

KS4 Student Examination Booklet



THE CEDARS ACADEMY

Dear KS4 learner,

As you begin your GCSE journey, we wanted to give you some helpful information to ensure you have a successful experience. The booklet explains in detail the code of conduct you must follow during exams/coursework completion.

If you have any further questions please do not hesitate to contact the exams team:

Miss Pugh – Hayley.pugh@thecedarsacademy.org.uk

Mrs Panczak – Susan.panczak@thecedarsacademy.org.uk

You can also come and speak to us in person. The exams office is located on the maths corridor.

Equipment for Examinations You Will Need:

You will need to bring:

- Black biro or ballpoint pens
- Pencil (for drawings/diagrams)
- Ruler
- Protractor
- Pair of compasses
- Eraser
- Scientific calculator (put in exam mode – please ask your maths teacher if you are unsure how to do this)
- Pencil sharpener

Rules About Equipment

You are responsible for bringing your own stationery and equipment to exams.

This should be kept in a clear pencil case and placed on the desk, visible to invigilators at all times.

Write in a BLACK biro or ballpoint pen.

A pencil may be used only for drawings and diagrams, where instructed to do so.

Do NOT borrow equipment from other candidates.

Do NOT use correction pens, fluid or tape. Incorrect work should be neatly crossed through with a single line.

Do NOT use gel pens.

Highlighters may only be used on question papers, NOT on answer booklets.

Using Calculators

You may use a calculator in an examination unless the invigilator tells you not to.

You are NOT allowed to use a mobile phone as a calculator.

You must bring your own calculator and are responsible for making sure it meets the

following criteria:

Calculators must be:

- Of a size suitable for use on the desk
- Either battery or solar powered
- Calculator lids, cases, covers and instructions must be left in your bag

You are responsible for the following:

- The calculator's power supply
- The calculator's working condition
- Clearing anything stored in the calculator
- Putting it in exam mode

Unauthorised Material

This includes: Phones, Watches, Earphones/Earbuds, Smart Devices e.g. smart glasses or any other Unauthorised Material

Exam regulations state that these items are NOT allowed in the examination room. Posters displaying details of unauthorised materials will be visible outside all exam rooms.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

The exam invigilators will give a final warning about possessing these items prior to the start of the exam. If at this point you realise you have forgotten to hand something in, please raise your hand and hand the items to the invigilator.

You could be scanned for possession of a mobile phone on the way into an exam/during/after an exam via a mobile phone scanner.

Bags

All bags, coats and other belongings must be left in the designated storage space, or where advised by invigilators.

All valuable items should be left at home. Please ensure bags and coats are not obstructing stairways, doors and corridors.

Food & Drink

Only water bottles are allowed in the exam room. These **MUST** be clear bottles with any labels removed.

Coloured drinks bottles are **NOT** allowed.

Food is **NOT** permitted in the exam room without medical grounds.

If it is required for medical purposes all labels must be removed and it must be in a clear plastic container.

Times

The nationally agreed starting time of all examinations is:

Morning exams 9:00 am

Afternoon exams 1:30 pm.

**Your school may start an exam up to 30 minutes either side of this agreed time.
Please refer to your personal timetable for actual timings.**

This may vary depending on the duration of the exam or if there is an exam 'clash'.

You should arrive at least 15 minutes before the start times indicated on your personalised timetable.

Finish times will depend on the length of each exam and you should check your own timetable. You should be aware that some examinations may finish after the end of the school day, and consequently alternative arrangements for transport home may be necessary.

You are responsible for checking your own timetable and arriving at school on the correct day and time.

Start of the Exam

Please check your timetable carefully before every exam - what time it starts and where you need to be.

Arrive at the exam room in plenty of time.

Please ensure you take all the stationery and equipment you need.

Enter the exam room when instructed by the invigilator, in silence, and quickly go to your allocated seat.

Face the front in silence, check you have handed in ALL unauthorised items.

Before the exam starts you will need to listen to the regulations and instructions on what you need to do.

Candidates must **NOT** open the question paper until the examination begins.

During the Exam

You must **NOT** communicate with any other candidate.

If you require assistance, please put your hand up and an invigilator will attend to you.

You will **NOT** be allowed to leave an examination room early even if you have finished.

If you finish earlier than everyone else, sit silently, re-read your answers.

Do **NOT** attempt to communicate with anyone.

Do **NOT** draw or write on your question or answer booklet other than to answer the questions.

Do **NOT** draw or write on your hands or arms as this would need to be reported to the examination board.

Do **NOT** graffiti on your exam desk.

End of the Exam

You must leave the room in silence until you are outside of the room/venue and away from any students who may still be working.

Please be aware that there may be other examinations in the room that are continuing.

Please go directly to your timetabled classes once your exam is finished.

Illness/Absence

It is compulsory for you to attend all your examinations in order to achieve a mark and consequent grade for each subject. The school will contact your parents/guardians if you are absent. Unless notification has been received by the school and there is a valid reason for your absence, you may be invoiced for your exam entry fees.

If you are going to be absent due to illness please contact the school at the earliest opportunity. The exams officer will determine the best course of action.

If you become unwell during an exam let an invigilator know. The invigilator will inform the exams officer, who can then determine the best course of action.

If there is an acceptable reason and supporting evidence, e.g from a doctor or hospital, for an absence, illness, bereavement or other significant disadvantage then the school, at its own discretion, may decide to apply to the awarding body for special consideration.

Please note: misreading the timetable is not a valid reason for being late or missing an exam.

Lateness

If you are likely to be late for an exam please contact the school office/exams officer for advice, at the earliest opportunity.

If you arrive late you must go straight to reception and you will be escorted to the exam room - in silence.

Please note that Awarding Bodies may not accept very late sittings without valid reason or evidence, and you may not be entitled to the full amount of time for the exam.

Uniform

You are required to wear full uniform when attending the examinations. However, your school may suggest you remove your blazer before entering the exam room.

Anyone failing to wear correct school uniform, including the school policy regarding make-up, will be seen by a member of the Senior Team and sanctions in line with school policy applied.

You must ensure you have your lanyard and card visible for identification purposes.

Fire Alarm & Emergency Evacuation

In the event of a fire alarm, you should remain seated and wait for further instructions from the invigilator. If you are asked to leave the building, you must leave everything on your desk, close your exam answer booklet and leave in silence, remember you are still under exam conditions and any form of communication may be deemed malpractice.

Malpractice

Any breach of examination regulations such as using unauthorised aids, copying from and communicating with other pupils, having unauthorised materials in the exam room will be reported to the relevant awarding body. This may result in disqualification from that examination, and possibly from other examinations you may take.

Any work submitted for non-examination assessments must be wholly your own and must not have been copied or paraphrased from another source such as an AI tool.

Student Materials

Exam awarding bodies may use student materials for essential activities and additional permitted used. Students cannot opt out of the essential activities. You cannot however opt out of the additional permitted activities by giving notice to Miss Pugh and Mrs Panczak.

Artificial Intelligence (AI)

Use of AI tools in examinations/assessments is forbidden, e.g. when you take something made using AI and say it is your own work. Your teachers will tell you if you're allowed to use AI tools when doing coursework - the rules will depend on your qualification. Where use of AI is permitted you must reference them clearly. Even if you are allowed to use AI tools you cannot be marked on content produced by AI. Remember: Misusing AI is cheating, so know the rules, talk to your teachers and reference clearly.

Information for candidates AI (Artificial Intelligence and assessments)

What is AI?

AI stands for artificial intelligence and can be used to create text, images, videos, music and artwork based on instructions given to an AI tool.



What is an AI tool?

AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!



*The list of certain suppliers of AI-related products is for information purposes only and does not constitute an endorsement by JCQ and awarding bodies. It is each centre's responsibility to investigate and verify any suppliers they use, including any terms and conditions which govern the sale or use of the supplier's products. The list provided is not exhaustive.

When can I use AI?

- Your teachers may use it in class when teaching the course, but remember teaching in the classroom is not an exam!
- There are some assessments where you can use AI - your teachers will tell you if you can or cannot use an AI tool.
- Remember, the rules are different for different assessments and subjects, so always check with your teachers first!
- When an AI tool is allowed, you must acknowledge** the AI tools and the material produced by the AI tool that you have used in your work. If you do not acknowledge AI use, it will be considered as cheating.



When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply.
- This is what exam boards call AI misuse and is a form of cheating.



**Acknowledgment - When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words, for example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt-3.5/>).

IF YOU USE AN AI TOOL, YOU CANNOT GET MARKS FOR WHAT THE AI TOOL HAS PRODUCED, AS IT IS NOT YOUR OWN WORK

If I'm allowed to use AI, how is this breaking the rules?

- AI misuse is when you use an AI tool in an exam or assessment where you are not allowed to, and/or
- Where you use an AI tool to create work and then say it's your own.



How to make sure you don't misuse AI

DECLARE

- Remember to sign your declaration form when handing in your work for final assessment.
- Your signature on the declaration form tells your teacher and the exam board that you are saying all the work you're handing in is your own.
- If you have used an AI tool, you must declare*** that you have used it before signing the declaration form!

***Declare - this means that when you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

ACKNOWLEDGE

If you are allowed to use an AI tool in your assessment (remember to check!), you must do the following:

- reference the AI tool you have used
- give the date of when the AI tool generated the content
- give details of how you used it.
- save screenshots of what you have asked or instructed the AI tool to do and what answer the AI gave you, and include this with the work submitted.

LAST
CHECKS



Know
the rules



Check with
your teachers



ACKNOWLEDGE
and DECLARE



Policies

You must be familiar with the following documents that outline JCQ guidelines:

1. Coursework
<https://www.jcq.org.uk/knowledge-hub/coursework-2025-2026/>
2. Non Examination Assessments
<https://www.jcq.org.uk/knowledge-hub/non-examination-assessments-2025-2026/>
3. On-Screen Tests
<https://www.jcq.org.uk/knowledge-hub/on-screen-tests-2025-2026/>
4. Written Exams
<https://www.jcq.org.uk/knowledge-hub/written-exams-2025-2026/>
5. Privacy Notices
 1. AQA - <https://www.aqa.org.uk/about-us/privacy-notice>
 2. OCR - <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>
 3. Pearson/Edexcel - https://www.pearson.com/en-gb/privacy-center/privacy-notices.html?srsId=AfmBOoox0aBgte8ltHOEVCkQbLbSmY7hqdleWScwm_ZAo-5tMhEGdvMb
 4. EDUQAS - <https://www.eduqas.co.uk/home/privacy-policy/>
 5. City & Guilds - <https://www.cityandguilds.com/help/privacy-statement>
 6. VTCT - <https://www.vtctskills.org.uk/policies-and-procedures/privacy-policy/#:~:text=VTCT%20Skills%20does%20not%20sell,your%20consent%20to%20do%20so.>
6. Social Media
https://www.jcq.org.uk/wp-content/uploads/2024/05/JCQ-Social-Media-Infographic-v6.pdf?_cldee=vrc943oYxVCXOhpkfpx1MwUyVG7ZXaqlQqelAkqfCylc1tHm3dRy73HY0s4leUW7rB_Ju5JpVUtgxRALYUnWkQ&recipientid=account-5c8fac211309e3118b6278e3b519b0a5-2b0263dd37bc47479e83cc75d0b03db3&esid=8c7b3587-2b2b-f011-8c4d-000d3a38d5c5

7. Artificial Intelligence and assessment

https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/01/IFC_AI_Assessments.pdf

On our school website there is further information and also exam timetables will be updated throughout the year for all year groups:

<https://www.thecedarsacademy.org.uk/current-students/student-support/examinations/>