

STUDENT EXAM INFORMATION BOOKLET

Dear Student

This booklet has been written to help you prepare for your mock and formal exams. Henlow Academy takes mock exams very seriously and we adopt the same rules and regulations that are in place for formal exams. This ensures you are well prepared and nothing comes as a surprise in the future.

You must read this booklet, along with any statutory notices and posters at the end of this booklet, so you are fully aware of the rules and regulations.

If you have any questions, please do not hesitate to ask your form teacher or Mrs Crofts, the Exams Officer.

Good luck!



Exam Timetable

You will receive your personal exam timetable via EduLink a few weeks before your first exam. Please check your timetable carefully and if you have any queries about which exams you are taking, or the tier of entry, please see your subject teacher.



Routines

- Check your exam timetable daily to see which exam you are taking and which room you will be seated in.
- Morning exams start at **9AM** and afternoon exams start at **1:30PM**. You must be signed in at morning registration before going to your exam.
- The school day changes meaning registration is until 9am and lesson 1 and 2 are before morning break at 11am.
- Please arrive 5 – 10 minutes before the start of your exam to ensure a prompt start.
- If your exam is in the Sports Hall, please congregate outside the changing room entrance.
- If you are taking your exams in a smaller room, please wait outside until you are asked to come in. If you are unsure where the room is located, please ask.
- Students must stay for the duration of the exam; you are not allowed to leave the exam until you are dismissed.
- ***Any longer exams or extra time needed in an afternoon exam, may mean the exam runs over the end of the school day. If you get the school bus home, please ensure you have made alternative travel arrangements home.***



Rules and Regulations

- Bags are not permitted in any exam room – Please ensure that all bags are placed in a locker before you go to your exam room.
- You **must not** bring any unauthorised items into the exam room. All watches, mobile phones, iPods, headphones, Air Pods, or any technological/web enabled device or similar (such as a Fitbit, MP3/4 or digital glasses) are not allowed. You must store these securely in your locker before entering the exam room. Please refer to the JCQ posters at the end of this booklet.
- If you find that you have forgotten to store any of these items away and you are already in the exam room, do not remain silent or keep them in your pocket.

- There will be an opportunity for you to hand anything unauthorised to the invigilator before the exam starts. A pre-labelled desk bag will be provided on your exam desk in the Sports hall for such items. Please ensure all electronic devices are switched off completely before handing them in. If you are found with any unauthorised items in your possession, this may result in disqualification from the exam/qualification or any exams taken with that Awarding Body.
- Water bottles are permitted in the exam room, but must be clear of writing or images with any labels removed. Sports type drinking bottles must be transparent.
- You must write in black pen. Please bring these, along with your pencils, ruler and rubber in a **clear** pencil case or **clear** plastic bag. No other kind of pencil case is allowed. Make sure that you have everything you need for that particular exam (Your teacher will have advised you) Pencils should only be used for drawings where allowed – remember to return to using a black pen after finishing a drawing. Although we have some spare equipment in each exam room, it is **your responsibility** to come with the correct equipment. **Calculator lids** are also a prohibited item, please **do not** bring them to the exam room.
- Correction fluid of any kind such as Tippex, is not allowed. If you have made an error, cross it through.
- School uniform must be worn at all times. Hoodies are not permitted in the exam room and headwear (unless for religious purposes) is also not allowed. invigilators have to be able to see that headphones/earbuds are not in use.
- JCQ regulations state you must not leave the exam room during the exam unless you have an exam access arrangement of supervised rest breaks. Please ensure you have all you need for your exam and go to the toilet before you arrive at your room.
- You will be notified of any exam access arrangements before you take mocks or exams. If you have any queries, please speak to the SEND department in the first instance.



Behaviour in Exam rooms

- You are solely responsible for your behaviour choices during an exam.
- You must enter the exam room in silence.
- You must not talk, or try to communicate with other students before, during or after the exam whilst in the exam room.
- Communication includes both verbal and non-verbal communication. This can include trying to get another students' attention, turning around, waving etc. Sanctions will be issued for any disruption to exams.
- In formal exams, any inappropriate behaviour is classed as malpractice and has to be reported to the Awarding Body. This may result in disqualification from the

exam/qualification or any exams taken with that Awarding Body.

- The inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or group in scripts is classed as malpractice. You may be disqualified for that qualification or worse, all qualifications for that awarding body.
- Listen to, and follow all instructions given by invigilators.



Before the exam

To be at your best for the exam.....

- Try to get a good night's sleep throughout the exam period. Make sure you have eaten well and had enough to drink.
- Try to get plenty of exercise throughout the exam period – it may help relieve stress and help your concentration.
- Get your things ready the night before.
- Please dress appropriately, even on warm days. The Sports Hall can get warm in Winter due to the under-floor heating but also chilly in early May.
- Don't try to cram revision in at the last minute.
- Be determined - willpower counts!
- Don't be put off by what other students say they have done.
- Think positively and don't underestimate yourself.



During the exam

- Make sure you read the instructions on the front of the question paper carefully so that you understand what you need to do or if you will need specific items, such as a calculator.
- Don't forget to fill in your legal name, exam number (also known as candidate number) and sign in the box at the top of the first page on each exam paper.
- To reiterate, the inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or group in scripts is classed as malpractice. You may be disqualified for that qualification or worse, all qualifications for that awarding body.
- The exam is not finished until you have left the exam room. You must remain silent throughout.
- Please raise your hand to attract an invigilator's attention if you have any queries.

- If the fire alarm sounds, you will be asked to stop writing and close your exam/answer booklets. Please remain silent and await further instructions from the invigilators. Please stay calm and do not communicate with other students in the exam room.



Time Management

- Make full use of all the exam time; try not to finish too early.
- Allow enough time for each question.
- Use the clock in the exam room to avoid a last-minute rush.
- Answer the correct number of questions.
- Attempt all the questions you are required to answer.
- Read through and check all your answers at the end.



Planning the answers

- Check carefully what the question asks for and check for any command words.
- What knowledge and facts does it need?
- Is it testing a skill e.g. comprehension?
- Is it asking you to make comparisons and highlight differences?
- For longer answer questions, start your answer when you are sure of your plan.
- Don't worry if you see others starting to write, concentrate on your planning.



After the exam

- Do not waste time worrying about the exam you have just completed – If it is a mock, your subject teacher will give you feedback once marked.
- Look forward positively to the next exam. What have you learnt from this exam that will help you for the next exam? Try to identify what went well and where you may need to improve.



FAQ's What to do if...

You are delayed - Telephone the reception office (**01462 813733**) and then come to school as quickly as possible and report to reception. You may still be able to take the exam.

You are unwell & unable to take the exam - Telephone the reception office (**01462 813733**) to let us know why you are absent. If it is a mock exam, you may be able to catch up on an alternative day. If it is a formal exam, contact **Mrs Crofts**, the Exams Officer as soon as possible. You will need to provide evidence of illness.

You are unwell in the exam room - Put your hand up to let the invigilator know.

- **You are disturbed by something or someone in the exam room** - Please raise your hand to attract an invigilator's attention to let them know.

Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.



AQA

City & Guilds

CCEA

NCFE

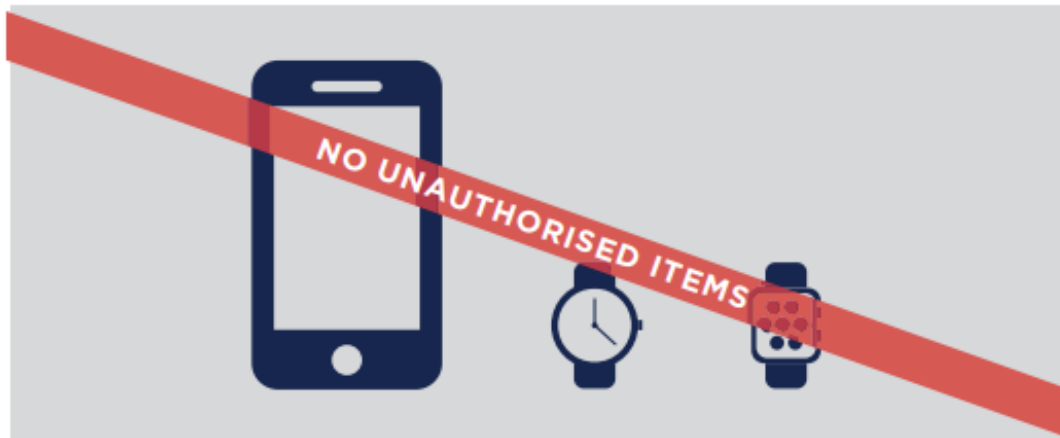
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

**NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL SOURCES OF INFORMATION**



**Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in**

DISQUALIFICATION

from your examination and your overall qualification.

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


On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

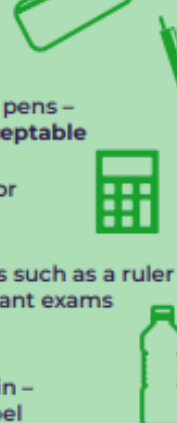
Before sitting your exams, ensure you know:

- the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
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What you will need:

- a clear pencil case
 - at least two black ink pens – blue pens are **not acceptable**
 - an approved calculator for relevant exams
 - appropriate apparatus such as a ruler or protractor for relevant exams
 - a clear water bottle if you wish to take one in – it **must not** have a label
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Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2025 exam timetable – the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2024



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

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

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER
Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly



Joint Council for
Qualifications ^{CIC}

[Link to important student documents to read for
Academic year 2025/26](#)

- **Information for candidates written exams effective from 1st September 2025**
- **Information for candidates coursework assessments effective from 1st September 2025**
- **Information for candidates non- examination assessments effective from 1st September 2025**
- **Information for candidates on-screen tests effective from 1st September 2025**
- **Information for candidates – Using social media in examination/assessments**