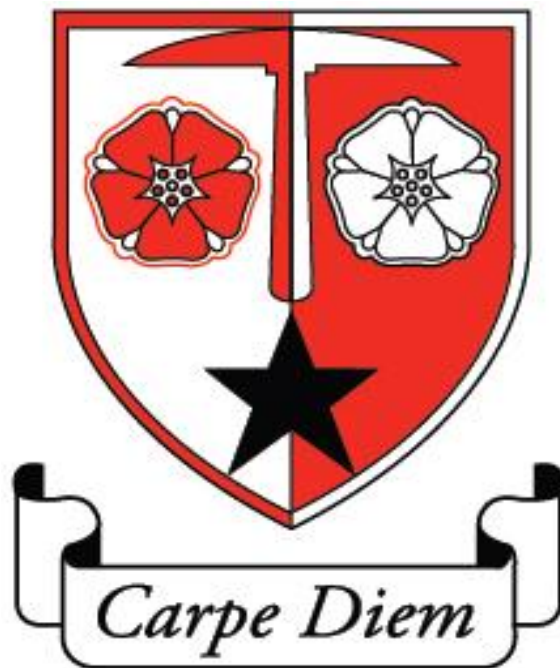




Audenshaw School

**CANDIDATE
EXAMINATIONS
HANDBOOK
2026-2027**

Hazel Street, Audenshaw, Manchester, M34 5NB
Telephone Number: 0161 336 2133
Email: exams@audenshawschool.org.uk

OUR MISSION

Our School aims to provide a quality education in a caring community based on values of **respect, responsibility** and **resilience** and a relentless pursuit of excellence in all that we do.

OUR VISION

Our School will be recognised as a fully inclusive, aspirational, high achieving centre of excellence, firmly rooted in the local community.

We will create, develop, and maintain a challenging and stimulating personalised learning environment where no student is overlooked or left behind and where teaching and learning is high quality, inspirational and innovative.

We will consistently have high academic standards and expectations for every individual and continue to place considerable value on sport and healthy living and developing strong links with the community.

All members of our school community will be valued, and every success will be celebrated. Our School will maintain a safe, secure, and caring environment in which to work and learn.

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Examination Information, Rules, Regulations & Procedures

Academic Year 2026/27

1. Candidate Number - Your candidate number is a four-figure number allocated to you by the school. This number will be shown on your statements of entry, personal timetables and results statements. The exam boards identify you by your candidate number as well as your name.
2. At the beginning of March, parents/candidates will receive a statement of entry. Please check your entries, and if applicable access arrangements, carefully. If there are any errors (e.g., name, date of birth, exam entry) please notify the Exams Officer immediately. Some exams have a tier of entry, higher or foundation, please check you have been entered for the correct tier as instructed by your teacher.
3. It is your responsibility to familiarise yourself with information from the awarding bodies' regulations 'Notice to Candidates' (as shown in this booklet). A copy of these notices will be displayed outside the exam hall/rooms. These can also be found on the school website.
4. Unless otherwise stated, all exams at this school start at 9.00am for morning papers and 1.30pm for afternoon papers. Candidates should be ready at their exam location at least 15 minutes before the start of an exam.
5. Full school uniform **MUST** be worn for examinations. Failure to comply with School Policy could potentially mean that you will be placed in RRC; a phone call to home and the Awarding Body will be made aware of the situation.
6. Candidate's **MUST** remain in the exam room for **THE WHOLE DURATION** of the examination.
7. Candidates who leave their exam early may be reported to the relevant Exam Board and run the risk of being **DISQUALIFIED**.
8. Coats and bags will not be allowed in the exam hall or exam rooms. Candidates must leave all bags and coats in an allocated storage area prior to their examination start time. Candidates are advised not to bring anything valuable such as mobile phones into school with them as the school will not be held responsible for any loss or damages.
9. It is essential that candidates arrive **ON TIME** to their examinations (if late, their paper could be made invalid, and the Awarding Body may refuse to mark the paper).
10. Examinations will be held in the **SPORTS HALL** and classrooms. The location of each examination and the seating location of each candidate will be set by the school and noted on their individual timetables.

11. When received, candidates need to check their individual timetables carefully, including whether the exam is taking place in the morning or afternoon – allowances cannot be made for students misread their timetable or use the general timetable and do not refer to a friend's timetable.
12. It is essential that all candidates check:
13. The date, including the day, of their examination
14. The starting time of their examination
15. Their **room location** and **seat number** (seating lists are posted outside each exam location).
16. Candidates must **NOT** enter an examination room until instructed by the Exams Officer/Invigilation staff.
17. Candidates must not open the question paper until the examination begins but once seated, please check that you have the correct exam paper, if you are unsure, please raise your hand and speak to an Invigilator. Please ensure that your full name and candidate number is written on the front of your paper. Do not write in the borders of the exam paper.
18. You must not have any of the following on your person in the exam room:
 - a. **Mobile Phone (this includes switched off mobile phones)**
 - b. **Smart watch**
 - c. **Smart glasses**
 - d. **Wrist watch**
 - e. **Earphones/earbuds**
 - f. **Air pods**
 - g. **Any other electronic storage**
19. Be aware that should any unauthorised device be found in your possession during the exam, even if it is turned off, the device will be taken from you and a report made to the appropriate awarding body. Awarding bodies have advised that any candidates found to be in possession of an electronic device with them during an exam face disqualification from the subject concerned.
20. The school does have a security check in place prior to the start of the examinations which does include the use on a mobile phone scanner – it is however ultimately the candidate's responsibility to ensure that they do not take any unauthorised items/materials into the examination. If in doubt as to whether you are allowed to take an item into the exam room, please ask before you enter.
21. The school does not provide a secure place to store mobile phones and will NOT accept liability for them. Due to this, the school expects that parents/carers actively encourage students not to bring mobile phones to school. If a student is found to be in the possession of a mobile phone during the security checks, the School Policy on the use of mobile phones will be enacted.
22. No food, chewing gum or sweets are allowed in the exam rooms.
23. ONLY plain bottled **WATER** is allowed to be taken into the exam room. If bottles are brought in, ALL wrappers/packaging **MUST** be removed before entering so the bottle is **CLEAR/SEE THROUGH.**

24. Candidates must provide their own equipment: **BLACK** pen, pencil, pencil sharpener, eraser, and ruler. Calculators (where allowed- see below) and for maths, candidates should also have a protractor and compass.
25. CALCULATORS – must be of a suitable size and battery operated. Calculators must be scientific. Students are responsible for the calculator's working condition. All calculators must be in exam mode and spot checks will take place.

They **MUST NOT**:

Be designed or adapted for any of the following facilities:

- Language translators
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other machines or the internet
- Have retrievable information stored in them, including
 - Databanks
 - Dictionaries
 - Mathematical Formulae
 - Text

*No calculator cases will be allowed on the desks, the calculators **MUST** be removed from the cases before entering the exam room.*

26. All pencil cases **MUST BE** clear.
27. Candidates who fail to bring the required equipment will be disadvantaged.
28. Candidates will not be allowed to share with other candidates **OR** borrow equipment from school.
29. **NO** talking or any form of non-verbal communication between candidates is allowed inside the exam rooms for example turning around or signalling to other candidates. These incidents will be reported to the Awarding Body, and it will be their decision on what action to take – this may include disqualification.
30. Any candidate causing a disturbance within an exam room may be asked to leave the room and any instances of disturbance will be reported to the Awarding Body. For example, minor noise, forced coughing, sniffing, tapping, whistling etc. This could result in malpractice and the disqualification of the candidate from the examination.
31. All exam staff and invigilators **MUST** be treated with respect at **ALL** times and any instructions/direction given by them must be strictly adhered to. Any candidate who is rude, disrespectful and/or disruptive will be reported to the Exams Officer and the appropriate action will be taken.
32. Failure to comply with Invigilator's instructions is considered Malpractice by the Awarding Bodies and may result in disqualification.
33. Toilet Breaks are **NOT** permitted once the examination has begun, unless the candidate has a Medical Pass.

34. Absolute silence must be maintained until you are outside of the exam hall/room. Other exams may be continuing when you leave the exam hall. Question papers, answer booklets and additional paper must not be taken from the exam room.
35. Candidates must attend all the exams that they have been entered for as shown on their individual examination timetables
36. Examination entry costs (not re-sits) are met by the school. However, if a candidate fails to turn up for an examination, then parents/carers will be expected to meet the cost of entry. (Costs per examination start from around £36). Only in exceptional circumstances will the school not enforce these charges, such as, serious illness, supported by a doctor's note within 7 days of the examination date.
37. If you are not able to attend an exam due to ill health it is important that you provide school with a letter from your GP. Failure to attend without a valid reason will result in your parents/carers being sent a bill for the cost of the exams missed. If you are unavoidably delayed or the bus fails to turn up, please let the school know immediately, we will do what we can to get you to your exam.
38. If you have any concerns or are experiencing any difficulties, please **speak to the Exams Officer** who can talk to you about what arrangements, if any, can be made during your examinations. We are unable to act retrospectively so it is important you notify us of any possible issues prior to examinations. You can also send an email on exams@audenshawschool.org.uk
39. The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations. **The contingency date is Wednesday 23rd June 2027 (full day)**. Candidates must remain available should an awarding body need to invoke its contingency plan.
40. The date that Year 11 Student's may collect their results statements from the school is Thursday 19th August 2027. If you would like someone else to collect your results for you, it will be required for you to provide the examinations officer with written authorisation prior to results day. You will also be required to complete forms regarding access to scripts and review of marking. Please ensure that the school have your mobile number and email address for you to be easily contacted to discuss any post results services you may require.
41. Under no circumstances will exam results be given over the phone or and only in exceptional circumstances will be sent via email.
42. All exam enquiries must be sent to exams@audenshawschool.org.uk

Further Information

Non-Examination Assessment & Coursework Units

43. During your Non-Examination Assessment and/or Coursework Units in certain subjects your teacher may advise you of a **projected grade**. The teacher will advise the projected grade will be based on what the grade boundaries are at the time. They will stress this is only a guide and once the Non-Examination Assessments and/or Coursework Units have been sent off to be moderated these grades can decrease/increase or stay the same based on current grade boundaries.

Artificial Intelligence (AI)

44. AI refers to the use of all AI tools that can be used obtain information and content which might be used in work produced for assessments which lead to qualifications.
45. Work produced for assessments must be your own work and cannot be copied or paraphrased from another source, such as an AI tool.
46. AI tools may only be used when the conditions of the assessment permit the use of the internet and the student is able to demonstrate that the final submission is a product of their own independent work and thinking.
47. AI misuse includes, but is not limited to, the following:
- Copying or paraphrasing sections of AI-generated content
 - Copying or paraphrasing whole responses of AI-generated content
 - Using AI to complete parts of an assessment so that the work does not reflect the student's own work
 - Failing to acknowledge use of AI tools when they have been used as a source of information.
 - Submitting work with intentionally incomplete or misleading references of bibliographies
48. To copy or paraphrase work for an assessment from an AI tool is Malpractice and will be reported to the relevant Exam Board and you may be at risk of being disqualified.

Information About Your Assessed Work

- When you submit work for an exam, coursework, or assessment, it is important that you understand how it may be used by the awarding body.

Who owns your work?

- You own the copyright to any work you create, including written work, artwork and photographs, audio or video recordings, computer programs and data.

How will my work be used?

- The awarding body may use your work to mark and moderate assessments, train examiners to mark consistently, award grades and qualifications, check quality and standards, and detect malpractice or plagiarism.
- This may include the use of automated or AI-assisted systems.

Can I opt out of this?

- No. These uses are an essential part of the assessment process and all candidates' work must be available for these purposes.

Can my work be used for anything else?

- The awarding body may also use your work for examiner and teacher training, examiner reports and assessment publications, and research related to qualifications and assessment.

Will my name be included?

- No. Before your work is used for these additional purposes, it will be anonymized, meaning your name and any information that could identify you will be removed.

Can I opt out of these additional uses?

Yes. If you do not want your anonymized work to be used for training, publications, or research, you can tell your centre. The centre will then notify the awarding body.

In Summary

- You own your work.
- The awarding body must be able to use it for assessment, grading, quality assurance, and malpractice checks.
- You cannot opt out of these essential assessment activities.
- You can opt out of your anonymized work being used for training, publications, or research.
- If you wish to opt out, please email exams@audenshawschool.org.uk

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, effective from 1 September 2026*

<https://www.jcq.org.uk/knowledge-hub/coursework/>

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 2026:*

<https://www.jcq.org.uk/knowledge-hub/non-examination-assessments/>

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, effective from 1 September 2026:

<https://www.jcq.org.uk/knowledge-hub/on-screen-examinations/>

JCQ Information for candidates – written exams

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

Information for candidates – written exams, effective from 1 September 2026:

<https://www.jcq.org.uk/knowledge-hub/written-exams/>

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 – social media 2024 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

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

You **must** read this information 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.

Information for candidates - AI (Artificial Intelligence and assessments)

<https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/09/IFC-AI-Asessments-2026.pdf>

JCQ Guidance for parents, carers and students about access arrangements

https://www.jcq.org.uk/wp-content/uploads/sites/2/2025/10/JCQ-Parent-guidance-information-sheet-2025_26.pdf

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.*”

https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/08/2026-Unauthorised-Items-poster_FINAL.pdf

JCQ Warning to candidates poster

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

Warning to candidates poster

https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/08/JCQ-Warning-to-candidates-2026_FINAL.pdf

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/wp-content/uploads/sites/2/2025/09/JCQ-AI-poster-for-students-2.pdf>

Privacy Statements

We would also draw your attention to the Exam Board's Candidates Privacy Policies, please click on the links below for further information:

OCR

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

AQA

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

Pearson

<https://qualifications.pearson.com/en/privacy-policy.html>

WJEC

<https://www.wjec.co.uk/media/y2sjx1po/230222-wjec-privacy-notice.pdf>