



09 September 2025

Dear Student/Parent/Carer

## JCQ Information for Students

At the beginning of each new school year, we are obliged to inform students, within exam year groups, about the updated Exam Board Guidelines and Regulations. Below, you will see a list containing links to all the documents and information relating to exams and coursework, as well as the two exam room posters, which are on display outside every exam room. **In order not to jeopardise your hard work, particular attention should be paid to malpractice, plagiarism and the use of artificial intelligence (AI).** A link to these documents can also be found in the exams section on the Sackville School website.

Should students have any questions please do not hesitate to come and see us in the exams office.

Yours sincerely

The exams team

## JCQ Documents for candidates


- Information for candidates – coursework 2025-2026 – [https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-Coursework\\_Assessments\\_2025\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-Coursework_Assessments_2025_FINAL.pdf)
- Information for candidates – non examination assessments 2025-2026 - [https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-NE\\_Assessments\\_2025\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-NE_Assessments_2025_FINAL.pdf)
- Information for candidates - On-screen tests 2025-2026 - [https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-On-Screen\\_Examinations\\_2025\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-On-Screen_Examinations_2025_FINAL.pdf)
- Information for candidates – written exams 2025-2026 - [https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-Written\\_Examinations\\_2025\\_FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-Written_Examinations_2025_FINAL.pdf)
- Preparing to sit exams - [https://www.jcq.org.uk/wp-content/uploads/2025/08/JCQ-Preparing-to-sit-your-exams\\_-2025\\_2026.pdf](https://www.jcq.org.uk/wp-content/uploads/2025/08/JCQ-Preparing-to-sit-your-exams_-2025_2026.pdf)
- Information for candidates – Social media 2024 - <https://www.jcq.org.uk/wp-content/uploads/2024/05/JCQ-Social-Media-Infographic-v6.pdf>
- Exams office video - <https://youtu.be/SFhmWQaziAk>



**Permitted water bottles**

Below is an example of the only type of water bottle permitted in exams (**label free and no writing**)



Allow - clear transparent water bottle	Not allowed - coloured transparent water bottle
	

Please also note that writing, drawing or henna on hands or body is not permitted and any permanent tattoos must be covered.

## 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.

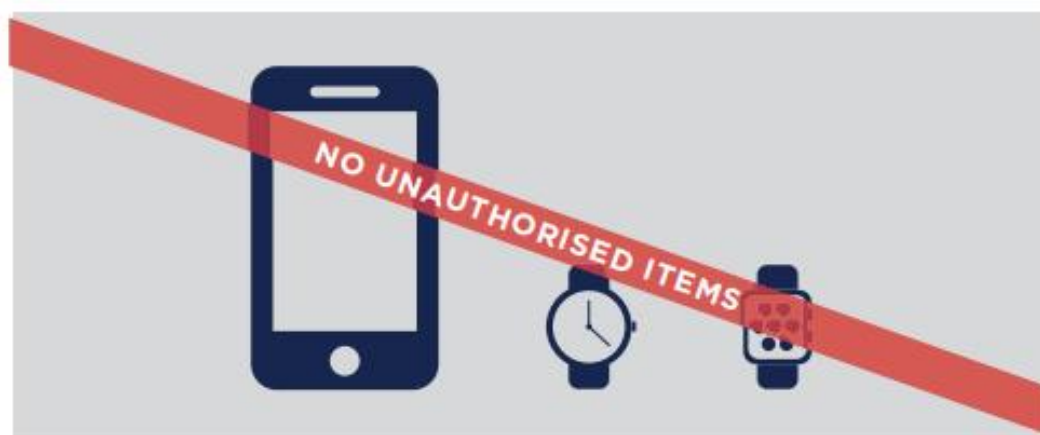
**7**

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.**

## **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.