

# Exam Procedures

## Student Guide 2025-26

Exam Entry Information	
Preferred Name	
Legal Name on Certificates	
Date of Birth	
Candidate Number	
Centre Number	31300

Important Contacts	
Tutor Name	
Progress Leader	
College Leader	
Examinations Officer	Mr Boatright-Greene

All information contained in this booklet is correct as of **1 September 2025**. Students and parents/carers will be notified of any changes should they occur. A revised booklet with changes will be uploaded to the school website.

## Important Contact Information

Contact Name	Location	Contact Information
Exam Absence – URGENT	Admin Office - Attendance Officer	01789 416 621
Exams Office	G10	examsanddata@stratfordschool.co.uk
24 Hour Student Absence Line	Admin Office - Attendance Officer	01789 209 296 attendance@stratfordschool.co.uk
Attendance Support Room (ASR)	G20	01789 416 676
School Reception		01789 268 051 (non-exam issues only)
Bromcom Student Portal & School email account		helpdesk@stratfordschool.co.uk

### School Website – Exam & Results Information

There is a designated section of the school website which shares a host of important exam related information relating to internal and external exam timetables, post results services, internal appeals, certificates, etc. It can be found in the 'Information – Examinations & Results' section of the school website.

Please use this resource when looking for exam related information.

[www.stratforduponavonschool.com/examsandresults](http://www.stratforduponavonschool.com/examsandresults)

#### Exam Related Communication

**We will share important exam messages directly with students via their school email account, TEAMS, up-loads of reports and timetables to their Bromcom Student Portal account. It is vital students check their accounts regularly to ensure they are fully prepared for exams.**

If help is needed to access either a school email, TEAMS or Bromcom Student Portal account, students should contact [helpdesk@stratfordschool.co.uk](mailto:helpdesk@stratfordschool.co.uk)

Alternatively, please visit the school website for information on how to access online resources.  
[www.stratforduponavonschool.com/homeworking](http://www.stratforduponavonschool.com/homeworking)

# Contents

The aim of this guide is to help you throughout the assessment and exam period by explaining the procedures and answering some of the questions you may have. Please read each section carefully, and if you are still unsure about anything, please ask **YOUR FORM TUTOR, PROGRESS LEADER, COLLEGE LEADER, EXAMINATIONS OFFICER OR ANY OTHER MEMBER OF THE SCHOOL TEAM**, for help.

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# 1. General Information

## Conduct

At Stratford upon Avon School, we expect the highest standards of behaviour from you and every student during all internal and external exams. All exams are delivered in accordance with JCQ regulations, the regulatory body for Exam Boards.

All students must be polite to, and co-operate with, invigilators. The invigilation team are there to help you and ensure the smooth running of exams.

Any misconduct will be reported to the Senior Leadership Team and Exam Boards and will be dealt with rigorously. This could result in you being disqualified from all exams.

## Dress Code

KS4 - School uniform dress code **MUST** be adhered to at all times.

KS5 - Smart business wear **MUST** be adhered to at all times.

## Graffiti

You must not draw graffiti or write offensive comments on any exam papers – if you do the Exam Board may refuse to accept your paper.

You must not deface your candidate card, if you do you will be reported to the Head Teacher.

You must not write on the exam desks. This is regarded as vandalism, and you will be asked to pay for any damage.

## Exam Entries

Your teachers will inform the Exams Office which exams you need to be entered for. Exam entries will be made in line with Exam Boards entry timeframes. Exam entries, once made, will be available to view through your Bromcom Student Portal account and it is a requirement that you log in to review your entries. If you are unsure of your Bromcom Student Portal account log in details please contact [helpdesk@stratfordschool.co.uk](mailto:helpdesk@stratfordschool.co.uk).

## Coursework & Non-Examined Assessment Marks

You will be advised of your coursework/non-examined assessment mark by your subject teacher before it is submitted to the relevant Exam Board. This will be in writing, so it is clear what mark is to be submitted to the Exam Board. There is an [Internal Appeals Policy](#) should you feel it necessary to review the mark given. This policy is available to download from the Examinations & Results section of the school website.

## Equipment

It is essential that you are aware of what is, and what is not allowed in the exam room when you sit your exams. On the following page is a table detailing what you may and may not bring with you. If you are in any doubt whether something is permitted, you must ask the Examinations Officer or an invigilator immediately.

Make sure that you have checked your pockets **BEFORE** the start of every exam to ensure you are not in possession of any prohibited items. Bring only the stationery and equipment that is needed for the exam.

Please be aware that prior to an exam starting, staff may undertake spot checks to ensure that regulations relating to equipment are being observed by all students. On occasion a member of staff may use a handheld metal detector to assist with spot checks. This includes checking for mobile phones, all types of watches and data storage devices (including smart glasses).

## Equipment Check List

The items below are **NOT ALLOWED** in any exam room. It is not an exhaustive list so bring only what is needed for each exam – to be sure, **empty your pockets of everything else!**

	<p><b>Bags &amp; Coats</b> Bags and coats are <b>NOT</b> allowed in the exam room under any circumstances</p>
	<p><b>Equipment</b> <b>You</b> are responsible for ensuring you have the necessary equipment to take your exam e.g. calculators, pencils, rubbers etc. School <b>can not</b> provide it for you.</p> <ul style="list-style-type: none"> <li>You must only use <b>BLACK ink or ballpoint</b> pens.</li> <li>Only clear pencil cases are allowed in the exam room.</li> <li>The use of highlighter pens can only be used on question papers.</li> <li>Correction fluid, correcting tape or pens is not permitted.</li> </ul>
	<p><b>Mobile Phones/Smart Glasses/Electronic Devices</b> are not allowed in the exam room. Any device capable of storing technology/data must not be brought into the exam room e.g. MP3s, iPods and iWatches/Smart Watches &amp; Glasses, etc. This includes headphones and ear buds. <b>This list is not exhaustive.</b></p>
	<p><b>ALL Watches/Smart Watches must not be brought into the exam room.</b> Wall mounted clocks are clearly visible in every exam room.</p>
	<p><b>Food &amp; Drinks</b> You may only bring one 500ml bottle of water to drink. The bottle <b>MUST</b> be transparent (clear), uncoloured plastic with labels removed and free of any writing and patterns. It should also have a sports cap (not a screw top) to avoid spillage.</p> <p>Food, including chewing gum, is not allowed in any exam room. Medication is only allowed upon prior arrangement with the Examinations Officer.</p>
	<p><b>Paperwork</b> You are not allowed to bring paper into the exam room, this includes tissues, revision notes, planners and diaries. You are not allowed to remove paper from an exam room.</p>
	<p><b>Calculators</b> Where the use of a calculator is allowed, you are responsible for making sure that your calculator meets the Exam Board regulations. Calculator lids <b>MUST</b> be removed.</p> <p><b>Calculators must be:</b></p> <ul style="list-style-type: none"> <li>- of a size suitable for use on the desk</li> <li>- either battery or solar powered</li> <li>- free of lids, cases and covers</li> </ul> <p><b>Calculators must not be designed or adapted to offer any of these facilities:</b></p> <ul style="list-style-type: none"> <li>- language translators</li> <li>- symbolic algebra manipulation</li> <li>- symbolic differentiation or integration</li> <li>- communication with other machines or the internet</li> <li>- have retrievable information stored in them - this includes:             <ul style="list-style-type: none"> <li>- databanks</li> <li>- dictionaries</li> <li>- mathematical formulas</li> <li>- text</li> </ul> </li> </ul> <p><b>You are responsible for the following:</b></p> <ul style="list-style-type: none"> <li>- the calculator's power supply</li> <li>- the calculator's working condition</li> <li>- clearing anything stored in the calculator</li> </ul>
<p style="text-align: center;"><b>You will not be issued with equipment in the exam room.</b> <b>You cannot borrow a calculator or equipment from another candidate during an exam for any reason.</b></p>	

## Malpractice

Not adhering to JCQ regulations is malpractice.

School will notify an Exam Board immediately of any alleged, suspected or actual incidents of malpractice. Notification of suspected malpractice must be made to an Exam Board where it involves a candidate during a written exam or following the authentication of controlled assessment/coursework/non-examined assessment or verification of other assessed qualifications.

To ensure that you are not involved in any form of malpractice it is essential you read each JCQ Information to Candidate documents. They are included in the appendices at the end of this booklet. The documents are:

- JCQ Information to Candidates – written exams
- JCQ Information to Candidates – non-examination assessments
- JCQ Information to Candidates – coursework
- JCQ Information for Candidates – AI (Artificial Intelligence and assessments)
- JCQ Information to Candidates – on-screen tests
- JCQ Information to Candidates - Social Media
- JCQ Warning to Candidates poster
- JCQ Unauthorised Equipment poster
- JCQ AI Poster for Students

It is important that you are familiar with the regulatory requirements for all types of assessments including coursework, non-examined assessments, practical assessments and written exams. This is to ensure that you are not at risk of malpractice which, if it occurs, can jeopardise your overall qualification(s).

All JCQ information documentation can also be downloaded from the school website from the Examination and Results section.

Exam Board privacy information can be view via links from the school website:

<https://www.stratforduponavonschool.com/examsandresults> (Key JCQ Documentation & Privacy Policies section)

### **The Use of AI and Plagiarism**

It is a serious offence and malpractice to mis-use AI and plagiarise work. If teaching staff identify mis-use of AI and/or plagiarism in your work, it will be reported to Exam Boards.

You must make sure that you are fully aware of how to work safely when using AI and how to reference correctly the work of others that you have used for your coursework and non-examined assessments.

Teaching staff share important information about how to work safely and JCQ has provided information and poster about AI – please refer to the appendices in this booklet.

# Key Rules when taking written exams

Please make sure you are clear on the key rules below.

- **Exam conditions start as soon as you enter the Sports Centre** or other area in which exams take place.
- **Talking is not allowed** at any time.
- **Do not turn or make contact, or attempt to make contact with another candidate(s).**
- **Follow ALL instructions** given by invigilators.
- **Do not write anything at all until instructed to do so** – this includes completing the front cover of exam scripts with your personal details.
- **Do not write anywhere other than on the exam answer booklet** – do not write on yourself, clothes, desk or equipment. Do not doodle on your exam paper or elsewhere.
- **Do not bring, or have on your person, any unauthorised materials, equipment or devices.**
- **Bags and coats are NOT allowed in exam rooms.**
- **School uniform (KS4) / Sixth Form Dress Code (KS5) must be worn for every exam/assessment.**
- **Food and drink is NOT allowed** other than water in a clear, uncoloured bottle with a sports cap (maximum 500ml in size). Medication must be pre-arranged with the Examinations Officer.
- **Stop writing immediately** when you are instructed to do so by an invigilator.
- Paper of any kind, and exam materials, **MUST NOT** be removed from the exam room.
- When leaving the exam room, **you MUST remain silent** until you have left the building so as not to disturb or distract other students still working.

The list above is not exhaustive. You **MUST** read the JCQ Candidate Information provided in the Appendices to ensure **YOU** are aware of all the rules and regulations when taking written exams and assessments.

All breaches of rules will be reported to Exam Boards.

## 2. Exam Dates and Timetables

### Exam Dates

The dates of summer external exams are set by the exams boards and usually take place during May and June each year.

### Contingency Dates

The exam boards designate a 'contingency day' for external exams taking place during the summer series. The contingency day is set in the event of a national or local disruption to exams. **Students should remain available up to and including the contingency date should an Exam Board need to invoke its contingency plan.**

Summer 2026 contingency date is 24 June 2026.

### Entry Report

You will be provided with an 'Entry Report' for external exams which will include your entry details for each subject along with exam dates and times. Your exam information will also be available to view via your Bromcom Student Portal account and MCAS in the timetable section.

When you are issued with your Entry Report, please read it thoroughly. This is a final check to ensure that you are entered for the correct exams and tiers and your personal details are accurate. **YOU MUST CHECK IT VERY CAREFULLY.**

### Personal Details

Check the spelling of your name and date of birth as this will appear on your certificates. This will be your legal name e.g. Joseph rather than Joe.

### Exam Units

Check the subjects and tiers for which you are entered.

If **anything** is incorrect or not as you expect, you must notify the Exams Office (G10) **IMMEDIATELY** by emailing [examsanddata@stratfordschool.co.uk](mailto:examsanddata@stratfordschool.co.uk) from your school email account.

### Exam Timetables

Provisional exam timetables for internal mock and external Summer 2026 exams will be available to download from the school website in the 'Information – Examinations & Results' section once published:

<https://www.stratforduponavonschool.com/examsandresults> (Examination & Assessment Timetables section)

### Timetable Variations

Exam clashes during external exams do occur.

If you have two exams timetabled at the same time, you will take one exam followed by the other. If the combination of exams lasts longer than three hours, then one exam will be taken in the morning and the other in the afternoon. You will be supervised between the two exams by an invigilator, and you will need to bring a packed lunch. Should this affect you, written instructions will be provided detailing how a timetable variation will be addressed and what you need to do. This will be in accordance with JCQ regulations.

A final timetable, detailing dates, time and seating arrangements, will be issued once seating has been completed and clashes resolved. This information will also be available to view via your Bromcom Student Portal account and MCAS.

### 3. Exam Day

#### Exam Start Times

It is your responsibility to know when your exams are taking place and to arrive in good time with the correct equipment. Please be aware of the start time for all of your exams, both internal mock and external exams.

**Internal Exams:** Usually, two sessions within the school day – please refer to your timetable for start times.

**External Exams:** Morning and afternoon sessions – please refer to your timetable for start times. Depending on the duration of the exams some may finish beyond the school day.

#### Preparatory Sessions

Prior to Summer external exams preparatory sessions will be arranged. Details will be circulated via teaching staff closer to the summer external exam series.

#### Exam Rooms and seating

Exams take place in rooms throughout the school. Please refer to your timetable for details

#### Main Exam Venues

<b>SH</b>	Sports Hall	Line up next to your seating row letter, <b>at the Tennis Courts.</b>
<b>GYM</b>	School Gym	
<b>G84</b>	PE Classroom	
<b>G85</b>	PE Classroom	
<b>G86</b>	PE Classroom	
<b>Other</b>	Main School	Wait in the corridor outside the room, not the Tennis Courts.

Seating lists will be posted on the Exam Display Boards near the ASR and/or on the Sixth Form window wall. **YOU MUST CHECK THIS BEFORE EACH EXAM AS LAST MINUTE CHANGES DO OCCUR.**

Ensure you are in the correct place at least **15 minutes before** the exam start time.

#### Toilet Breaks

You should not need a toilet break during an exam, however, if you do you will be required to remove your blazer/jacket and items from your pockets placed in a tray. These items will be returned as long as they are not prohibited items. You will not receive any additional time for the toilet break taken.

#### Candidate Numbers

You will be given a unique candidate number. This 4 digit number must be written on every exam paper taken and will remain the same throughout your education at Stratford upon Avon School. You must also write your full name on your candidate card, the centre number, **31300**, and sign each exam paper.

**Exam papers cannot be sent to the Exam Board without your signature.**

Example of a candidate card:

This is where you will find your 4 digit candidate number which must be written on every exam paper.

Legal Name:		
Candidate No:	1234	
Centre No:	31300	
Please ensure you sign your exam paper where required to do so.		

## 4. Exam Absence

All students must sit every exam listed on their timetable.

If you are unable to attend an exam your parent/carer **MUST** contact school immediately to notify the Exams Office. Please use the following number:

**Attendance Officer: 01789 416 621**

The Attendance Office will notify the Examinations Officer immediately.

For any other case contact the **24 Hour Student Absence Line: 01789 209 296**

### Illness

#### Absence through illness

If absence is through illness, then your parent/carer must write to the Exams Office explaining the circumstances, accompanied by a Doctor's note where available. You and your parent/carer will also be required to complete, sign and return a JCQ Form 14.

If you are feeling slightly ill, you must try and sit the exam where possible.

#### Illness during an exam

If you feel unwell on your exam day, please speak with the Examinations Officer before the exam starts. If you feel unwell during your exam you must raise your hand to attract the attention of an Invigilator who will assist you.

### Special Consideration

A 'Special Consideration' is a post-exam adjustment to a candidate's marks to reflect temporary illness, temporary injury or other indisposition at the time of the assessment, which has had, or is reasonably likely to have had, a significant effect on a candidate.

A special consideration application must be made to the Exam Board within 7 days of the exam taking place; if you feel that this applies to you then your parent/carer will need to contact the Examinations Officer immediately. Supporting evidence will be requested.

### Unexplained Absence

Failure to provide a reason and supporting evidence for an external exam absence will result in an 'X' grade for the qualification as the assessment criteria is incomplete. It will also result in you having to pay the entry fee for the missed exam.

### Late Arrival to Exams

If you are late for your exam, you must go immediately to the Attendance Support Room where you must wait for instructions. Attendance Support Room staff will notify the Examinations Officer straightaway of your arrival and supervise you until you are collected and escorted to your exam room by an Invigilator.

### Finishing Exams Early

It is not permissible for any student to leave an exam before its scheduled completion time. Students must use the time available to them to complete the paper to the best of their ability and review its contents before the exam ends.

Students with an 'extra time' access arrangement must stay and work for the full extra time entitlement.

## 5. Emergency Procedures

### School Closure

In the unlikely event of a school closure, e.g. due to severe weather conditions, fire etc, details will be posted on the school website ([www.stratforduponavonschool.com](http://www.stratforduponavonschool.com)) and announced via X (formally Twitter @straUponAvonSch). The target time to publish messages concerning school closure is 6.30am.

The exam policy, in light of School Closure, can be downloaded from the school website at

<https://www.stratforduponavonschool.com/examsandresults> (Exams Office Open Hours & Contact Details section)

### Emergency Evacuation

In the event of an emergency alarm sounding the Invigilators will advise you of the action needed. This will be either:

1. You will be led outside to the All Weather Pitch in an orderly manner to line up in rows as you were seated in the exam room, OR
2. You will remain seated in the exam room whilst the alarm is silenced.

You must remain silent as you will continue to be under strict exam conditions throughout. In either situation, the length of time of the disruption will be noted and you will be given that time at the end of the exam. The relevant exam board will also be notified of the disruption.

### Lock Down

In the very unlikely event, a lock down of the school is required, Invigilators will advise you of the action needed. The initial course of action taken will be to secure the room, turn off all lights and ensure everyone in the room remains silent. Where needed, further instructions will be shared.

The relevant exam board will be notified of the disruption.

## 6. Results

### Results Day

Results will be issued on each designed results day.

A Level: **Thursday 13 August 2026**

GCSE: **Thursday 20 August 2026**

Details of how results will be issued will be confirmed during the summer term. Teaching and Exams Office staff will be available on each results day to assist with any additional results support you may need.

If you would like your results posted to you, you **must** supply an **A4 Self Addressed Envelope** with a **1st Class Large letter Stamp** affixed to it by 25 June 2026. Please indicate clearly on the envelope your results type, e.g. GCSE. Please hand this directly to the Exams Office in G10.

Results CANNOT be emailed to personal email accounts or shared over the telephone.

### Entering Stratford upon Avon Sixth Form

The enrolment process for Stratford upon Avon School Sixth Form will be published during the summer term. If you meet the entry requirements, you must ensure you have followed the correct process to submit your completed enrolment form to Sixth Form.

If you do not meet the entry requirements the Careers Team at school will be able to discuss the options available to you. Details as to how to arrange this will be shared when results are issued.

### Enrolling at another institution

If you are continuing your education elsewhere, then you must familiarise yourself with their enrolment procedure.

### Resit Exams

Stratford upon Avon School does not schedule a November GCSE resit series. The next available opportunity to resit GCSE or A Level exams is the next summer external exam series.

Stratford upon Avon School will only accept resit entry applications from those who have been enrolled at school and sat exams during the previous 12-month period. No other private entry requests can be accepted.

## Post Results Services

Following the release of exam results a window of opportunity opens with each Exam Board allowing candidates to use post result services. Examples of the types of services include:

- Clerical Checks
- Review of Marking
- Access to Scripts

Full details of Post Result Services available can be found on the school website.

<https://www.stratforduponavonschool.com/examsandresults> (Post Results Services section)

Information about Summer 2026 post results services fees, deadlines and application form will be provided before each results day and on the day, results are issued. Please read this information carefully when you receive it to ensure you are aware of all of the deadline dates and associated fees.

Please be aware that when requesting a review of marking/clerical check of an exam paper(s), marks could go down as well as up or stay the same. If the overall grade for the qualification changes there will be no charge to you and your original payment will be refunded, however, if your overall grade remains the same a refund cannot be issued.

**APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE CORRECT FEE  
OR AFTER THE DEADLINE DATE.**

### Access to Script for Teaching & Learning Purposes

Teaching Staff may request copies of marked exam scripts for teaching and learning purposes. Your permission will be sought after your results have been released and before any request to an Exam Board is made.

### Coursework Collection—Art

We are obliged to keep Art coursework till results have been published and all Post Result Services have been completed and deadlines passed.

If you wish to keep your Art coursework, please make arrangements to collect it from the Art Department before 1 February 2027. Due to the sheer volume of work that school has to store, space restrictions dictate that work will be discarded after 1 February 2027 if uncollected.

## 7. Certificates

**IT IS VERY IMPORTANT that you collect your certificates as they are valuable documents.**

Details of when and how to collect your certificates will be published on the school website and emailed to your parent/carer. If you continue to study at Stratford upon Avon school certificate collection details will also be shared via your tutor and in Sixth Form briefings.

It is important that your certificates are collected promptly. If there is a collection delay it will be your responsibility to replace certificates with errors via the Exam Boards. Each Exam Board charges a fee for replacement certificates with typographical errors.

Certificates may be collected by someone else, on your behalf. This is only possible if the nominated person has a letter of authorisation from you and photo identification. Certificates will not be released to them without both items.

The School is obliged to keep certificates for only 12 months. After this timeframe certificates are to be returned to the Exam Board or securely destroyed. It will be your responsibility to organise replacement certificates if they have not been collected within the 12-month timeframe.

Please remember that certificates are official documents and required as evidence of your academic achievements. Educational institutions and employers will often request them when you are applying for courses and jobs so ensure they are kept safe and secure.

Each Exam Board charges a significant fee to provide replacement certificates/statements of achievement.

## 8. Exam Check List

- ✓ When issued with exam information check your personal and exam entry details are correct.
- ✓ Be organised and make a note of the dates and times of your exams.
- ✓ Keep your exam timetable safe but do not bring it into the exam room - it is an unauthorised item.
- ✓ Check the seating lists so you know which room you are in and where you are sitting.
- ✓ No mobile phones, smart glasses, data storage devices or watches are allowed in exam rooms.
- ✓ No headphones or earbuds are allowed in exam rooms
- ✓ No bags or coats are allowed in exam rooms.
- ✓ Check you have at least one **black pen** and the correct equipment for the exam.
- ✓ Line up 15 minutes before the exam on the playground at the Tennis Courts or, if in the main building, go to the room.
- ✓ Put your full name, candidate number, centre number on each answer book and sign it.
- ✓ Follow **ALL** instructions given by Invigilators.

## 9. Appendices – please use the links provided to view each document online.

i. JCQ Information to Candidates – written exams

[JCQ Information to Candidates – written exams](#)

ii. JCQ Information to Candidates – non-examination assessments

[JCQ Information to Candidates – non-examination assessments](#)

iii. JCQ Information to Candidates – coursework

[JCQ Information to Candidates – coursework](#)

iv. JCQ Information to Candidates – on-screen tests

[JCQ Information to Candidates – on-screen tests](#)

v. JCQ Information for Candidates – AI (Artificial Intelligence and assessments)

[JCQ Information for Candidates – AI](#)

vi. JCQ Information to Candidates – Social Media

[JCQ Information to Candidates – Social Media](#)

vii. JCQ Warning to Candidates poster

[JCQ Warning to Candidates poster](#)

viii. JCQ Unauthorised Items poster

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ix. JCQ AI Poster for Students

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