LUTTERWORTH HIGH SCHOOL

EXAMINATION INFORMATION BOOK

A Guide for Students, Parents and Carers for

Non-examined Assessments, Coursework, Mock Exams and Written Exams

CENTRE NUMBER: 25269

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INTRODUCTION

Lutterworth High School is committed to ensuring that candidates are fully briefed on the examination and assessment processes in place and are made aware of the required Joint Council for Qualifications (JCQ) awarding body instructions and *Information for Candidates* documents.

This handbook has been produced to help you fully prepare yourself for your coursework, non-examined assessments and for your written examinations. Please read it carefully so you are aware of the regulations and procedures to follow, and the procedures in the event of any problems occurring.

Strict criteria must be followed for the conduct of examinations and Lutterworth High School is required to follow them precisely. You should, therefore, pay particular attention to the JCQ Notices included at the back of this handbook.

Some of the questions you may have will be answered in this booklet.

If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

If you have any queries or need help or advice at any time regarding your exams, please contact either your subject teacher or:

Miss Donna Kosack - Examinations Officer

✆ 01455 552710 Ext. 250

exams@lutterworthhigh.co.uk

Remember – we are here to help

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NON-EXAMINED ASSESSMENTS AND CONTROLLED ASSESSMENTS/COURSEWORK

Non-Examined Assessments and Controlled assessments are a part of some subjects. They are designed to assess skills such as a student's ability to carry out research, prepare tasks etc. Assessments are divided into 3 sections:

- a period of time when the teacher introduces the task and discusses research techniques etc.,
- a set period of time in which the students, either individually or as a group, research the task, and
- a semi-formal examination period where the students write up their findings. This final stage may be done in the classroom or an examination room, depending upon the subject, but whichever the venue, the examination regulations of no communicating, no mobile phones etc. will apply.

The JCQ rules concerning plagiarism apply to all controlled assessments (*see "Information for Candidates–Non-Examined Assessments" and "Information for Candidates-Controlled Assessments" in the Appendices*).

Once completed, assessments are marked by fully trained staff, who have appropriate knowledge and skill in this procedure, using the Awarding Body mark scheme. Internal moderation and standardisation ensures consistency of marking.

You will be informed of your centre assessed marks before they are submitted to the exam board and If you feel that the mark you have been awarded is incorrect, you must follow the steps laid down in the Internal Appeals Procedure, a copy of which can be found on the school website and in the Appendices section of this handbook.

Any queries regarding controlled assessment marks must be resolved before the Awarding Body submission deadlines.

CANDIDATE IDENTIFICATION CARDS

You will be issued with a student identification card. This card contains your name, picture, centre number and candidate number. These cards are required for all exams, including mocks, and are important for the invigilators to identify that you are sitting in the correct seat, and they can then mark you as present. It is LHS policy that you place this card at the top of your exam desk when you enter the examination room. Failure to display this card may result in you being marked as absent from the exam.

Replacement cards

If you lose or damage your card, you will be expected to replace it. Replacement cards are available from e-services at a cost of £2.50.

WRITTEN EXAMINATIONS

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY

- All Candidates have access to their Statement of Entry on Edulink. This shows the subjects they are being entered for and, where applicable, the tier of entry. Most subjects only have one tier of entry, however, some have Foundation or Higher. You must check everything on your Statement of Entry very carefully. Particularly check that all personal details (spelling of names, date of birth) are accurate as these will appear on certificates. Please note: full **LEGAL** forenames and surnames will appear on all certificates. You will be advised via Edulink when this is available to view.

EXAMINATION BOARDS (AWARDING BODIES)

- Lutterworth High School uses the following Examination Boards:
  AQA, OCR, Pearson (Edexcel) and Highfield.

CANDIDATE NUMBER

- Each candidate has a **four-digit Candidate Number**. It is on your LHS Student ID card, Statement of Entry and exam timetables. This number will also be published, along with your name, on the seating lists for each examination, which will be displayed outside the examination venue on the day. **Never sit at a desk which is allocated to someone else as this may result in you sitting the wrong paper or being marked as absent for your exam.**
- Please write your name and Candidate Number on the front of this booklet. You will need to write your Candidate Number on all of your examination papers and answer booklets. **Please learn it.** Remember, failing to write your Candidate Number on your examination paper or answer booklet could void it.

UCI

- In addition to a Candidate Number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter). This appears on the top of your Statement of Entry. This number will usually begin with Lutterworth High School's Centre Number (25269) unless you have transferred from another school that had already allocated your UCI. It is not necessary for you to remember your UCI; it is used for administration purposes only.

EXAMINATION DATES

- Public examinations take place in May and June each year. In addition, there are practical exams, oral exams, functional skills and OCR Cambridge National examinations in January, March, May, June and November. Lutterworth High School will also conduct mock examinations for both Year and 10 and Year 11 students.
- Public examination dates are set by the Examination Boards. Therefore, dates and start times cannot be changed to suit Lutterworth High School or individual candidates.
- Any appointments, medical or not, **must** be rearranged.
- Contingency day is **all day Wednesday 24th June 2026,** has been put in place by all awarding bodies. This means that all exam candidates **must** be available to sit exams from the start of the exams in April/May up to and including **Wednesday 24th June 2026**. This decision is not a school decision and applies to all candidates in all schools. The decision comes following past tragic events. The Joint Council for Qualifications have decided that

they need the option to postpone an exam in the event of an incident and rearrange for a later date to allow all candidates a fair and equal chance.

TIMETABLES

- Each candidate will receive an individual timetable showing the specific examinations with details of the date, time and duration of the examination. This will be handed out at our *Plan, Prepare, Achieve Parents Evening*. Check it carefully. This timetable and agreement form will also be available on Edulink. If you think something is wrong, please see Miss Kosack **IMMEDIATELY.** Do not leave it until just before the exam when it may be too late to do anything for you.
- Parents: Please ensure that you make yourself aware of your child's examination timetable. This will be available to view on Edulink.
- Approximately 3 weeks prior to the start of the examination period, each candidate will receive a timetable detailing the venue, row and seat number for each examination. Please keep this in a safe place, and do not deface it. This will also be available to view on Edulink.

EXAMINATION CLASHES

- A few candidates may have clashes where two or more examinations are timetabled at the same time. If this applies to you, Miss Kosack will schedule your examinations within the JCQ Regulations, usually back-to-back with a brief break in between the two examinations. During this break you will be kept under strict invigilator supervision in a 'quarantine room' to ensure you cannot communicate with other candidates. On rare occasions, this supervision may be over lunchtime in which case it will be necessary for you to bring lunch with you, which can be stored with the invigilator. Miss Kosack will provide notification of the arrangements and a revised timetable.

AFTERNOON TRANSPORT

- **Some afternoon examinations are scheduled to finish beyond 3pm. Candidates and parents should be aware that school buses cannot be held and alternative arrangements will need to be made for transport home after the examination.** ***PLEASE CHECK YOUR TIMETABLE.***
- On occasion, scheduled exams may not finish on time. Sometimes it is not possible to start the examination on time, or if there is an unexpected delay during the examination, additional time may need to be added on to the end. Again, it is necessary for candidates and parents to make alternative arrangements for transport home.

CONTACT NUMBERS

- Parents: please check that Lutterworth High School has at least one up to date contact number and address for you.

EQUIPMENT

- You are responsible for providing your own equipment and for the majority of exams you will require:
  - at least 2 **BLACK** biros
  - a pencil
  - an eraser
  - a ruler
  - a pencil sharpener
  - a **transparent** pencil case

For certain exams such as Mathematics, Science and Design and Technology you will also need:

- a protractor
- a pair of compasses
- drawing equipment
- a calculator

Calculators **must not** contain programs. Invigilators will carry out checks for formulas stored in your calculator's memory – please clear them in advance. Please do not bring calculator lids or instructions into the examination rooms, they are not allowed and will be removed by the invigilator.

Candidates may bring water to their examinations, but this **must be water** and has to be in a clear plastic bottle without branding. All labels must be removed. Anything other than water in a clear plastic bottle will be removed by the invigilator and returned after the exam is finished.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- All candidates must read the JCQ notices at the back of this handbook and note that to break any of these examination rules or regulations will result in a malpractice, and this could lead to disqualification from all subjects. Lutterworth High School must report any breach of the regulations to the Examination Boards.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time.
- All candidates attending school for examinations must wear full school uniform.
- Morning examinations start at 9am and afternoon examinations start at 1.15pm, unless otherwise stated.
- Candidates should assemble outside of the examination venue 15 minutes before the start time and must wait until invited to enter by the Examination Invigilators.

EQUIPMENT

- Candidates are responsible for providing their own equipment as detailed in section one of this handbook '*Before Your Examinations'.*
- Highlighter pens (may be used to highlight texts but **MUST NOT** be used in answers)
- The following items are **NOT ALLOWED** to be taken into the examination room:
  - *Gel pens*
  - *Dictionaries (unless specified – these will be provided by LHS if required)*
  - *Electronic devices (mobile phones, watches, earphones etc.)* ***Candidates in possession of a mobile telephone, watch, smart glasses or any electronic device will result in a malpractice report to the examination board, and the candidate is at risk of disqualification (even if the device is switched off). The device will be removed by the invigilator. No exceptions will be made.***
  - *Calculator lids or instruction leaflets*
  - *Notes or pieces of paper*
  - *Pencil cases that are not transparent*
  - *Bottles (unless they are clear with the label removed, and must only contain water)*

- *Food of any kind - unless for medical purposes – must be pre-authorised by the Exams Officer or Mrs Davies, (SEND Exam Coordinator) and must be removed from packaging, and placed in a clear plastic bag. This must be checked by an invigilator*
- *Any item not listed on the examination paper, as it may be classed as unauthorised*
- *Any writing, marks or symbols must be removed from your skin before entering the examination room*

If you will need access to diabetes technology during an exam, **you should speak to the Miss Kosack, the Examinations Officer,** and she will be able to contact the relevant awarding body for permissions. Medical evidence may be required.

These are requirements of the Examination Boards and must be adhered to at all times.

LATE ARRIVALS

- All candidates must arrive on time; however, we understand that in exceptional circumstances candidates may arrive late. Please contact LHS Reception as early as possible informing staff that you have an examination. Reception staff will notify Miss Kosack.
- Candidates arriving after the start of the examination should report to Reception first, Miss Kosack will then arrange for the examination to take place, possibly in an alternative room, although you must be aware: **all late arrivals have to be reported to the awarding bodies and it will be their decision if the paper is then marked.**

CONDUCT

Lutterworth High school expects candidates to behave in a considerate and responsible manner and

- Adhere to normal school rules on behaviour and dress.
- Wear full school uniform throughout the examination period.
- Arrive on time for your examinations and, when asked, enter the examination room in silence.
- You should not turn around and must always face the front of the room.
- Should you need to attract the invigilator's attention, raise your hand.
- Place your student identification card on the top of your desk for the invigilator to clearly see
- If you cause a disturbance in or near the examination room, a report will be sent to the Examination Board; you may also be removed from the room. You are liable to be disqualified from all examinations.
- Avoid bringing any unnecessary personal belongings into the examination room as LHS accepts no liability for their loss or damage.
- Follow the rules laid down by JCQ on the use of mobile phones and all electronic devices with text or digital facilities at all times, which states that candidates cannot be in possession of mobile phones, electronic devices, watches etc. Candidates will be required to **switch off and hand in** their devices to invigilators before entering the examination room. Items will be securely stored and returned to candidates at the end of the examination.
- Make no attempt to talk or communicate with anyone else once you are inside the exam room – strict examination conditions apply.
- Listen carefully to instructions and notices read out by invigilators – there may be amendments to the examination paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly. Do not write on, or open the paper, until you are advised to do so by the invigilator.

- Produce legible handwriting on your examination paper. You will lose marks if the examiner cannot read your answers
- Be aware that anyone caught writing on, or defacing a desk during an examination, will be asked to pay for any damage.
- Produce answers free from graffiti and offensive comments – if you do deface your answers the Examination Boards may refuse to accept your paper. Most examination papers are now scanned by computers, so any graffiti or comments may stop your answers from being scanned properly.
- Remain in the examination room for the full duration of the examination. Candidates are not allowed to leave early, this is to protect the security of the examination.
- Hand all of your work in at the end of the examination – remember to cross through any rough work which you do not wat marking. If you have used more than one answer book or loose sheets of paper ensure you collate them in order and write your full name and candidate number on each book/page.
- Remain silent whilst the invigilators collect the examination papers. Candidates are still under examination conditions until they leave the examination room and surrounding area, showing consideration for other candidates who may still be working.
- Do not remove any question papers, answer booklets or additional paper from the examination room.

INVIGILATORS

- Lutterworth High School employs external invigilators to conduct the examinations. Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Only members of staff approved by the Head and agreed with the Exams Officer may be present at the start of the examination.
- Invigilators are in the examination room to supervise the conduct of the examination. They will distribute and collect the examination papers, give out instructions relating to the exam, hand out extra writing paper if required and deal with any problems that occur during the examination, for example, if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with candidates or explain the questions.
- Candidates who are disruptive, disobey the instructions given by the invigilator, or behave in an unacceptable manner will be removed from the examination room by invigilators, the Exams Officer or members of the Senior Leadership team. Any disruptive behaviour will be reported to the awarding bodies and classed as malpractice.

ACCESS ARRANGEMENTS FOR EXAMS

- Candidates meeting the relevant JCQ criteria will have Access Arrangements put in place by the Exam Coordinator for examinations. Notification of entitlement will be sent home to parent/carers. Training will be given on how to use these arrangements. If you need any clarification on your access arrangements, please contact Miss Kosack or the SENDCo department.

ABSENCE FROM EXAMINATIONS

- Candidates experiencing difficulties during the examination period (e.g. illness, injury or extreme personal problems) should inform the school at the earliest possible time so we can help and advise. A parent/carer must contact the school by telephone on 01455 552710 and

specifically ask that an urgent message is given to Miss Kosack. We must receive a call for ANY examination missed.

- Not attending the examination, even due to illness, has to be the very last resort. All possible attempts must be made to sit the examination even if disadvantaged in some way. However, please make Miss Kosack aware of any such disadvantage before the examination.
- **Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.**

EXAM LEAVE

- Research has shown that exam leave does not improve results for candidates studying for GCSE examinations. In the vital few weeks before the examinations take place, candidates benefit from the continued input, guidance and revision that teachers prepare for them. For this reason, all Year 11 students will be expected to attend all lessons for each of their subjects until the final exam has taken place. In lessons where exams take place early, teachers will be on hand to support students with study skills for their other subjects. Students must continue to attend these lessons.

PAYMENT

- LHS will fund initial examination entry fees, however, if a candidate fails to attend an exam, fails to make a reasonable attempt at the paper, has a malpractice reported against them, or fails to complete their controlled assessments / portfolios of work (where applicable), LHS reserve the right to recover the costs. The only exception to this is if a candidate misses an examination on medical grounds, in which case a doctor's certificate will be required.

SPECIAL CONSIDERATION

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other exceptional circumstances (such as bereavement, domestic crisis or serious disturbance in an examination room) outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

- Only in 'very exceptional circumstances' are candidates granted special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to Miss Kosack without delay. A self–certification form (JCQ/ME Form 14) can be obtained from Miss Kosack which can be countersigned by the candidate's doctor or nurse. If medical evidence is not received within 3 days of the examination, we cannot take any action for you.
- **The maximum allowance for Special Consideration is 5%** and this will be reserved for the most exceptional cases, such as:
    - terminal illness of the candidate;
    - terminal illness of a parent/carer;
    - very recent death of a member of the immediate family;
    - very serious and disruptive domestic crisis at or near the time of the examination.
- For the award of a grade by special consideration, where a student misses part of an examination through acceptable illness or exceptional personal circumstances, a minimum of 40% of the overall assessment (including controlled assessment) must be completed
- Awarding bodies will not enter into discussion with candidates or their parents as to how much special consideration should be applied.

AFTER THE EXAMINATIONS

RESULTS

- GCSE results are available in school on Thursday 20th August 2026. Further information regarding this will be distributed to candidates and published on the school website.
- If a candidate is unable to collect their own results in person, the following action is required:
    - ♦ Third Party Collection form is a written request, signed by the candidate, with full details of the nominated person authorised to collect the results. This form is available on the school website or from the exams office and be handed to Miss Kosack at any time during the summer term
    - ♦ Sight of photographic proof of identity of the nominated person (not the candidate) in the form of a passport or driver's licence
    - ♦ A form has been included within this booklet for completion and is available on the website.
- If a candidate is away on holiday and they wish the results to go to an alternative address, they can leave an A4 size stamped addressed envelope (with sufficient postage) at School Reception for results to be posted on Results Day. This envelope can be handed in at any time during the summer term
- Any unclaimed results will be posted first class – so please make sure we have a current address
- Results belong to the candidate and, to protect their confidentiality, LHS is unable to release results without such consent or evidence
- Results will **NOT** be given out by telephone or email, under **ANY** circumstances
- Post results service costs will be available from the LHS after results are issued

CERTIFICATES

- All certificates are issued in the candidate's legal forenames and surnames.
- Certificates arrive in school during November, candidates will be informed when they are available to collect.
- Uncollected certificates will be available for collection for up to 12 months, in person, during school hours.
- Candidates will be asked to sign to acknowledge receipt of certificates.
- If a candidate is unable to collect their own certificates in person, the following is required:
    - o Third Party Collection form - a written request, signed by the candidate, with full details of the nominated person authorised to collect the certificates. A form has been included within this booklet for completion
    - o Photographic proof of identity of the nominated person (not the candidate) in the form of a passport or driver's licence
- Once issued, certificates cannot be replaced by the school if lost or damaged. Examination Boards rarely issue duplicates. It is very expensive and time consuming to obtain a 'Certifying Statement of Results' and this is obtained only by contacting the Examination Boards directly.
- **It is vital that you collect your certificates.** LHS is obliged to hold certificates for a minimum of 12 months but candidates should ensure these are collected and kept safely. Colleges, training providers and employers will require sight of your certificates to confirm your qualifications. Certificates not collected after this period may be confidentially destroyed.
- At no point will LHS post certificates out to candidates due to their expense.

FREQUENTLY ASKED QUESTIONS

Q **What do I do if there is a clash on my timetable?**

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a short break in a 'quarantine room' during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. It may be necessary for you to bring a packed lunch if you have examinations in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult Miss Kosack.

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

Invigilators will ask you to check before the exam 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?

Candidate Numbers are printed on LHS Student ID cards (which must be bought into the examination room), personalised timetables and seating lists (which are displayed outside the examination room). Invigilators will be able to help you find your number, which also appears on their examination registers.

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

The **Centre Number is 25269** and will be clearly displayed in the examination room.

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

Inform Miss Kosack at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You will also need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstance beyond their control. Examples or such circumstances may be illness, accident or injury, bereavement, domestic crisis. Miss Kosack must be informed immediately, so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support such an application.

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

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

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

No. Timetables are regulated by the Awarding Bodies, and you must attend on the given date and time.

Q **Do I have to wear school uniform?**

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up etc.

Q **What equipment should I bring for my exams?**

You must have a clear pencil case

For most exams you should bring **at least** 2 pens (black ink only- No gel pens)

For some exams you will need a calculator, a ruler (marked with cm and mm), a pencil sharpener and a rubber, a pair of compasses, a protractor and coloured pencils.

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q **What items are not allowed into the examination room?**

- Only materials that are listed on question papers (e.g. an insert) are permitted in the examination room and candidates who are found to have any materials with them that are not allowed will be reported to the appropriate Examinations Board. In such circumstances, a candidate would normally be disqualified from the paper or the subject concerned.
- **Bags, coats and any other items not permitted under examination regulations must be left with the invigilators**. Try to not bring any valuables into school with you when you attend for an examination. Any valuables can be handed in with mobile phones.
- Candidates may bring a drink to their examinations, but this **must be water** and has to be in a clear plastic bottle or sports bottle without branding or any printing on. All labels must be removed. Anything other than water will be removed by the invigilator and returned after the exam is finished. Bottles with measurements or times printed will not be allowed.
- Mobile telephones, headphones, **watches** and any other technological equipment must not be kept on your person even if it is turned off. You will be given an opportunity to hand these into the invigilators but it is your responsibility to ensure that they are **switched off.** Even if you have handed something in and it goes off you may still lose your marks for one or possibly all of your exams.
- Failure to comply with this JCQ regulation will be treated as malpractice and will almost certainly lead to candidates being disqualified from their exam. Watches must be handed in with the mobile phones.

Q **Why do JCQ Regulations state that I cannot bring my mobile telephone, watch or earphones into the exam room?**

Being in possession of a mobile phone (or any other electronic communication device, e.g. watch, earphones), is regarded as cheating and is subject to a severe penalty from the awarding bodies. The penalties are explained in section 5 of this handbook "*Examination and Assessment Malpractice".*

Q **How do I know how long the exam is?**

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the start and finish time of the exam on a flip chart or board at the front of the exam room. There will be clocks in all examination rooms.

Q **Can I leave the exam early?**

No - It is not the school's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. Candidates must leave the examination room in a quiet orderly fashion at the end of the exam, showing consideration to other candidates who may still be taking a longer exam. Candidates with Access Arrangements for extra time will be required to stay for the whole duration of the extra time.

Q **May I go to the toilet during the exam?**

Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. Only one candidate can leave the examination room to go to the toilet at any time.

Q **Why do I need to check the details on the Statement of Entry / Timetable?**

The details on your Statement of Entry / Timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing. Failure to notify the college of incorrect details or entries will involve certificate reprints or late entries having to be made which will be charged for.

Q **I am entitled to extra time – how will that affect the way I take my exams?**

Some candidates with access arrangements have been granted an allowance of 25% extra time due to identified needs. Candidates may be seated in separate rooms or at the side of the room to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your examination on board. Candidates entitled to extra time must remain in the examination room for the full duration of the examination, including extra time.

If you have any further questions not covered here, please contact exams@lutterworthhigh.co.uk

EXAMINATION AND ASSESSMENT MALPRACTICE

What is malpractice?

'Malpractice' is any act, default or practice, which is a breach of the JCQ regulations or which:

- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate.

This malpractice can occur in the course of an exam or assessment, including the preparation and authentication of any controlled assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

The following all constitute malpractice offences for which there are penalties imposed by the Examination Boards

- Possessing a mobile telephone (even with the SIM card or battery removed), or a watch, headphones or any other electronic device whilst in the exam room or quarantine room
- A breach of the instructions or advice given by an invigilator or Examination Board in relation to the examination rules and regulations
- Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations
- Collusion – working collaboratively with other candidates beyond what is permitted
- Copying from another candidate – in controlled assessments or during an examination, including the misuse of IT
- Deliberate destruction of work – including defacing your own script
- Disruptive behaviour in the examination room or assessment session, including the use of offensive language
- Talking in the exam room
- Communication between candidates – written, verbal, facial expressions or gestures
- Using social media – accepting, passing or distributing examination related information to/from others
- Taking unauthorised notes or paper into the examination room and/or using permitted notes/books that have been annotated, calculators/dictionaries when prohibited.
- Writing or symbols on hands/skin
- Including inappropriate, obscene or offensive materials in scripts or controlled assessments, including drawing/comments which could cause offense to others
- Plagiarism – unacknowledged copying from published sources, including the internet; incomplete referencing
- Making a false declaration of authenticity – using work of others, or using Artificial Intelligence and declaring it is your own work
- Theft of someone else's work (project or controlled assessment) to pass off as your own
- Leaving the examination room or quarantine room unescorted before the end of the exam or during clash supervision
- Impersonation – deliberate using of wrong name or candidate number or arranging to be impersonated
- Altering results documentation, including certificates

Make sure you know what you can and cannot do in an examination room, before it is too late. Do not take unnecessary risks otherwise all your efforts during the year could be wasted.

Penalties for possession of a mobile phone, watch or any electronic device – issued by JCQ

If a mobile telephone, watch, smart glasses or electronic device is found in a candidate's possession in an examination room or quarantine room – **even if it is turned off** – it will be removed and a report made to the appropriate Examination Board. The Examination Boards operate a **non-tolerance** policy on all candidates discovered to be in infringement of the regulations and state that any candidates discovered to have a mobile phone, watch, smart glasses, headphones, or any electronic device, with them during an examination faces disqualification.

MOBILE PHONE/WATCH/ELECTRONIC DEVICE OFFENCE	PENALTIES GIVEN
Not in the candidate's possession but makes a noise in the examination room	Penalty 1-2
In the candidate's possession, but no evidence of being used by the candidate	Penalties 2-4
In the candidate's possession and evidence of it being used by the candidate	Penalties 5-9

Penalties imposed against candidates for malpractice

- Penalty 1 – Warning
  The candidate is issued with a warning that if the offence is repeated within a set period of time, further penalties will be applied

- Penalty 2 – Loss of marks gained for a section
  The candidate loses all the marks gained for a section of the work. A section may be part of a component or a single piece of work for a controlled assessment

- Penalty 3 - Loss of all the marks gained for a component
  The candidate loses all marks gained for a component

- Penalty 4 - Loss of all the marks gained for a unit
  The candidate loses all the marks gained for a unit. This penalty usually still allows the candidate to aggregate or request certification

- Penalty 5 - Disqualification from the unit
  The candidate is disqualified from the unit and is therefore prevented from aggregating or requesting certification in the examination series

- Penalty 6 - Disqualification from all units in one or more qualifications taken in the examination series
  If circumstances suggest, penalty 5 may be applied to other units taken I the same examination series (units banked in previous series are retained)

- Penalty 7- Disqualification from the whole qualification
  The candidate is disqualified from the whole qualification taken in that series or academic year. This penalty can only be applied if the candidate has requested aggregation. Any units banked in previous series are retained, but the units taken in the present series and aggregation opportunity are lost. If the candidate has not requested aggregation, then the option is penalty 6

- Penalty 8- Disqualification from all qualifications taken in the examination series

If circumstances suggest, penalty 7 may be applied to other qualifications. It can only be applied to other qualifications if aggregation has been requested. Any units banked previously are retained but the units taken in the present series and the aggregation opportunity are lost. If the candidate has not requested aggregation then the option is penalty 6

- Penalty 9- Barred from entering examinations for a set period of time
  The candidate is barred from entering for one or more examinations for a set period of time. The penalty is applied in conjunction with any of the other penalties above if the circumstances warrant it.

What is AI (Artificial Intelligence) misuse?

As has always been the case, and in accordance with section 5.3(j) of the JCQ General Regulations for Approved Centres, students must submit work for assessments which is their own. This means both ensuring that the final product is in their own words, and isn't copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work. Students are expected to demonstrate their own knowledge, skills and understanding as required for the qualification in question and set out in the qualification specification. This includes demonstrating their performance in relation to the assessment objectives for the subject relevant to the question/s or other tasks students have been set. Any use of AI which means students have not independently demonstrated their own attainment is likely to be considered malpractice. While AI may become an established tool at the workplace in the future, for the purposes of demonstrating knowledge, understanding and skills for qualifications, it's important for students' progression that they do not rely on tools such as AI. Students should develop the knowledge, skills and understanding of the subjects they are studying.
AI tools must only be used when the conditions of the assessment permit the use of the internet and where the student is able to demonstrate that the final submission is the product of their own independent work and independent thinking.
Examples of AI misuse include, but are not limited to, the following:
• Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's 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.

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

Malpractice is also recorded on any internal assessments or mock exams and may result in penalties.

LHS also has the right to take further action against a student once a penalty has been imposed by the Examination Boards.

NOTES

Appendices

JCQ Documentation

Information for candidates - Non-examined Assessments

Instructions for conducting coursework

Information for candidates - On-Screen Examinations

Information for candidates - Written Examinations

Information for candidates - Privacy Notice

Information to candidates - Using Social Media

Unauthorised Items poster

Warning to Candidates

Results and Certificates Third Party Collection Form

GCSE Exam Results Day

Results will be available from Lutterworth High School on

Thursday 20th August 2026
9am – 10.30am

Results should be collected in person – Third Party Collection forms are available from our website, Student Reception or Exams Office should you wish to nominate someone else to collect your results.

Results will not be given over the telephone or email under ANY circumstances

A copy of both this Examination Information Booklet can be found on the LHS website http://www.lutterworthhigh.co.uk. Additional information relating to policies, timetables, special notices, will be added to the website as we progress through the year. Any queries or concerns which remain unanswered can be directed to:

Miss Kosack, Examinations Officer

✆ 01455 552710 Ext. 250

exams@lutterworthhigh.co.uk