

Candidate Information

2024 - 2025

Centre Number 57015

Introduction

This booklet is to make you aware of the requirements regarding formal exams. Your mock exams in December 2024 for Y11 and April 2025 for Y10 are carried out in the same formal conditions as the real GCSEs and could be used to help inform a final grade in the unlikely event that exams are cancelled in May/June, so much of this applies to those too.

Candidate Details

Candidate Name

Candidates are registered using legal names, not preferred names, and should be the same as on birth certificates and passports.

Candidate Number

Each candidate has a four-digit candidate number. This is the number you will enter on all your examination answer booklets/papers so please memorise it.

Unique Candidate Identifier (UCI):

In addition to a candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter), which is shown on your exam entry list. Your UCI is used for administration purposes and it is not necessary for you to remember it.

Exam Timetable

Candidate Timetable – On receiving your exam timetable please check that all levels of entry and exam information is correct. Pay particular attention to all your personal details, such as spelling of names, as these will appear on certificates and it may be difficult to change them once certificates are awarded.

Please contact exams@thomaskeble.gloucs.sch.uk immediately if you discover any omissions or errors.

Contingency Day

The awarding bodies have designated the afternoon of Wednesday 11th June 2025 to be set aside as a contingency and Wednesday 25th June 2025 as a 'national contingency day' for examinations.

Re-scheduled exams may take place on this date. **Holidays and appointments must not be booked to take place until this date has passed.** The Y11 Celebration of Achievement Evening is on Thursday 26th June 2025.

Exam Venues

Exam venue / classroom information will be posted on the noticeboard in the T02 activity Suite, please check this daily, as changes may occur. This is also where you will gather before an exam to be registered by a member of the Senior Leadership Team. Do not go to your exam room until you have been registered in T02. Remember we are a working school and we will try as best we can to minimise noise during your exams.

Exam Invigilation

Exams are supervised by a team of external invigilators.

Our Invigilators must follow the strict guidelines set by JCQ.

Please note invigilators cannot discuss the examination paper with candidates or explain the questions during the exam. You **MUST** follow all instructions given by invigilators. Failure to do so is considered malpractice and must be reported to the Exam Board.

Exam Start Time

The start time for exams at Thomas Keble School are shown on your personalised timetables.

- Morning exams usually start at 8:45 am - **Please place your mobile phone in your locker or hand to Reception. You MUST NOT bring it into the exam room in your bag. Doing so is regarded as malpractice and will be reported to the exam board.**
- Afternoon GCSE exams start at 1.30 pm (11.25am or 11.45am for mocks)

School bus at end of the day – If you have a GCSE exam scheduled to finish after the normal school bus departure time, you will need to arrange alternative transport home. You cannot leave your exam early to get the school bus.

Exam Conditions

Candidates must not enter the exam room until directed to do so.

Remember:

- **You are under exam conditions from the moment you enter the exam room until after you have left the exam room.**
- You **must not communicate** with other candidates. We must report this to the exam board.
- Candidates must listen to and follow the instructions of the invigilators at all times in the exam room.
- You should not have anything in your pockets nor writing on your hands/arms.
- You should write clearly and legibly.
- The Centre Name is Thomas Keble School and Centre Number is 57015. This will be displayed on the screen or board at the front of the exam room.
- Subject title, paper number and the actual starting and finishing times, and date, of each exam will also be displayed on the screen/board.
- The invigilator will announce clearly to the candidates when they may complete the details on their answer booklet.
- The invigilator will announce clearly to the candidates when they may begin to write their answers. **You must not open the exam paper until you are instructed to do so.** The examination will formally start at this point.
- We will specify the time allowed for the paper(s).

At the end of the exam

An invigilator will make an announcement informing you to stop writing and put down your pens; this will be the end of your exam.

- No candidate will be allowed to leave the room until the end of the published exam time. If you finish with time to spare, go back over your answers and check you haven't missed anything or made any obvious mistakes.
- Candidates must remain silent in their seats until the invigilator instructs you to leave. This will be once all exam materials have been collected in.
- When you leave the exam venue, you should walk out in complete silence, and refrain from talking until you are well away from the room so that you do not disturb your fellow students who may still be working in nearby rooms.

Equipment

Only authorised material can be brought into the exam room. You must bring all your equipment to every exam - if you are not allowed to use any particular item, you will be informed in the briefing before your exam starts, where you can then hand items in to an invigilator until the exam ends.

- Remember that you need to write in black ink (ballpoint only, no felt tips or gel pens - please bring spare pens).
- Your pencil case must be see-through and clear.
- Your water bottle must be see-through and have no label or writing on it.

Do not use any of the following in your answers:

- Correcting pens, fluid or tape
- Erasable pens
- Highlighters (you may use a highlighter to highlight parts of a question on the question paper, but you must NOT use a highlighter in your answer booklet)
- Gel Pens

You may use coloured pens or inks for diagrams, maps, charts etc. only if your exam allows, instructions will be given to you in the briefing before the exam starts.

Using Calculators

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure their calculators meet the awarding bodies' regulations and working. Replace the battery before your exams start. Ensure it is in exam mode. If in doubt, ask your maths teacher. Before the exam, remove the cover which may contain prohibited information.

Always take a calculator to your geography and science exams, including biology.

Food and drink in exam rooms

Clear plastic bottles of water are allowed in the exam room, all labels must be removed before entering the room. NO other drinks or food will be allowed in the exam room unless you have a medical need that you have discussed in advance with the Exams/Data Office.

What to do if you arrive late for an exam

It is your responsibility to ensure that you know the dates and times of all of your exams. Double check each day and find ways to easily identify when/where an exam is taking place, for example, on your timetable, highlight morning exams in one colour and afternoon exams in another.

- If you find you are running late, don't panic.
- **If you are running late or your bus is running late, you or your parents/carers must call the School Office to explain why you are late, exactly what you are doing, who you are with and where you are.**
- Report to Reception on arrival and then wait for Exam Office staff to meet you.
- You will be able to start your exam late, and given that time back at the end of the exam.
- If you arrive for your exam within an hour of the published start time ie before 10am or 2:30pm, or before the finish time for exams lasting less than an hour, you will be allowed to take your seat and begin your exam. You will be given the full amount of time for that exam.

What to do if you are unwell on the day of an exam

If you feel unwell on the day of your exam:

- You or your parent/carer should call ahead to the School Office and let us know so we can help you as best we can when you arrive.
- Once you are here, speak to Mrs Blight (Exams Officer) or Mrs Nolan (Exams Administrator) before your exam.
- We will do what we can to help you – for example, seat you close to an exit in case you need to leave the room or place a bucket next to your desk if you are feeling sick.

- If you feel unwell during an exam: put your hand up and let the invigilating team know what is wrong as soon as possible. They are here to help you.

What happens in the event of an emergency in the exam room

In the event of the emergency alarm sounding the following will happen:

- The invigilator will ask you to stop writing, close your answer booklet and put your pen down/stop working.
- Senior staff will evacuate the room if there is clear danger.
- If there is no clear danger to candidates, the invigilator will await instructions from senior management, who will be with you very quickly.

In the event of a false alarm:

- The exam will be re-started once the alarm has stopped ringing.
- You will be given a few minutes to compose yourself and get ready to restart.
- The amount of time lost will be added on to your exam time so you do not lose out. The new finish time will be clearly written on the board at the front of the room.

If an evacuation is necessary:

- The invigilator will ask you to line up in complete silence and leave the exam venue. You must not communicate with any candidate during the evacuation, as this may compromise exam security, and will mean the exam may have to be abandoned.
- Once you have returned to the exam room your new finish time will be calculated and you will be given time to compose yourself before the exam is re-started.

Results

GCSE results will be available for collection on Thursday 21st August 2025, between 9:00am and 11:00am in the main hall.

If you are unable to attend on results day, please email the exams office on exams@thomaskeble.gloucs.sch.uk with your name, your candidate number and the email address you would like your results emailed to. This cannot be your Thomas Keble school email address as that will be deactivated by then.

GCSE certificates should be available in November 2025. You can collect them at the Certificate Collection Evening, date to be confirmed. If you are unable to attend, you may email exams@thomaskeble.gloucs.sch.uk giving your permission for someone else to collect your certificates for you, but only after the Evening has taken place. They must bring photo ID with them and let the exams office know in advance what date and time they will be collecting the certificates from Reception. Certificates are normally kept for one year and then destroyed.

Information relating to all aspects of Results will be on the school website under [Curriculum/Exams Information](#) closer to the time. Please ensure you check the website the day before results day for further information.

It is important you read and understand the following documents:

1. Information for Candidates

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

This includes the following:

- Information for Candidates – Coursework 2024-25
- Information for Candidates – Non-Examination Assessment 2024-25
- Information for Candidates – Written Exams 2024-25
- Information for Candidates – Social Media
- Preparing to sit exams – see page 6

2. JCQ Warnings to Candidates

<https://www.jcq.org.uk/exams-office/exam-room-posters/>

- Unauthorised items - see page 8
- Using social media - see the graphic below

3. Use of AI and possible malpractice:

- JCQ want you to be aware of the potential misuse of AI, so please read each of the documents in section 1 above, paying particular attention to the mention of AI. You could be disqualified from a component, or a subject altogether, if you are found to have misused AI.
- Ensure you read the [Poster](#) on page 8 thoroughly. Your teachers will also be explaining this to you in a lot more detail.

4. Before your summer exams, you will be asked to sign a form declaring that you have read and understood all these regulations

5. All these documents will be available for you and your parents to read on the school website under Curriculum, then Exams Information.

We wish you every success in your exams.



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
jq.org.uk/exams-office/information-for-candidates-documents


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.

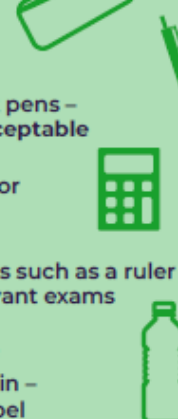
Before sitting your exams, ensure you know:

- 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