

King Edward VI Camp Hill School for Boys



Examination Guidance & Information

for

Students and Parents
Summer 2026

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INTRODUCTION

It is the aim of King Edward VI Camp Hill School for Boys to make the examination period as stress-free and successful as possible for all its students.

Hopefully, this booklet will prove both informative and helpful. It reiterates what was said at the examination assembly (which was really a platform to emphasize the protocol we expect from you) provides other relevant information and in the Appendices, amongst other things, it includes important JCQ information, and information regarding results, post results services and certificates etc.

Please read it carefully so that you are aware of what to expect and what is expected of you, and furthermore, the procedures to follow in the event of any problems occurring.

Parents will also be emailed a copy of this booklet.

The awarding bodies (or examination boards) set down strict criteria for the conduct of examinations and King Edward VI Camp Hill School for Boys adheres to them stringently.

If you or your parents have any queries or need help or advice at any time before, during or after the examination period please contact:

The Examinations Officer - **Mrs Lesley Simmonite – l.simmonite@chb.kevibham.org**

Deputy Head (Curriculum) - **Mr Melios Michael – m.michael@chb.kevibham.org**

The school telephone number is: **0121 444 3188**

Remember - we are here to help.

All the best!

GENERAL GUIDANCE AND INFORMATION

You have been given a copy of your Statement of Entry. An entry check exercise has already been undertaken to ensure that you have been entered for the correct subjects and that your personal details are correct.

You have also been given your personal timetable – a hard copy by your form teacher and via Arbor. Your parents also received a copy via Arbor.

Student clashes have been resolved (a clash occurs when a candidate has more than one exam in a session with more than 3 hours in total). The procedure has been explained to these students.

Candidate number

Each candidate has a four-digit candidate number (sometimes called exam number). It is on your Statement of Entry and Personal Timetable. It will also appear next to your name on seating plans and on your photocard which will be placed on your exam desk.

Seating plans will be displayed on the “Exam notice board” one day in advance, outside Room 5. It is imperative that you look at them to know: the timing of the exam, which room, and your seat. All this information also appears on your individual timetable.

Unique candidate Identifier (UCI)

Each candidate has a UCI (12 numbers and 1 letter) which is used as a unique attribute in addition to a candidate’s name, gender and date of birth. This number will usually begin with the School’s Centre Number (20149) unless you have transferred from another school who will have already issued you with a UCI. Your UCI is used for administrative purposes, and it is not necessary for you to remember it.

Unique Learner Number (ULN)

Each candidate has a personal ten-digit number, which is used to ensure learner achievement information can be provided to the Personal Learning Record Service. It is not necessary to remember it.

Examination Boards

The school uses the following examination boards at present: **AQA**, **Edexcel** and **OCR**.

Examination Regulations

JCQ Information for candidates documents

EXAMPLES AND MORE INFORMATION CAN BE FOUND IN THE LINKS BELOW AND ALSO ON THE WEBSITE

- Non-examination assessments
[Non-examination assessments 2025-2026 – Joint Council for Qualifications](#)
- Coursework Assessments
[Coursework assessments – 2025-2026 – Joint Council for Qualifications](#)
- Written examinations
[Written exams 2025-2026 – Joint Council for Qualifications](#)
- Preparing to sit exams
[JCQ-Preparing-to-sit-your-exams -2025 2026.pdf](#)
- Using Social Media
[JCQ Social Media Infographic v4](#)
- Artificial Intelligence & Assessment
[JCQ AI infographic v3](#)
- Privacy Notice
[Information-for-candidates-Privacy-Notice-19-20-v2.pdf](#)
- Warning to candidates' poster
[JCQ-ICE-Warning-to-candidates-2025.pdf](#)
- Unauthorised Items poster
[2025 Unauthorised-Items-poster](#)
- AI Use in Assessments
[AI-Use-in-Assessments Apr25 FINAL.pdf](#)
- AI Assessments: A Quick Guide for Students
[JCQ-AI-poster-for-students-2.pdf](#)
- FAQs – Using Calculators
[FAQs---Using-Calculators_FINAL.pdf](#)

Candidates MUST read all the documents on the links above or on the website carefully and note that breaking any of the examination rules or regulations could lead to disqualification from all subjects. **PLEASE NOTE - The school must report any breach of regulations to the awarding body.**

Attendance during the examination period

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, with the proper equipment.

It is essential that you are outside your designated room 10/15 minutes before the start of your examination paper. Five minutes before an examination starts an announcement will take place where the necessary JCQ instructions and other information will be read out. If you attempt to enter the room when this announcement has started, you will be prevented from doing so. You will then be given the announcement outside the examination room. Once the examination has started, and only then, will you be allowed in the room to start the examination.

Candidates who, due to unforeseen circumstances, know they will arrive late for an examination must in the first instance, inform the school office that they will be late. The school telephone number is 0121 444 3188. Candidates who are late **MUST NOT ENTER AN EXAM ROOM** but wait to be escorted in by a member of staff. Depending on the circumstances they may still be admitted. If special consideration applies, then you must speak to **Mrs Simmonite** (see heading: Unforeseen circumstances during the examination period). Parents and candidates are reminded that the school will require payment of entry fees:

- Should a candidate fail to attend an examination without good reason and without informing the school.

Note, misreading the timetable will NOT be accepted as a satisfactory explanation of absence.

Conduct expected during the examination period

Please read all the appendices, especially Appendix 2 – Appendix 6, to ensure you are completely aware of our expectations regarding your conduct throughout the exams.

Highlighted below is some relevant information (not exhaustive) regarding your conduct/board requirements:

- Mobile telephones, electronic communication or storage devices such as iPods, MP3/4 players, smartwatches and wrist watches (with or without a data storage device), and any potential technological/web enabled sources of information are not permitted in the examination room.
- You may leave your mobile telephones in the correct box in the admin office. Make sure that you have put your name on the phone. Post-it notes will be provided for this purpose (Appendix 3).
- If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off, you have removed the battery and do not intend to use it) it will be taken from you and a report

made to the appropriate exam board. No exceptions can be made. **YOU WILL BE GIVEN A ZERO FOR THAT PAPER AND POTENTIALLY FOR OTHER PAPERS.**

- Silence must always be adhered to, at all times, once in an examination room.
- Make sure that you have been to the lavatory prior to the start of an examination.
- Do not leave written answers on the floor or hold your answer paper up because other candidates may be able to read your answers and you could be accused of cheating.
- If you finish the examination early, you should continue to face the front and avoid any eye contact with other candidates. Use this time to check over your answers.
- Please do not write on examination desks. This is regarded as vandalism, and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on your examination papers - if you do the examination board may refuse to accept your paper.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by Mrs Simmonite/Mr Michael.
- If the fire alarm sounds during an examination do not panic. The invigilators will tell you what to do. You will be escorted to a designated assembly point (see Appendix 4). Complete silence and no communication with other students must be adhered to throughout the process. When you return to your exam venue do not start writing until you are told to do so by the invigilator. You will be allowed the full working time for the examination. A report will be sent to the exam board.
- Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- All stationery should be contained in a clear transparent pencil case / polythene bag.
- Note: You are responsible for providing your own equipment for examinations. The school has limited supplies of spare equipment. You cannot borrow equipment from another candidate during an examination.
- Water bottles should be colourless, transparent and have no labels on them – they must be placed on the floor. No coloured bottles or bottles with wide rims are allowed.

Invigilators

The school employs external invigilators to invigilate the examinations. Students are expected to behave in a respectful manner towards all invigilators and always follow their instructions.

Mr Michael and/or Mrs Simmonite will, if possible, be present at the start and end of an examination.

Invigilators are in the rooms to supervise the conduct of the examination. They will give the necessary announcement at the start of exams, distribute and collect the papers, tell candidates when to start and finish the examination, hand out extra answer paper if required, and deal with any problems that occur during the examination, for example if a candidate is feeling unwell.

Listen carefully to instructions and notices read out by the invigilators - there may be amendments to the exam paper that you need to know about.

Please note that invigilators cannot discuss the paper with you or explain the questions.

Unforeseen circumstances during the examination period

If you experience difficulties during the examination period (e.g., illness, injury, or personal problems) please inform Mr Michael or Mrs Simmonite at the earliest possible opportunity so that they can help or advise you. If you are unwell, then phone the school office. It is vitally important that medical evidence is provided and once again also inform Mr Michael/ Mrs Simmonite.

Special consideration can only be applied where a temporary illness, a temporary injury, bereavement, domestic crisis, or some other event outside of the student's control has affected their performance in an examination on that day. Students will be required to provide evidence to support their application.

Special consideration can go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their examinations. It cannot remove the difficulty faced by the candidate. This is because only minor adjustments can be made to the mark awarded. To make larger adjustments would jeopardize the standard of the examination.

Awarding bodies will not enter into discussion with any school, candidate or their parents as to how much special consideration will/will not be applied. Special consideration can only ever go some way towards compensating a student who has been disadvantaged during an exam. It is not always possible to reflect what might have been achieved in more favourable circumstances.

Special consideration would be given by applying an allowance of additional marks to the affected examination. The size of the allowance depends on the timing, nature and extent of the illness or misfortune. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases).

Examples of circumstances and the percentage adjustments are listed on pages 6 and 7 of the JCQ publication "A guide to the special consideration process – General and Vocational Qualifications" (effective from 1 September 2025) - [JCQ-A-guide-to-the-special-consideration-process-FINAL 2025 26.pdf](#).

All assessments/examinations measure what a student knows and can do. The overall grade(s) awarded must reflect the level of attainment demonstrated in the examination period/examination(s). The grades awarded do not necessarily reflect the student's true level of ability if attainment has been considerably affected over a long period of time. Where long

term circumstances have prevented the student from reaching the competence standards, it may not be possible to make an adjustment.

Notification of Results

Students are expected to collect their Summer 2026 results in person. Venue for collection will be either the foyer, dining room or hall. Date and timings are as follows:

GCE A Level:

Year 13 students: Thursday 13th August 2026 between 8.30am – 11.00am

GCSE Level:

Year 11 students: Thursday 20th August 2025 between 8.30am – 11.00am

If you do not come into school to collect your results, it will be assumed that you do not wish to have a paper copy. We will not be posting out any paper copies.

Students from other year groups who have taken GCE or GCSE examinations will be able to collect their results at the beginning of the Autumn term. If they wish to receive their results earlier, they must provide Mrs Simmonite with a stamped self-addressed envelope before the end of the summer term. They will then be posted out to you on the same afternoon or the next day after results are issued.

Under no circumstances will results be given out by telephone. However, you may get someone else to collect your results on your behalf. You must inform Mrs Simmonite of this before the end of the summer term. The person nominated must bring in some form of ID on results day and collect the results from the exam office.

Post Results Services

All detailed information regarding the **administration** of post result services will be put in your results envelope. **Note, it is imperative that students read the post results information given as there are strict deadlines which must be adhered to regarding the services offered.**

Appendix 6 provides information regarding arrangements and services offered by exam boards, together with internal appeals procedures.

If you require advice regarding Enquiry about Results, then approach your subject head of department/Mr Michael in the first instance. They should be able to advise you on your options.

Exam boards also have an appeals process available to parents who remain dissatisfied after receiving the outcome of an enquiry about results, and such an appeal must be submitted

within 10 days of receipt of the outcome. The appeal can only be related to the exam board's procedures or the application of the procedures. A fee will be charged.

Further details of the process can be obtained from Mrs Simmonite.

Certificates

Year 13 and External students

We will be asking students to collect their certificates in person from the school office on the following dates:

Tuesday, 15th December 2026

Wednesday 16th December 2026

Wednesday 6th January 2027

Thursday 7th January 2027

If you are unable to collect your certificate(s) in person, then you may nominate someone else to collect it on your behalf. You must inform Mrs Simmonite via email, beforehand, who will be collecting your certificate and disclose their relationship to you. They must bring some form of ID e.g. driving licence, when they come to collect your certificate from the school office.

If your address changes after you have left school, then please email your new address to Mrs Simmonite (l.simmonite@chb.kevibham.org) and the school office. This will ensure that if we need to correspond with you, we will have the correct address.

Year 11

Certificates will be given to students during form period in Spring term 2026.

Students in other year groups

Your certificates will be given out on an individual basis by Mrs Simmonite, during Spring term 2026.

Lost Certificates

Note - if you lose your certificate(s), you will not get a replacement certificate. Only in exceptional circumstances will awarding bodies provide a replacement certificate where the original has been stolen, destroyed by fire or flood or where there is an amendment to personal details on an original certificate.

In all other circumstances, you will receive a “certified statement of results”. This is a certified document which is provided in place of your original certificate.

In both cases you will have to make the application directly to the awarding body concerned and not via school. We cannot help you in this matter. They will charge you a fee for this service. You are therefore urged to keep your certificates safe.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if I think I have the wrong paper?

- You will be asked to check that you have the correct paper before the examination starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

- Your candidate number will be on your photocard which will be placed on your exam desk.

Q. What do I do if I forget the school Centre Number?

- The school Centre Number is **20149**. It will be clearly displayed in examination rooms and on your photo card.

Q. What do I do if I have an accident or am ill before the examination?

- Ring the school office on 0121 444 3188. Inform Mr Michael/Mrs Simmonite at the earliest possible moment so that they can help or advise you. You will need to obtain medical evidence (from your GP or hospital).

Q. What do I do if I feel ill during the exam?

- Put your hand up and inform an invigilator who will assist you. If you feel ill before the start of an exam, see Mr Michael/Mrs Simmonite.

Q. If I'm late, can I still sit the examination?

- A candidate who arrives after the start of the exam may sit the examination, but this is entirely at the discretion of the school.
- You should get to school as quickly as possible and report to Reception. Mrs Simmonite will escort you to the examination room. You **MUST NOT ENTER** an examination room without permission once an examination has started.
- Prevention is better than cure, therefore please allow yourself enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. Why can't I bring my mobile telephone into the examination room?

- Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, MP3/4 players, headphones, smartwatches etc.) is regarded as cheating and is subject to severe penalty from the awarding bodies.
- If you bring a mobile phone into school, you must switch it off and leave it in a safe, secure place; if this is not possible you may leave it with the school admin office as long as you have your name on it (see Appendix 3).

Q. What equipment should I bring for my examination?

- For most exams you should bring **at least** 2 pens (black ink only and not erasable black ink pens)
- You need 2 x **HB** pencils (sometimes required for the multiple-choice answer grids)
- Softer pencils may be required for graphical and diagrammatic work
- For some examinations you will need a calculator (e.g. Maths/Science). A spare calculator or extra batteries is a sensible precaution. **YOU MUST CHANGE IT TO EXAM MODE.**
- a 30cm ruler (marked with cm and mm)
- a pencil sharpener and rubber
- a compass
- a protractor
- coloured pencil crayons (gel pens cannot be used in your answer scripts)
- unannotated texts, if required by subject.

Q. What items are not allowed in the examination room?

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items are not permitted under examination regulations. Do not bring any valuables into school with you when you attend an examination.

- No food is allowed in the examination room. Water in clear, (labels removed) colourless, transparent plastic bottles may be brought in. No wide rims.
- Mobile telephones must **not** be brought into the examination room even if they are turned off and the battery is removed.
- Wrist watches are not allowed and must not be brought into the examination room.

Q. Can I leave the examination early?

- It is **not** the school's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room, for any reason, without the permission of the invigilators.

Q. If I miss the examination can I take it on another day?

- No, you must attend on the given date and time.

Q. Do I have to wear school uniform?

- Yes. Normal school regulations apply. You will not be allowed into examination rooms without the correct uniform. Further sanctions may be applied.

Q. What do I do if the fire alarm goes?

- The invigilators will tell you what to do. If you need to evacuate the room, close your paper, leave everything on your desk and leave the room **in silence. You must not attempt to communicate with any other candidate during the evacuation.**

Q. Can I go to the toilet during the examination?

- Only if it is absolutely necessary. You will be escorted by an invigilator and will not be given that time back.

Q. I am entitled to extra time - how will this affect the way I take my examinations?

- You will be in a smaller room with other students who may have an access arrangement. In all other respects normal examination procedures will be adhered to.

Candidate malpractice including AI misuse - examples and consequences

1) Case type: unauthorised materials

Outcome: Student's paper disqualified

Before sitting their business exam, students were advised by their school that they were not allowed to take phones into the exam hall – and all students were asked to confirm that their phones were turned off and in their bag. During the exam, one student said that they'd finished the paper, then took out their mobile phone from their pocket and began using it.

The school submitted a JCQ M1 form to notify the awarding body, alongside an incident log detailing the above events, signed by the student and invigilator. The awarding body found the student to be in breach of JCQ regulations due to their possession of an unauthorised item and they were given 0 marks for the paper, meaning they didn't pass the qualification.

2) Case type: copying and collusion

Outcome: Candidate disqualified, invigilator received warning and was also required to undergo training

An examiner reported that multiple answers in the scripts of two students from one school were similar. The awarding body asked the Head of Centre to gather evidence regarding the matter.

When the Head of Centre interviewed the two students, one of them admitted to copying the other's work. The investigation highlighted that the school hadn't ensured there was sufficient distance between the two students.

The student who'd copied the work was disqualified from the qualification as a result. The invigilator received a warning and was required to undertake further training.

3) Case type: social media

Outcome: Candidate disqualified

At midday before they sat an afternoon exam, two students received an Instagram post containing the images of six papers. The post claimed these were taken from the question paper the students were due to sit that afternoon.

The two students reported it to their teacher immediately, who then contacted the awarding body which confirmed the images were of the live paper – and they conducted a thorough investigation to identify the sender.

Once the sender was identified, they contacted the relevant school, who confirmed that the student in question had a timetable clash, meaning they'd taken the exam earlier. When the student was approached, they immediately admitted to smuggling a phone into the exam and taking these images, which they then shared to Instagram.

The investigation identified the majority of the followers who'd viewed the post – some had only seen the post briefly and some didn't have their phone with them at the time.

The student who'd taken the images and shared them received a disqualification which meant they weren't able to pass the qualification.

4) Case type: plagiarism

Outcome: students given a formal warning by the awarding body

Before students completed their coursework, their college informed them about plagiarism and the need to reference their work. However, during the moderation process the moderator alerted the awarding body to suspected plagiarism.

The plagiarised material was predominantly confined to facts and definitions, and the two students had copied and pasted this information into their projects.

The college was not found to have committed malpractice, as teachers had taught students about plagiarism and how to avoid it. However, the two students who had plagiarised were given a formal warning by the awarding body.

AI misuse constitutes malpractice as defined in the JCQ Suspected Malpractice: Policies and Procedures (<https://www.jcq.org.uk/exams-office/malpractice/>). The malpractice sanctions available for the offences of 'making a false declaration of authenticity' and 'plagiarism' include disqualification and debarment from taking qualifications for a number of years. Students' marks may also be affected if they have relied on AI to complete an assessment and, as noted above, the attainment that they have demonstrated in relation to the requirements of the qualification does not accurately reflect their own work.

Plagiarism – AI misuse Awarding body: AQA

Qualification: A Level History NEA

A centre reported that the teacher for A Level History had concerns relating to two candidates' NEA submissions. The concerns were that multiple sections were inconsistent with other parts of the candidates' work and the candidates' usual level and style of writing.

The centre used AI detection software to follow up on the teacher's concerns. The centre's review identified the following.

Candidate A: The AI detection software identified the work as being highly likely to have been generated by AI. This candidate admitted using ChatGPT to generate a guideline for their own work and claimed that they had accidentally submitted the guideline instead of their own work.

Candidate B: The AI detection software identified the work as being potentially generated by AI, and likely a combination of AI and human input. This candidate admitted using ChatGPT for some of the content of their work, for both the improvement of their own work as well as the creation of entirely new content.

The centre reported both candidates to the awarding body and provided confirmation that the candidates had been issued all relevant 'information for candidates' documents and that the candidates had signed the declaration of authenticity to declare that the work completed was their own.

Both candidates were found to have committed malpractice. Candidate A was disqualified from the A Level History qualification and candidate B received a loss of all marks gained for the A Level History NEA component.

Awarding body:

OCR Qualification: Cambridge Nationals Enterprise and Marketing

The moderator raised concerns of suspected plagiarism in a unit of the above qualification, due to a lack of referencing seen within candidates' work.

Through using Turnitin, two candidates were identified who may have potentially used AI tools, or Large Language Models (LLMs), to generate content for at least one Learning Objective. These included explanations of different business terms and financial analyses.

One candidate admitted to using ChatGPT in the later parts of their coursework as they had not understood some of the questions and felt that assistance from their teacher was "too infrequent". They stated that their logic was that it was no different to asking a teacher for advice as the AI tool would take information from across the internet and since they were asking specific questions, the 'reply' from the AI tool would be the same as getting teacher advice and feedback.

The other candidate admitted that they had used an AI tool to generate content for their work but couldn't remember which sections of work had been their own. Although the cohort had been told about plagiarism and how to avoid it, there had been no specific mention of AI tools – despite AI misuse being a form of plagiarism. Based on the evidence provided by the centre, it was determined that the two candidates would receive zero marks for the affected Learning Objectives.

Awarding body: Pearson

Qualification: Extended Project P301

During a regular review of work for the purposes of identifying potential AI misuse, a candidate's Extended Project submission was identified by detection software as containing

several unreferenced sections of AI generated content. A further manual evaluation of the submission concluded that multiple sections of the work included extensive indicators associated with generative AI. Upon contacting the centre, the candidate declined to provide a statement explaining the concerns, and the case was referred to Pearson's Malpractice Committee for consideration.

Following a careful review of the available evidence, the Malpractice Committee found the candidate to be in breach of the JCQ AI Use in Assessments guidance which defines as malpractice "copying or paraphrasing sections of AI-generated content so that the work submitted for assessment is no longer the student's own" and "failing to acknowledge use of AI tools when they have been used as a source of information".

The Malpractice Committee determined that, as the result of the malpractice, the candidate be disqualified from the qualification.

Awarding body: AQA

Qualification: GCSE Religious Studies

A candidate's word-processed exam script was escalated to the malpractice team by the examiner marking it because they had identified frequent American spellings, and they felt the highly sophisticated language and concepts it contained were not consistent with GCSE level work.

The candidate's word-processed script was reviewed using AI detection software which returned a high probability score for the use of AI. The candidate was asked to provide a statement, in which they denied the use of AI.

After consideration of the evidence gathered, it was decided that the candidate had breached examination conditions and used AI to produce answers in their examination. The candidate received a loss of all marks gained for a component. Post results - it was also concluded by the centre that the candidate's marks and grades were not consistent with expectation or previous attainment. Following the outcome of this case and the disparity in performance flagged by the centre, all the candidate's assessments were processed through AI detection software which showed multiple components were affected. The outcome was that the candidate received a loss of all marks gained for the affected components.

The candidate's word processor had not been correctly set up. Internet access should have been disabled for the word processor, which would have prevented this malpractice from occurring. As part of the investigation, the awarding body sought to ensure that such incidents could not recur. The centre gave details of the steps that would be taken to prevent a recurrence of this issue, which included the retraining of invigilators on word processor set up.

Appendix 1 - CHB Candidate Instructions

YOU MUST WEAR SCHOOL UNIFORM, BRING IN YOUR OWN STATIONERY AND TAKE NO MOBILE PHONES OR WATCHES INTO THE EXAM ROOMS. NOTES ARE ALSO NOT ALLOWED, UNLESS STIPULATED BY THE BOARDS.

Before/Start of an Exam

1. Your candidate number will be on your photocard on your desk, along with the centre number.
2. Look at the Exam Notice Board (by Room 5) to find out your seat position if your exam is in the Hall.
3. You **MUST** be outside the exam room by **8.45/8.50 am** for morning exams and **1.25/1.30 pm** for afternoon exams. Approximately five minutes before an exam starts an announcement will take place where the necessary JCQ instructions and other information will be read out.

If your exam is in the Hall, then one invigilator will stand outside in the foyer and one outside the corridor (where boys toilets are situated) to stop any students entering the Hall once the announcement has started. You will then be briefed outside and then allowed into the room.

If you are in another room, then you will not be allowed to enter the room until the announcement has finished and again will be briefed outside.

4. Please notify the school (0121 444 3188) as soon as possible if for any reason you are going to be absent or late. If you arrive late, any work that you do manage on the paper may not be accepted by the boards.
5. **NEVER ENTER AN EXAM ROOM IF YOU ARE LATE, wait at reception and you will be escorted into the room.**
6. **ALWAYS ENTER ANY EXAM ROOM IN SILENCE.**
7. Place everything you need for the exam on your allocated desk. Anything else should be taken to the admin office and placed in the relevant room box.

During the Exam

1. Do not communicate with or disturb other candidates.
2. If you require assistance raise your hand and an invigilator will come to your aid.
3. Remain seated throughout the exam.

4. When told to do so, fill in all details required in your answer booklet and, if requested, on additional answer sheets: name, surname, centre number, candidate number and unit or component code or paper details on the answer booklet(s) and any other details as necessary.
5. Write answers using the examination stationery provided and in the designated sections, including rough work. Note, neatly cross through any rough work that you do not want examined but don't make it totally illegible, as it will still be forwarded to the board.
6. Do any rough work for multiple-choice papers in the question booklet.

At the end of the Exam

1. Do not talk in the exam room even when your exam has finished. Keep facing the front and do not start turning around. If your exam finishes before another exam, make sure that you leave as quietly as possible when you are told to do so.
2. You will not be allowed to leave until the official end of the exam.
3. Check that you have filled in all the relevant details on the front of your answer sheets/booklets.
4. Ensure that you hand answer scripts personally to the invigilator. Do not leave them on the table to be collected.
5. Any request for special consideration from the board must be accompanied by a doctor's note or similar evidence. See Mrs Simmonite immediately after the exam.

Materials

1. You must ensure that you have everything you need for the exam as writing implements will not be provided.
2. The boards requirements are that you write in **BLACK INK** or **BLACK BALL POINT PEN** **both of which should not be erasable pens.**
3. Bags are not allowed in the exam rooms.
4. Pencil cases should be transparent. A plastic see-through bag will suffice.
5. **You must NOT bring a Mobile Phone into the Exam Room.** If you bring a mobile into the exam room, even if it is turned off, then **you will be disqualified from your examination and get a zero for that paper – there will be no exceptions.**
6. **You must NOT bring a wristwatch into the exam room.**

7. You must **NOT** bring into the exam room iPods, mp3/4 players, or any potential/web enabled sources of information.

8. You must **NOT** bring any notes into the exam room.

Drinks

1. Drinks should be in clear transparent plastic bottles - not clear coloured bottles. Any labels must be removed from the bottles before they are brought into the exam rooms, and the bottles should be placed on the floor.

Calculators

Candidates are responsible for making sure that their calculators meet the awarding bodies' regulations. They are also responsible for the following: the calculator's power supply, the calculator's working condition and putting them on "exam mode" which locks down prohibited functions such as any storage facilities.

Calculators must not:

1. Be designed or adapted to offer any of these facilities: -

- Language translators
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Communication with other machines or the internet

2. Be borrowed from another candidate during an examination for any reason.

3. Have retrievable information stored in them. This includes: -

- Databanks
- Dictionaries
- Mathematical formulas
- Text
- **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.**

Appendix 2 - CHB Mobile Phone Policy for Examinations

Mobile phones are not allowed in exam rooms.

You have 2 options:

1. Leave it in a safe, secure place of your choice.
2. Leave in the admin office - see instructions below.

Phones must be securely labelled and taken to the admin office and collected when your exam has finished.

Three boxes will be on the table/cupboard:

- Hall box: Students taking examinations in the Hall place phones in this box.
- Meeting Rooms box: Students taking examinations in the Meeting Rooms place phones in this box.
- Other rooms box: Students taking examinations in any other room place phones in this box.

Note: phones that are not clearly and securely labelled will be confiscated by Mr Michael.

Appendix 3- CHB Fire Procedure Policy for Examinations

Our policy is to consider any instructions from relevant local or national agencies, refer to the attached document and undertake the emergency procedure stated below.

The invigilator/teacher must take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop the candidates from writing and tell them to close their answer booklets putting them face downwards.
- Advise candidates to leave all question papers and scripts in the examination room. They are to remove nothing from their desks.
- Make a note of the time of the interruption and how long it lasted.
- Collect the attendance register/seating plan (to ensure all candidates are present) and evacuate the examination room as detailed below.
- Inform candidates that it is imperative that they must remain silent throughout the whole process. No discussion of the examination must take place. They must be constantly supervised.
- All candidates irrespective of the room they are in (exception MR2) must be evacuated by invigilators/teachers to the grass verge in front of the headmaster's office. Path taken will be past the school reception and onto the grass verge in front of the headmaster's office.
 - MR2 will be evacuated by using the external door and walking onto the grass verge in front of the car parking area.

The Examinations Officer will be on hand, as will members of the senior leadership team and, if possible, Heads of Year, to help supervise the candidates and ensure they are silent.

You will be informed when to go back inside and recommence the examination. Candidates will be given the full working time set for the examination.

- Advice must be sought from the relevant awarding body as soon as it is safe to do so.
- Where candidates are unable to return to the building to complete the examination, the Exams Officer will contact the relevant awarding body immediately.
- A full report of the incident and of the action taken needs to be sent to the relevant awarding body.

Appendix 4 - CHB Deadlines, Marking and Appeals procedure for coursework, controlled assessment, and non-examination assessment

King Edward VI Camp Hill School for Boys (hereafter referred to as “the school”) is committed to ensuring that whenever its staff mark candidates’ work this is done fairly, consistently and in accordance with the awarding body’s specification and subject-specific associated documents.

Non-examination assessments and Coursework/Controlled Assessment Policy deadlines:

1. All non-examination assessments and coursework/controlled assessment should be handed in before or on the submission date; those candidates who fail to meet this date should not normally have work accepted. The candidate is given either a mark for any incomplete work submitted or a zero mark if no work is submitted.
2. In determining deadline dates, the Head of Department will consult with the teachers in their department and leave sufficient time for the marking, internal moderation, standardisation and administration.
3. If a candidate fails to meet set deadlines their teacher should make sure that the candidate has no valid reason for this failure: any reason given should be discussed with the Head of Department before giving any deadline extensions. If there is no satisfactory reason for failure to meet the deadline, then:
 - a. The teacher will inform the Deputy Head (Curriculum) and the Head of Department.
 - b. The Deputy Head (Curriculum) will inform the parent(s)/guardian(s) about what has occurred.

Disciplinary Procedures for Academic Misconduct

1. Academic misconduct is defined as any attempt by candidates to gain an unfair advantage in assessments. An allegation of academic misconduct may be made by a member of staff against a candidate.
2. Academic misconduct may include though not be limited to:
 - a. Plagiarism
 - Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.
 - b. Falsifying or fabricating data

- Falsification or fabrication of data consists of the misrepresentation of the results of experimental work or the presentation of fictitious results.

c. Collusion

- Collusion involves two or more candidates working together, without the prior authorisation of the subject teacher, to produce the same piece of work, and then attempting to present this as entirely their own work.

d. Copying

- Copying is when one candidate copies work from another candidate, with or without the knowledge of the first candidate.

e. Personation

- Personation involves one person undertaking an assessment on behalf of another. This may involve the purchase of assessment material or downloading it from a website and then attempting to present this as entirely their own work.

f. Any other wilful deception in any element of an assessment.

g. AI misuse

- Where a student has used one or more AI tools but has not appropriately acknowledged this use and has submitted work for assessment when it is not their own. Examples of AI misuse include, but are not limited to, the following:
 - Copying or paraphrasing sections of AI-generated content so that the work submitted for assessment is no longer the students own.
 - Copying or paraphrasing whole responses of AI-generated content.
 - Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation, or calculations.
 - Failing to acknowledge use of AI tools when they have been used as a source of information.
 - Incomplete or poor acknowledgement of AI tools
 - Submitting work with intentionally incomplete or misleading references or bibliographies.

3. A candidate who aids and abets a fellow candidate to commit academic misconduct shall be deemed to have committed academic misconduct and will be dealt with accordingly.

4. When a case of suspected academic misconduct has been identified:

- a. The teacher involved will collect the evidence and bring the matter to the attention of the Head of the Department and the Deputy Head (Curriculum). The Deputy Head (Curriculum) will examine the evidence, interview the candidate, consult with the teacher, the Head of Department and the relevant Head of Year and candidates as appropriate and establish the nature and extent of the misconduct.
- b. If, because of this investigation, the Deputy Head (Curriculum) and Head of Department are satisfied that no academic misconduct has taken place, no further action will be taken against the candidate, and the candidate and the subject teacher will be informed as soon as possible.
- c. Where the candidate admits to the academic misconduct, the Deputy Head (Curriculum) will make a written record of the interview and request the candidate to sign the notes as representing an accurate record of the meeting. The Deputy Head (Curriculum) will decide the appropriate penalty in accordance with the previous practice, taking account of the extent of the misconduct, whether wilful deception was involved and the extent to which the assessment would have contributed to the final award.
- d. The Deputy Head (Curriculum) will inform the parent(s)/guardian(s) of the candidate by letter of the decision that has been agreed with the Head of Department and the Head of Year. Parent(s)/guardian(s) will have two weeks to appeal against the decision. If this is the case, the Deputy Head (Curriculum) will invite the parent(s)/guardian(s) of the candidate to discuss the original decision. If no agreement can be made then two members of the Senior Leadership Team will hold a meeting with the parent(s)/guardian(s) of the candidate, the Deputy Head (Curriculum) and other relevant parties to make a final decision. The penalty for academic misconduct will include a disciplinary sanction, such as a Headmaster's detention. Serious misconduct may lead to the candidate being given zero for that coursework/assessment and he may not be allowed to repeat it.

Ownership of Coursework

- The ownership and copyright of coursework assignments are retained by the teacher and the school.
- On completion, the coursework submitted by candidates becomes examination material and the school holds it securely until it has no further value as examination material.
- Ownership of this original coursework is passed to the school on submission by the candidate.

- Any sample of coursework sent to an examination board becomes the property of the board and they may decide to use the material for training purposes.
- Candidates should retain a copy of their work, as the original work will not be returned.
- Where the coursework results in a product, either a physical product or software package, the school assumes ownership of the product, as it will have been developed using materials and/or facilities provided by the school and with assistance and/or guidance provided by the teaching staff.
- The Head of Department will have the discretion to decide if the product/package should be returned but all associated documentation will remain the property of the school.

Internal Appeal

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The school is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

An appeal may only be made against the process that produced the grade or mark to be submitted to the examination board and not against the mark or grade, i.e., where the candidate or his parents believe that the procedures for managing, marking, moderating, and standardising coursework/ non exam assessments/ project qualifications have not been carried out within the procedures.

The Internal Appeals Procedure relating to internal assessment decisions

If a candidate believes that their work has not been treated in accordance with the procedures outlined above, they may make use of the Internal Appeals Procedure.

1. The school 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. Note, departments will set their own deadlines for submission of work depending on the nature of the task and the complexity of the marking. These deadlines must be met to allow time for the review of marking to take place in accordance with board deadlines.
2. To assist candidates in deciding whether to request a review of centre's marking of the assessment, teaching staff will inform candidates that they may request the marked assessment material and the mark scheme or assessment criteria, as a minimum. Additional material may vary from subject to subject. For some marked assessment

materials such as artwork and recordings, it may be more appropriate for them to be shared under supervised conditions.

3. Teaching staff on receipt of a request for copies of materials will promptly make them available to the candidate, as appropriate,
4. The school will provide candidates with sufficient time (a minimum of 2 days) to allow them to review copies of materials and reach a decision.
5. Departments will set their own deadlines for submission of work.
6. Candidates must submit a request for a review of the centres marking, in writing, to the subject teacher, stating the grounds for the request, using the internal appeals form (proforma provided below). Deadlines will be communicated to candidates by their teacher. **A fee of £30 will be charged for this service and a fee of £50 will be charged if the school needs to use an external reviewer.**
7. The school will attempt to complete the review within 1 week, i.e. to make any necessary changes to marks and to inform the candidate of the outcome (in writing), all before the awarding body's deadline which are usually 15th May (exceptions: AQA board deadline for GCSE is the 7th of May. Note, AQA board deadline for Art at both GCSE and GCE is 31st May).
8. The school will ensure that the review of marking is carried out by a reviewer who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
9. The school will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
10. The reviewer's finding will also be reported in writing to the Teacher, Head of Department, Head of Centre, and the Examinations Officer.
11. The written record of the review of marking will be kept with the Examinations Officer and made available to the awarding bodies upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Internal appeals form

FOR CENTRE USE ONLY

Date received

Reference No.

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below

(If applicable, tick below)

- Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking
If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure

Appendix 5 - CHB Post-Results Services information and internal appeals procedure

1. Review of Results (ROR) Options:

1. Service 1 - Clerical re-check

This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:

- All the pages were marked
- All the marks were counted
- The results match the marks on the paper

2. Service 2 - Review of Marking

This is a review of the original marking to ensure that the agreed mark scheme has been applied correctly. **IT IS NOT A RE-MARKING OF THE CANDIDATE'S SCRIPT. REVIEWERS WILL NOT RE-MARK THE SCRIPT.**

This service will include:

- The clerical re-check detailed in service 1 above
- Review of marking as described above.

3. Priority Service 2 - Review of Marking:

This is only available if a GCE A Level candidate's place in higher education is dependent on the outcome.

This service is the same as Service 2 Review of Marking but with a quicker turnaround.

Candidates should be aware that for all the above services their grades or uniform mark scores (UMS) may be lowered.

4. Review of moderation (this service is not available to an individual candidate)

2. Access to Scripts (ATS abbreviated henceforth): Recall of scripts-options are:

- 1. Copies of scripts to support reviews of marking (Photocopy scripts):** In some instances, this is not available to those requesting a "Priority Service 2 Review of Marking".

Available to candidates who wish to consider whether to request a Service 2 Review of Marking. Not all exam boards offer this service to Year 11 candidates.

- 2. Copies of scripts to support teaching and learning (Original scripts).**

In summary

If the candidate has a university place pending, they must request a priority review of marking (summer series only).

If the candidate doesn't have a university place pending, they can request a:

- priority copy of the marked paper to decide if they want a clerical check or review of marking (certain subjects only and summer series only)
- clerical check for an individual candidate.
- review of marking
- moderation review for controlled assessment or coursework in a whole subject.

If the candidate is not planning a clerical check, review of marking or appeal, the centre can ask to be sent an original marked paper or recording to support teaching and learning.

Arrangements

An appointment system will be implemented for candidates to come into school and see Mrs Simmonite in the exam office to request and discuss the most appropriate Post Result Service. Consultation with Heads of Department is advisable when considering EAR.

Appeals against the centre's decision not to support an appeal

This procedure confirms our compliance with JCQ's General Regulations for Approved Centres 2024-2025, section 5.7g that the centre has in place "a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal..."

Results and awarding bodies post-results services are issued to each candidate in an envelope - this includes board deadlines, services offered and fees payable for services requested. Explicit instructions are given regarding the process involved in requesting a Post Results Service.

Candidates are also informed of the arrangements for Post Results Services before they sit any exams and the accessibility of senior members of centre staff immediately after the publication of results. Before exams are sat, candidates are given an exam briefing and an Examination Booklet by the Examinations Officer where all this information is disseminated. Parents are also provided with a copy of the Examination Booklet via email.

If the centre or a candidate (or their parent/carer) has a concern and believes a result may not be accurate, a review of the result may be requested.

CHB Post results services information and internal appeals procedure cont.

Candidates are at liberty to request a RoM service 1 or 2 but are always advised to seek advice from Heads of Department and teachers. However, they are made aware that ultimately it is their decision to make such a request as their grade can go up, down or stay the same.

Written candidate consent is required in all cases before a request for a RoM service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered.

On rare occasions, a Head of Department may feel that RoM service 2 might be in the interests of a candidate to be undertaken, and the candidate will then be approached. The Head of Department may pay for the service, otherwise it is the responsibility of the candidate. However, candidates and parents must be aware that ultimately the final decision lies with them, and no recourse is available against the Head of Department.

Heads of Department, teachers and the Examination officer will not dissuade a candidate from requesting a RoM service 1 or 2 if they wish to do so even if it is against their better judgement. The question of our school not supporting a ROM will therefore not arise and therefore there is no need for an internal appeal procedure in this instance.

Where the head of centre is satisfied after receiving the RoM outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The internal appeals form should be completed and submitted to the centre within 10 calendar days of the notification of the outcome of the RoM. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required 30 calendar days of receiving the outcome of the review of results process. Awarding body fees will be charged for the preliminary appeal and must be paid to the school by the candidate before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the school.

Following the RoM outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications Post-Results Services and JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal. In this case the school will bear the cost of the appeal.

Further guidance to inform and implement appeals procedures

JCQ publications

- ▶ *General Regulations for Approved Centres* <https://www.jcq.org.uk/exams-office/general-regulations>
- ▶ *Post-Results Services* <https://www.jcq.org.uk/exams-office/post-results-services>
- ▶ *JCQ Appeals Booklet* <https://www.jcq.org.uk/exams-office/appeals>
- ▶ *Notice to Centres - Reviews of marking (centre assessed marks)*
<https://www.jcq.org.uk/exams-office/coursework/>
<https://www.jcq.org.uk/exams-office/non-examination-assessments/>
- ▶ *Notice to Centres – informing candidates of their centre assessed marks*
<https://www.jcq.org.uk/exams-office/non-examination-assessments>

~~Appendix 6 - JCQ Contingency day, Summer 2026 examination series~~

The awarding bodies have collectively agreed a contingency day for several years now which is always scheduled at the end of the GCSE, GCE AS and A-level exam timetables.

The contingency day is in the event of national or significant local disruption to exams in the United Kingdom, being part of the awarding bodies' standard contingency planning for exams.

The standard contingency day remains at the end of the timetable being scheduled on

Wednesday 24th June 2026

Schools and colleges should ensure candidates and parents are aware of the contingency arrangements. They should consider the contingency day when making their plans for the summer.

Candidates should be encouraged to remain available until Wednesday 24th June 2026 should examinations need to be rescheduled.