Sports Hall. Some examinations ie Music will take place in the Main Hall especially towards the end of the examination series.

GCSE Language examinations will take place in the Main Hall; Drama Studio or Boardroom.

If you have extra time or use a laptop for your examinations you will be located in the Lecture Theatre or Boardroom in the Business Block.

Your personal examination timetable will confirm the location of your examinations.

### **What time your Examinations will Start and Finish**

At Spalding Grammar external examinations will start **9am and 1.15pm** unless notified otherwise.

(JCQ official start times are 9am and 1.30pm – therefore where examinations last 1 hour or less you will be expected to remain in the examination hall until the published finishing time of the examination or 1 hour after starting time).

Y10/12 Trial examinations in April/May will start at 9am and 1.50pm - some afternoon exams may start at 1.30pm)

Y11/13 Trial examinations in December will start at 9am and 1.30pm – some may start at 1.00pm

### **Supervision during your Examinations**

- Examinations are supervised by a team of invigilators, some of whom you will be familiar with. The invigilators are fully trained and must follow strict rules and regulations when supervising examinations as directed by JCQ awarding bodies.
- Make sure you listen to the invigilators and follow their instructions. If you do not follow their instructions you may be in breach of the regulations and be reported for malpractice.
- If you need anything during the examination put your hand up and an invigilator will come to your desk.
- The invigilators must log/report any incidents that occur in the examination room ie disturbances; behaviour issues.

### **Examination Room Conditions**

Candidates will line up in the following locations 15 minutes before the start of their examination in the following areas:

Sports Hall:	Back Playground
Main Hall:	In front of Rosebed/Tree
Drama Studio:	English Quad
Lecture Theatre/Boardroom:	Gather just inside Business Building

(We would recommend candidates go to the toilet before the start of the examination as, unless they have a pre-notified medical condition, candidates cannot leave the room for the first 30 minutes of an exam and the last 30 minutes so if the exam is an hour long you cannot leave the examination hall).

Candidates will be briefed by a member of SLT and then instructed to enter the examination hall/room and find their seat.

### Entry into the Examination Room

- Candidates are expected to enter the examination room in total silence.
- Candidates must hand over any unnecessary equipment/material/mobile phones/ watches that are in their possession when entering the examination room – if they do not give these up it subject to penalty and may lead to disqualification from the exam.
- Candidates are expected to find their desk and take their seat in silence – **must** not communicate or disturb other candidates.
- Candidates **must** not touch or open examination papers – if do so will be reported to relevant awarding body.
- Sit and wait patiently until all candidates have been seated.
- Candidates **must** listen to and follow instructions given by the lead invigilator ie **DO NOT FILL IN FRONT OF EXAM PAPER UNTIL INSTRUCTED BY INVIGILATOR.**

Candidates must remain in silence, not communicate with other candidates or disturb other candidates ie snoring as this is deemed malpractice and will be reported to the examination board and could impact your results.

Invigilators will write all the details for each of the examinations taking place in the examination room on the whiteboard(s) at the front of the room:

- Date
- Centre Number
- Subject
- Examination Paper Title/Reference.

When instructed by Lead Invigilator complete the front of the examination paper/answer paper/script with the correct information:

Name:

Candidate Number

Signature.

**It is really important that you sign the front of your paper – if you don't it could make your script invalid and the awarding body may not mark the paper.**

### Leaving the Examination Room

All candidates must remain in the examination room for the full duration of the examination and for afternoon examinations will be retained in the examination hall until the published finishing time of the examination (if less than one hour) or **one hour** after the published starting time ie **2.30pm** depending on the length of the examination.

**Toilet breaks** are allowed, however **not in the first or last 30 minutes** of the examination (unless candidate has an existing medical condition that requires a toilet pass) and candidates will need to sign they have left the room and will be supervised by an invigilator. Any time lost due to a toilet break will **not** be added back.

Those candidates with assigned supervised rest breaks will have the time of the rest break added to the end of the exam to ensure they receive the full time of the examination.

The length of Toilet breaks and Supervised Rest breaks will be logged by the invigilators and kept in a log with other examination incidents/registers etc.

## Seating in Examination Room/Hall

All candidates are allocated a seat number (combination of letter (row) and number) which is shown on their personal examination timetable. If you are unsure where your seat is then ask the invigilator. Every candidate has a coloured card on the examination desk detailing their name and candidate number so also look for that.

**Sports Hall:** Rows run from A (by entry door) to U at end and from 1 to 10 from whiteboard to back of the hall.

**Main Hall:** Rows from A (by the piano) to I (Technology corridor) and from 1 to 10 from stage to back of the hall

**Drama Studio:** Rows from A to F (front by whiteboard) and the 8 rows back.

**Lecture Theatre:** Front Desks are row 1 and back desks row 4 then from A-D across the room.

## How your Identity is confirmed in the Examination Room/Hall

Each desk has an ID card with your photo, legal name and candidate number. Once all candidates are seated and while the invigilator is going through the instructions for examination, an invigilator will check your ID against the examinations register.

## What Equipment you need to bring to your Examinations

Remember to bring the following equipment to your examination, in a clear pencil case or clear plastic bag:

- Black Biro/ballpoint pen **NOT** fineliner/gel pen/uniball/ rollerball
- Pencil and for certain examinations coloured pencils if needed
- Maths equipment for Maths examinations
- Calculator for Science and the Maths calculator papers.

Water in a clear plastic bottle – no label. If it has a large lid you may be asked to remove it by an invigilator.

## Using calculators

If you are using the calculator purchased from the school they meet the JCQ guidelines for calculators in examinations, however if you are using another brand and are concerned they don't meet the regulations please check with your maths teacher and they will be able to advise you.

**Programmable Calculators MUST BE in Examinations Mode.**

## What you must not bring into the examination room

As shown in the presentation in assembly the following items are **NOT** allowed in the examination room:

- Any type of watch (Smartwatch, digital or analogue)
- Mobile phone/smartphone
- Earphones/earbuds/Airpods
- Smart glasses (or any Smart device)
- iPod
- MP3/4 player
- Memory sticks
- Coloured/opaque water bottle

## Food and Drink in Examination Rooms

**Only** water in a clear bottle with all labels removed, is permitted in the examination room.

Candidates who have a medical need ie diabetes, may be permitted to bring food/drinks into the examination room, but only with approval from the SENDCo, and are removed from any packaging that is not be permitted in the examination room. These will be kept at the front of the examination room in readiness should the candidate need them. The candidate will raise their hand and the invigilator will provide the necessary support. (ICE Section 18).

## **What you should wear for your Examinations**

Year 11s should wear school uniform including blazer and proper school shoes to the examination –

**NO hoodies or trainers are permitted**

Year 12s and 13s should wear appropriate smart business dress and smart shoes to the examination –

**NO hoodies or trainers are permitted**

## **Where your Personal Belongings will be stored during your Examination**

You should place your personal belongings in the lockers in the English corridor or for Sixth Form they can be placed in the common room **unless** you have an examination clash where you should follow instructions in the above section.

If you are concerned about the safety of personal belongings then you are advised to bring a padlock for the locker.

Do not bring any unauthorised items into the examination hall they must be stored in your bag in the lockers.

## **What to do if you Arrive Late for your Examination**

Candidates are expected to arrive 10-15 minutes before the start of the examination (external examinations start at 9am or 1.15pm) – refer to other times above.

If you are going to be late for an examination:

- Telephone school and ask to speak to examinations officer or Main Reception
- Follow the instructions given by the examinations officer
- **Immediately turn off your mobile phone and any other communications device**
- When you arrive at school go straight to reception explain you are late and need the examinations officer immediately
- The examinations officer (or invigilator) will escort you to the examination room giving you instructions for the examination and answer any questions you have before you start the examination

If you are going to arrive **more than one hour after the start of the examination** or **after the finishing time of the examination** you will be considered as very late and may **not** be allowed to sit the paper. You will also be reported to the examination board for being very late and the board may **not** accept or mark your script.

Spalding Grammar School reserves the right to exercise discretion whether to allow a candidate who arrives after the start of the examination to enter the examination room and sit the examination.

Invigilators will ensure that the relevant information is recorded in the exam room incident log and will allow the late/very late candidate to continue working past the finishing time of the examination and instruct them to stop working after the full working time allowed has passed.

## **What to do if you are Unwell on the day of your Examination**

It is important that even if you are feeling unwell you try and get into school to take your examination. Inform a member of staff in the lineout; your Head of Year or the Examinations Officer that you are feeling unwell.

If you are going to come in but will be late follow the steps above for arriving late to an examination.

If you feel unwell during the examination put your hand up and an invigilator will help you. You may be able to leave the room (supervised by an invigilator) for a few minutes to recover – before continuing your examination, or if you are too unwell to complete the paper it will be logged and your paper will be collected. It will be logged with the special consideration service, medical evidence would support this submission.

Remember you **cannot** move the examination to another day or time; so will receive 0 marks for that paper. If you feel you really cannot come into school:

- Parent/carer to telephone the school tell Main Reception and ask to speak with the examinations officer
- Get medical evidence to prove your illness (e.g. a doctor's note) and give it to the examinations officer who will submit to the examination board it for special consideration however this will not guarantee any marks being given for that paper.

### **What happens if you have an Unauthorised Absence from your Examination**

You will be marked absence from the examination and will receive **NO** marks for that paper.

The Head of Year will contact your parents to discuss your absence. You may be required to pay the entry fee for the examination.

### **What happens in the event of an emergency in the examination room**

If the examination hall / room needs to be evacuated due to an emergency ie fire the invigilators will stop the examination, note the time and give the candidates instructions.

Candidates will be instructed to leave everything on the desk and vacate the room and make their way in total silence to the assembly area where they will line up in same order as in the examination room and registers will be taken.

Candidates will be expected to remain in silence and not communicate in any way with other candidates during the evacuation – they will be supervised by the invigilators and members of SLT/Heads of Year and teaching staff until the 'all clear' is given.

On return to the examination hall; once everyone is seated the examinations will restart and the time will continue from the stopping point to ensure that candidates are given the full time for the examination. Invigilators will also log the incident and the Examinations Officer will log the incident with the relevant awarding bodies.

More information is contained in the *Spalding Grammar School Fire and Evacuation Policy* which is available on the school website.

### **Lockdown Policy (Examinations)**

Refer to the separate *SGS Lockdown Policy*, however in the case of a lockdown the Examinations Officer/ Support staff / Assistant Headteacher for Examinations will contact the Lead Invigilator in each room via mobile telephone to alert them of a lockdown situation. Invigilators follow the Lockdown protocol to ensure the safety of all candidates in the room.

The above members of staff will notify Invigilators of the 'all clear' once this has been confirmed by SLT.

### **Candidates with Access Arrangements/Reasonable Adjustments**

For more information regarding the policy relating to Access Arrangements please refer to the *SGS Equalities Policy (Examinations)* which outlines the responsibility and process for awarding Access Arrangements.

Candidates who have been registered for extra time or the use of a word processor (laptop) will be seated in the Lecture Theatre or Boardroom.

Candidates will be supported by the student support team during their examinations. The SENDCo will liaise with the Examinations Officer to ensure candidate needs are met and discuss with candidates what the process will be.

Candidates with Access Arrangements will attend a further briefing with the SEND Team and Examinations Officer after the Year Group Examinations briefing to go through any specific processes they need to be aware of.

Candidates with Supervised Rest Breaks will be seated at the back of the Sports Hall or Main Hall in order for them to have access to the door at the rear of the examination hall should they need to leave their seat for their rest break. If they leave the examination hall they will be accompanied by an invigilator for the full time of their rest break. The time of the rest break will be added to the end of the examination time order that the candidate received the full examination time.

Candidates who have evidenced medical needs which require them to have access to the toilet facilities will also be seated near the rear of the examination hall.

### **Candidates using Word Processors (Laptops)**

Candidates will be seated in the Lecture Theatre and close to plug points to ensure there is no risk of losing power during the examination. Candidates will be provided with dedicated examination laptops with 'Examwrite' software which meets the requirements of JCQ and awarding body regulations for Word Processor use in examinations.

Candidates will log on to the software and follow the instructions for completing the paper details – supported by the Invigilator and Exams Officer. Candidates can use a combination of word processor and writing answers on the examination paper.

### **Results**

Candidates will be required to collect their results in person from school on the following Results Days.

- A Level                              Thursday 13 August 2026
- GCSE                                    Thursday 20 August 2026

More information regarding the opening times for collection of your results will be sent via Parentmail to parents/carers.

Please notify Mrs Franklin by email at [exams@spaldinggrammar.lincs.sch.uk](mailto:exams@spaldinggrammar.lincs.sch.uk) if you are **unable** to attend Results Day and confirm any arrangements you have made / give permission for your results to be collected ie by another student; family member. We **cannot** post or email results to candidates.

Year 11 candidates will be able to sign on for Sixth Form, register for their courses or discuss possible changes to their course choices due to their results.

Staff will be on hand to support candidates with their results and their next steps.

Candidates will also be able to discuss their results with staff and if required to apply for Access to Scripts and Post Results services.

All candidates will be required to complete a Destinations Form confirming what they are doing next – this is a requirement for the Department of Education.

Please note: the results given to candidates on Results Day from the examination board are provisional results and may be subject to change following verification prior to issuing certificates. The grade given on the certificate is deemed the final grade.

### **Post-Results Services**

If you are unhappy with your results or have questions about your results speak to your subject teacher or head of subject. You can then complete an Access to Script form when you collect your results which will be in your results envelope.

Once you have received your script you may wish to discuss it with teaching staff and should you make a decision to use one of the Post Results services outlined below - complete the relevant form and send to Mrs Franklin at [exams@spaldinggrammar.lincs.sch.uk](mailto:exams@spaldinggrammar.lincs.sch.uk). Mrs Franklin will advise when payment

is available on Parentmail. You will need to make the payment on Parentmail for the relevant service, before your request will be processed. Please advise Mrs Franklin one payment has been made in order for her to then process the request.

Mrs Franklin will communicate with you via email and telephone so please you provide your **personal email address** and **mobile number** as you may not have access to your school address during the process. You will need to check your junk mail for any responses as emails from the examinations office or Mrs Frankly may go there.

When applying for Post Results Services please remember **marks / grades can go down as well as up.**

The Post Results Services are:

- **Access to Scripts (ATS):** application to see your script. Staff may also ask you to give permission for them to access your script to use as a teaching aid for future candidates.
- **Service 1: A clerical re-check.** This includes a check that:
  - all parts of your script (your answers) have been marked
  - marks have been totalled and recorded correctly
- **Priority Service 2: Priority Review of marking (A Levels only)** where results affect university applications. However, results from this service may not be available before university deadlines.  
See Review of Marking below for what it includes.
- **Priority Service 2: Review of marking.** This includes:
  - a review of the original marking to ensure that the mark scheme was applied correctly, and to correct any errors
  - a check that all parts of your script (your answers) have been marked, and that marks have been totalled and recorded correctly
- **Service 3: Review of moderation** – is not available to individual candidates.

Post Results are charged per paper not per subject examination so you will have to select which component paper you wish to be reviewed

More information together with costs will be included in your results envelope or will be available on the website – examinations section.

## Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed. Certificates always remain the property of the awarding bodies. Receipt of certificates and arrangements for issue is managed by the Examinations Officer, Mrs Franklin.

- Store certificates in a safe and secure manner until they are issued to candidates
- Ensure candidate check the details on the certificate are correct before signing for them.

Spalding Grammar School have the following arrangements for the issue of examination certificates:

- GCSE candidates attending SGS 6<sup>th</sup> Form will be presented with their certificates at the school Speech Day at the end of November.
- A Level candidates are invited to attend a celebratory afternoon in December where certificates are presented together with any uncollected enrichment certificates awarded in Year 12.
- Examination assemblies, school website & internal communication formats are used to inform former candidates how to arrange to collect certificates and, where possible reminders are sent to candidates.

- Where candidates cannot attend either of the above events, certificates will be available for collection from school from the start of the **January** term.
- Candidates need to contact the school by phone or email ([exams@spaldinggrammar.lincs.sch.uk](mailto:exams@spaldinggrammar.lincs.sch.uk)) if they wish to collect nominate another person to collect their certificates make the request in writing to the same email (who must show photo id on collection).
- Awarding bodies instruct schools that certificates **cannot** be posted to candidates risk of loss and cost of replacement.
- All certificates must be signed for in order that a record is kept on file confirming certificate issue.
- Certificates and records are kept for a minimum of 12 months.
- Certificates are stored safely and securely in the examinations office. Retention of unclaimed or uncollected certificates and issue is managed by the Examinations Officer.

Some awarding bodies may **not** offer a replacement certificate service

The awarding bodies require that arrangements for certificate collection **must** be made by candidates, **parents cannot** do this on their behalf.

Certificates are legal documents and the responsibility of the candidates. Candidates, not school will be responsible for any cost for replacing lost or damaged certificates which is currently around £60.

### **Internal Appeals Procedure**

Refer to **[SGS Internal Appeals Procedure Policy \(NEA Coursework\) Examinations 2024-25. And SGS Post Results Policy](#)**

### **Complaints Policy**

In the first instance if a candidate or parent/carer wishes to make a complaint relating to trial or external examination it should be sent in writing to [exams@spaldinggrammar.lincs.sch.uk](mailto:exams@spaldinggrammar.lincs.sch.uk) for the attention of the Examinations Officer who will then forward it to the relevant Head of Subject or to the Assistant Headteacher i/c Assessment, Data and Examinations

Procedures for appeals and complaints for Non-Examination Assessments are outlined in the **[SGS Internal Appeals Procedure Policy \(NEA Coursework\) Exams 2024-25.](#)**

For more information regarding the school's Complaint Policy and procedures please refer to the school's **[Complaint Policy.](#)**

### **Candidate Confirmation**

**Once you have received your Personal Examination Timetable and read and understood the contents of this handbook, please complete the Confirmation of Receipt of Examination information and Candidate Handbook form here <https://forms.office.com/e/vWY56m3VvC> or click in the link of the email you received containing this handbook.**

**Examples of Malpractice and the Penalties which may be Applied**

Please refer to the SGS Malpractice Policy or full JCQ Suspected Malpractice Policies and Procedures for more examples and information.

Offence	Warning	Loss of marks on that paper	Loss of marks on all papers in that subject or disqualification
Calculators/Dictionaries when prohibited	Not used	Used or attempted to use	
Bringing notes in the wrong format or prohibited annotations into the examination room	Notes/annotations go beyond what is permitted but do not give an advantage; content irrelevant to subject	Notes/annotations are relevant and give an unfair advantage	Notes/annotations introduced in a deliberate attempt to gain an advantage
Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, AirPods, earphones and headphones)	Not in the candidate's possession but makes a noise during the examination	In the candidate's possession but no evidence of being used by the candidate	In the candidate's possession and evidence of being used by the candidate
A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations	Minor non-compliance: e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	Major non-compliance: e.g. refusing to move to a designated seat; significant amount of writing after being told to stop	Repeated non-compliance
Failing to abide by the conditions of supervision designed to maintain the integrity and security of the examinations	Leaving examination early (no loss of integrity); removing script from the room but evidence that integrity was maintained	Removing script from the examination room but with no proof that the script is safe; taking home materials	Deliberately breaking timetable clash supervision arrangements; removing script from examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired
Disruptive behaviour in the examination room or assessment session (including use of offensive language)	Minor disruption lasting a short time; calling out, causing noise, turning around	Repeated or prolonged disruption; unacceptably rude remarks; being removed from the examination room; taking another's possessions	Warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property

Offence	Warning	Loss of marks on that paper	Loss of marks on all papers in that subject or disqualification
Verbal communication	Isolated incidents of talking before the start of the examination or after papers have been collected	Talking during the examination about matters not related to the examination; accepting examination related information	Talking about examination related matters during the examination; whispering answers to questions
Communication	Passing/receiving written communications which clearly have no bearing on the assessment	Accepting assessment related information	Passing assessment related information to other candidates; helping one another; swapping scripts
The inclusion of offensive or obscene material in scripts, controlled assessments, coursework, NEAs or portfolios	Isolated offensive words or drawings	Frequent offensive words or drawings; isolated obscenity or offensive comments directed at an individual or group	Frequent obscenities; discriminatory language, remarks or drawings directed at an individual or group
Copying from another candidate or allowing work to be copied (including the misuse of technology)	Lending work not knowing it would be copied	Permitting examination script/work to be copied; showing other candidates' answers	Copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy
Use of social media for the exchange and circulation of real or fake assessment material	Attempting to source secure assessment related information online/via social media	Accepting/receiving real or fake assessment related information via social media without reporting it to the awarding body	Misuse of assessment material (real or fake) including: attempting to gain or gaining prior knowledge of assessment information via social media; improper disclosure of real or fake assessment information; passing or distributing real or fake assessment related information to others
Obstructing or hindering a malpractice investigation	Failing to report suspected malpractice by other candidates	Providing incomplete information to those gathering information for a malpractice investigation	Providing misleading and/ or significantly incomplete information to those gathering information for a malpractice investigation

## JCQ – On Your Exam Day

This is a useful checklist to refer to each morning to ensure you have everything you need for your examinations that day:



## 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.

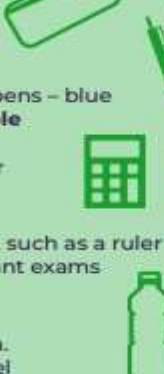
### Before sitting your exams, ensure you know:

- 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 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. AirPods, smart glasses or tablets)
- 

### 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 apparatus, 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
- 

### 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.

### Contingency sessions:

- There are contingency sessions within the Summer 2026 exam timetable on the morning and afternoon of 24 June 2026. Make sure you are available on 24 June 2026.

If you have any questions about your exams, please 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](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

## **JCQ Information for Candidates**

There are a range of JCQ documents in the Exams section of the school website which we would recommend you look at and where relevant to the subjects you are undertaking you should read the information in the document.

### **Written Examinations**

**All candidates should read this information:**

- **JCQ Information for candidates – written examinations 2025-26**

### **Coursework:**

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

- **JCQ Information for candidates - Coursework 2025-2026**

### **Non-examination Assessments**

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

- **JCQ Information for candidates – non-examination assessments 2025-2026**

### **On Screen Tests**

You **must** read this information if you are undertaking qualifications that have an on-screen test.

- **JCQ Information for candidates – on-screen tests 2025-26**

## SGS Policies


Spalding Grammar Examination Policies can be found in the Exams section of the school website:

Click on this link to access the policies: [\*\*SGS Exam Policies\*\*](#)

- SGS Examinations 2025-26 Policy
- SGS Equalities Policy (Examinations) 2025-26
- SGS Contingency Policy (Examinations) 2025-26
- SGS Internal Appeals Procedure Policy Examinations 2025-26
- SGS Laptop (Word Processor) Policy 2025-26
- SGS Lockdown Policy (Examinations) 2025-26
- SGS Malpractice Policy (Examinations) 2025-26
- SGS Non-Examination Assessment Policy (Examinations) 2025-26
- SGS Post Results Policy (Examinations) 2025-26
- SGS Special Consideration Policy (Examinations) 2025-26
- SGS Whistleblowing Policy (Examinations) 2025-26

## JCQ Information for Candidates – Social Media


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

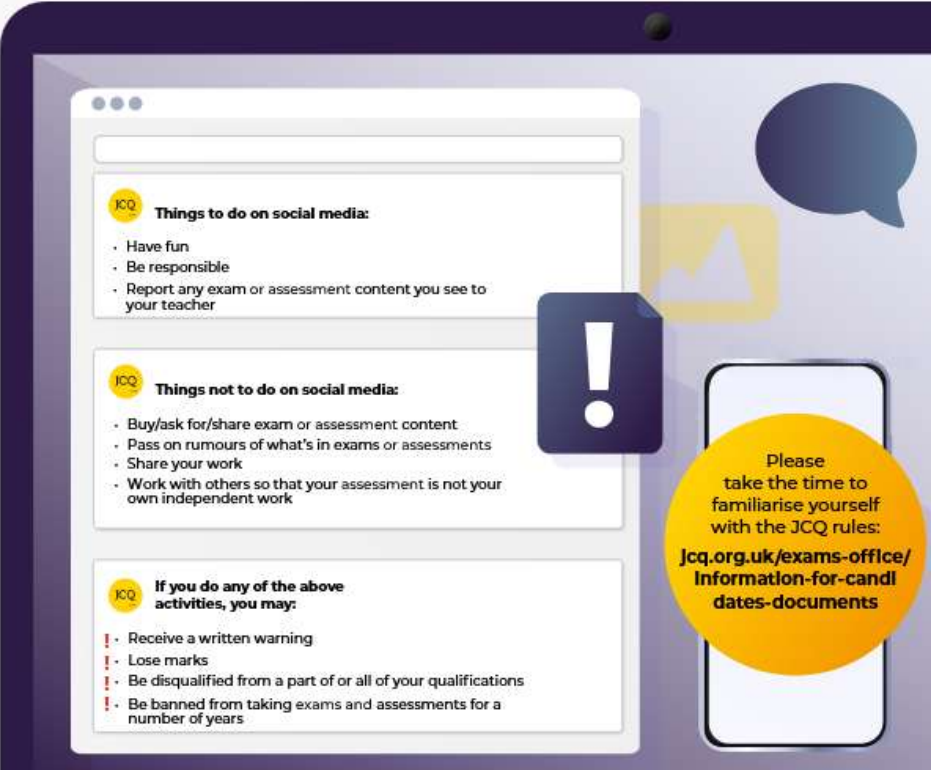


Information for candidates  
**Using social media and examinations/assessments**

**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

**JCQ 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:

[Jcq.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

## JCQ Unauthorised Items Poster

This poster will be displayed outside each examination 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.”



The poster features the JCQ logo in the top right corner. Below it, a horizontal line lists the following examination boards: AQA, City & Guilds, CCEA, NCFE, OCR, Pearson, and WJEC. The main message is displayed in large, bold, blue capital letters: "NO MOBILE PHONES" and "NO WATCHES". Below this, in smaller grey capital letters, is "NO TECHNOLOGICAL OR WEB-ENABLED POTENTIAL SOURCES OF INFORMATION". A central graphic shows a blue mobile phone, a blue watch, and a blue smartwatch, all crossed out by a thick red diagonal line. The text "NO UNAUTHORISED ITEMS" is written in white on the red line. Below the graphic, the text reads: "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." The word "DISQUALIFICATION" is in large, bold, red capital letters. At the bottom, a small note states: "This poster must be displayed in a prominent place outside each examination room." The footer contains the copyright information: "©JCQ™ 2025 - Effective from 1 September 2025".

JCQ  
c.t.c

AQA City & Guilds CCEA NCFE OCR Pearson WJEC

**NO MOBILE PHONES  
NO WATCHES**

NO TECHNOLOGICAL OR WEB-ENABLED  
POTENTIAL SOURCES OF INFORMATION

NO UNAUTHORISED ITEMS

Possession of unauthorised items, such as a mobile phone  
or any watch, is a serious offence and could result in  
**DISQUALIFICATION**  
from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

©JCQ™ 2025 - Effective from 1 September 2025

## JCQ Warning to Candidates Poster

This poster will be displayed outside each examination 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.**

## 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

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**
  - o You're **not allowed** to use AI tools when you're in an exam
  - o Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
  - o 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 referencel**

If you're allowed to use AI tools, you must reference them clearly

  - o Name the AI tool you used
  - o Add the date you generated the content
  - o Explain how you used it
  - o 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

REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly

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!

