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**BRADFORD GIRLS'
GRAMMAR SCHOOL**

CANDIDATE EXAM HANDBOOK

2025/26

This handbook is reviewed and updated annually

Produced/reviewed by	
Ms L Hanse	
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Introduction

Bradford Girls' Grammar School is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Purpose of this handbook

- This handbook has been produced to help prepare you for your forthcoming examinations.

There are a number of rules and regulations that you **MUST** make yourselves familiar with. Please remember, most of these regulations are set by the Joint Council for Qualifications for the exam boards and must be adhered to.

Please ensure you read the rules and regulations included in this handbook.

Failure to adhere to the JQC regulations may result in disqualification from your examinations.

If there is anything included in this handbook that you do not understand or if you have any questions about sitting your exams, please do not hesitate to speak to your Head of Year, Pastoral Manager or the Exams Officer.

A copy of this handbook is available on the school website.

Key points to note for this handbook:

- To support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

Malpractice

Bradford Girls' Grammar School will maintain the integrity of the examination process and will inform the awarding bodies immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation.

Potential sanctions for malpractice are listed at the end of this handbook for reference.

Malpractice also includes the misuse of Artificial Intelligence (AI chatbots and other AI tools). If the work you submit for assessment is not your own, you will have committed malpractice, in accordance with JCQ regulations, you may attract severe sanctions.

Research and using references

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026. You **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It is a form of cheating which is taken very seriously. You should

familiarise yourself with the school's malpractice and behaviour policy, which is available on the school website.

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Key Malpractice points to note:

- Why does Malpractice exist? To maintain the integrity of qualifications, strict regulations are in place
- Malpractice means any act or practice which is in breach of the regulations
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information regarding what constitutes malpractice:

Refer to Information for candidates documents for further information which are provided with this handbook and are available on the BGGs website

Things not to do on social media:

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

Personal data

The delivery of examinations or assessments involve centres and awarding bodies processing a significant amount of personal data – this is done with compliance of the UK General Data Protection Regulation and the Data Protection Act 2018.

To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice provided and found on the school website.

Copyright

The copyright in all question papers, set assignments, pre-release materials, answer sheets etc belongs to the awarding body which produced it.

- Candidates may access Student Materials (including examination scripts) through the access to scripts arrangements during the post result services.

Non-examination assessments

- NEA's take place at different times of the year for each subject
- Not all subjects have an NEA element
- Candidates are informed of their tasks by their teachers
- Internal deadlines are set by the school
- Work is assessed internally and a sample will be externally moderated
- Candidates are informed of their centre assessed marks by their teacher or school report and have 10 days to appeal their mark before being sent to the exam board

Written timetabled exams

All candidates receive a statement of entry from the school in the Spring Term indicating the subjects they are being entered for and the levels of entry, where applicable.

Please check that these are correct. Some subjects have one tier of entry, some have two, Foundation and Higher tiers.

You must check everything on your statement of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates, and you will be charged to change them later once the certificates are awarded. Your legal forename and surname must appear on your statements, please inform us if your preferred names are recorded, as it will need to be amended.

You must inform the Exams Officer of any errors or omissions before the deadline **25/3/26** and keep your Statement of Entry safe for your records.

YOU ARE RESPONSIBLE FOR CHECKING YOUR EXAM TIMETABLE AND SUBJECT ENTRIES ARE CORRECT.

Examinations Boards The school uses the following Examination Boards: AQA, Pearson & CAMBRIDGE OCR.

Candidate Name

Candidates are entered under the format of First Name + middle name/s + (Legal) Surname, e.g. Annie Jane Smith.

Candidate Number

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on your candidate desk cards and on your statements of entry, individual candidate timetable and on your provisional results information.

Key points to note: The JCQ information for candidates' documents – written examinations, social media are available with this handbook.

Exam room posters – Warning to candidates & Unauthorised items posters are available with this handbook. All relevant JCQ documentation is also available on the school's website.

Contingency sessions - Summer 2026

The exam boards designate a 'contingency session' every year in the event of national or significant local disruption to examinations. Candidates must be available for these contingency sessions and are asked to take them into account before planning holidays. Candidates who choose not to be available for any of the contingency sessions will not be eligible for enhanced grading or to re-take the examination another day.

The contingency session for summer 2026 is – 24th **June** contingency day.

If all your exams are finished before the final contingency day, then you do not have to be available.

What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)

If you have an exam clash we will write to you letting you know how that clash will be resolved.

An exam clash is when you have two exams in the same subject or different subjects scheduled for the same time.

If you have a clash the following information explains what will happen.

- You will be kept under supervision in between your two exams
- During this time, you cannot have contact with other pupils, except those pupils who are being supervised in the same room as you, but no talking is permitted.

Where you will take your exams

- Most exams will take place in the Sports Hall.
- Some exams will take place in alternative rooms. For example, if you are taking a listening exam or you have approved access arrangements in place.
- You can speak to the exams officer at any point if you have any questions.
- You must not enter an exam room until instructed to do so by a member or staff or an invigilator.
- Please ensure you are sitting at the correct desk to avoid sitting an incorrect exam paper or being marked as absent.

Alternative rooming

Alternative rooming arrangements (for example, a room for a smaller group of candidates with similar needs) is an available access arrangement as defined in the JCQ regulations. This is an arrangement where a candidate with an established difficulty may be eligible to take their examinations in a smaller environment away from the main examination room.

Decisions are based on:

- Whether the candidate has a substantial and long-term impairment which has an adverse effect
- The candidate's normal way of working within the centre
- Ensuring the proposed arrangement does not disadvantage or advantage the candidate
- Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre

What time your exams will start and finish

Morning exams start at 9.30am **Afternoon exams start at 1.30pm**

Ensure you are **NOT LATE** for any exams as the exam board may **NOT** accept your paper. You must remain in the examination room for the entire duration of the examination, should you leave before this and without permission you will not be permitted back into the examination room regardless of whether you have not completed your paper.

Supervision during your exams

- Exams are supervised by a team of invigilators.
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies
- The invigilators are members of staff and should be treated with respect.
- Rude and disruptive behaviour will not be tolerated, any incidents will be reported to the exam boards as malpractice.

Exam room conditions

Candidates will be expected to enter the examination sensibly, quickly and quietly just as you have practiced during the mock exams. You will be brought down to the sports hall in single file and you will enter the examination room once you have found your seat and been scanned for any unauthorised items (which should not be brought into the examination room!). Once you enter the

examination room and until you have been permitted to leave the examination room you are under **formal examination conditions**.

This means the JCQ regulations must be adhered to, **they are -**

- Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room. If they do, this must be reported to the relevant awarding body.
- Looking around and smiling at other candidates is classed as communication. This is malpractice and must be reported so please always sit and face the front.
- Candidates must not complete the front page of their answer book until instructed to do so by the invigilator/staff
- The exam paper will have been placed on your desk before you enter the room. Please do not attempt to look inside and read anything. This is malpractice.
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room.
- Candidates must hand in their mobile phone and any other unauthorised item if they haven't already done so. This is the final chance. Failure to do so **must** be reported to the relevant exam board and may lead to disqualification.

Toilet breaks

Remember to go to the toilet before the exam and in plenty of time of the exam starting. Once the exam has started, you will only be allowed to go to the toilet if you have a toilet pass (we have the most recent list of toilet passes issued). There will be no toilet breaks in the first 60 minutes of an exam or the final 30 minutes of an exam, this is in line with our school toilet policy.

Medications

Inhalers are permitted in the exam; however, we must have knowledge of your condition and have it registered with the school office.

Inhalers are to be kept in a clear plastic bag on the desk and may be inspected by an invigilator at any time.

If you are prescribed with any other medication, or use any medical monitoring equipment (e.g. blood sugar monitoring/prescription cream etc) that may be required in the exam, please discuss this with the Exams Officer as soon as possible, as an application to the examining boards may be required.

JCQ regulations state that for every exam the whiteboard(s) must display the centre number, subject title, paper number, the date and the actual start and finishing times. Candidates are required to complete the front of their answer books with their first name, surname, candidate number, centre number and depending on the exam board, signature in **black ink – but not until instructed to do so by a member of the exam's team/staff**. Each exam board uses machines to mark their papers, and they can only 'read' black ink so if you use a different colour, you risk not having your papers marked.

BGGs also has a Leaving the exam room policy. This is available to read on the school website. You will not be allowed to leave the exam room early, even if you have finished your exam.

Where you will sit in the exam room

A seating plan will be up inside the hall and the squash courts in order for you to locate your seat, ensure you know where you are seated **before** entering the examination room. Should you forget where you are seated ask a member of the exams team quietly and you will be helped to your desk. **Do not ask another candidate as this is malpractice.**

All rows are labelled alphabetically (on the walls) up to ten (on the floor).

At the end of the exam

You must stay seated and silent until the invigilators have collected all the exam papers.

You will be dismissed from your desks one row at a time and any personal items can be collected outside the Sports Hall.

You **MUST** remain silent until you have left the room. You are still under formal exam conditions until you leave the exam room and any incidents will be reported for malpractice.

Please remember that other exams may still be in progress either in that room or other rooms in the building.

Please do not congregate outside exam rooms to talk/wait for your friends.

How your identity is confirmed in the exam room

The arrangements at BGGs to identify students are:

- Member of SLT are present at the start of each exam, to identify candidates as they arrive for this exam.
- Each candidate has their own ID card, which contains student name & centre name these must be worn at all times.
- ID cards are placed on the candidate's desk for each exam. Do not deface these cards, they are a JCQ requirement.
- Access arrangement cards are placed on candidate's desks for each exam (where required).

Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate would be approached by a member of staff of the same gender and taken to a private room where they would be politely asked to remove the religious clothing for identification purposes. Once identification has been established, the candidate can replace the clothing and proceed as normal to sit the examination.

What equipment you need to bring to your exams

You will be provided with a transparent pencil case with all of the equipment needed except a calculator, so ensure you bring one with you, as the exams team do not have enough for every student to borrow. The pencil case will be on your desk before the exam starts and will have your candidate card inside **DO NOT** remove the card from the pencil case as this will be allocated to you for the duration of the exams. Ensure you replace all equipment at the end of the examination and close the pencil case so when they are collected things do not fall out.

Pencil cases are checked after every exam to ensure they are fully equipped for the next exam.

Using calculators

The instructions on the question paper will say whether calculators are allowed or not. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the exam boards regulations, and they are cleared of all pre-stored information.

This includes –

- Databanks, such as periodic tables (with the exception of scientific constants).
- Dictionaries.
- Mathematical formulae,
- Text.

A calculator must not be borrowed from another candidate during an examination.

Should you need a replacement calculator put up your hand and ask an invigilator. Where access is permitted to a calculator for part of the examination, it is acceptable for candidates to place their calculators on the floor under their desk in sight of the invigilators for the non-calculator portion of the examination.

Calculator lids and cases **MUST NOT** be brought into the examination room.

What you must not bring into the exam room

Ensure you leave all unauthorised items in your school bag – **DO NOT** bring them into the examination room as you risk **disqualification** whether you intended to use the item **OR NOT!** We have had previous students disqualified for bringing their mobile phone into the examination room even though it was switched off!

Items not permitted in the examination room are –

- Mobile phones
- Airpods, earphones, earbuds
- iPods, MP3/4 players or similar devices
- Watches
- Smart glasses
- Any other smart device
- Food
- Calculator lids/cases
- Notes/revision guides
- Own blank paper
- Miscellaneous items such as make-up, lip gloss/balm, bus passes, mirrors, packs of tissues, money and keys, student reports and exam timetables.

If the JCQ regulations are breached the candidate(s) will be reported to the relevant exam board and sanctions will be applied. Ms Hanse will write to your parents to inform them of the incident, what happens next and again once the exam board has decided on the sanction to be applied. Do not take the risk – if unsure leave it in your bag!

Food and drink in exam rooms

- Water bottles only are allowed in the exam rooms.
- All bottles **MUST** be completely clear with no text or numbers printed on the plastic.
- All labels **MUST** be removed prior to entering the exam room.

No food of any kind is permitted in the examination room as stated in our Exam policy.

What you should wear for your exams

Full school uniform must be worn for all of the examinations;

- No outside wear, leavers hoodies etc will be permitted in the examination room.
- Students who arrive wearing clothing other than uniform will be required to change into school spares before they are allowed to enter the examination room.
- Lanyards must be worn for all examinations.

Where your personal belongings will be stored during your exam

Students' bags, coats etc will be stored in the squash courts. Ensure you leave any unauthorised items here also. Should you want to store your mobile phone in a safety box you can speak to a teacher in the squash court to have this locked away for you. **Do not bring any unauthorised items to the sports hall and risk disqualification.**

What to do if you arrive late for your exam

- Should you arrive late for an exam, you should report straight to reception and sign in
- Depending on what time you arrive it may not be possible for you to sit your exam.
- Very late arrivals have to be reported to the exam board with reason for your late arrival.

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

It is really important that you attend school for all exams unless you are seriously ill.

- If you are extremely unwell and cannot attend your exam, please ask your parent/carer to contact Student Absence immediately. You will need to provide medical evidence to confirm your illness.
- If you feel unwell during an exam, please put your hand up and an invigilator will assist you.
- If you feel unwell before the exam starts, please tell the Exams Officer so that we are aware of your situation and invigilators can be advised.

The date and time of the exam is set by the exam board so that all students are sitting the exam at the same time.

We cannot change the date of the exam; however, we may be able to put an alternative arrangement in place to enable you to still sit your exam – so try to come in!

What happens if you have an unauthorised absence from your exam

If you do not attend any part of an external exam for which you have been entered, you will receive a mark of zero for that paper and there is not another opportunity to sit the exam.

You may also be charged the entry fee for the examination if this happens on more than one occasion as it states in the Exams Policy.

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

Should there be an emergency evacuation of the exam room, i.e. the fire bell sounds, students will be directed by invigilators.

General guidance:

- Students in the main hall should put down their pens, close papers and leave the hall by the side fire doors as directed by invigilators.
- The fire assembly point during an exam is the tennis courts.
- Students in access arrangement rooms should put down their pens and leave the building as directed by the invigilators.

ALL STUDENTS MUST LEAVE IN SILENCE AND REMAIN SILENT.

It is imperative that formal examination conditions are maintained throughout as the exam can continue should the building be considered safe to return to. If this protocol is broken the entire exam paper will be at risk of being given a U grade.

Candidates with access arrangements/reasonable adjustments

- Depending on the access arrangements you are entitled to, will depend on which room you will sit your exams.
- Please check the seating plans or speak to the exams officer to confirm these details.
- Any access arrangements that you use should be your "normal way of working"

The SENDCo will have discussed which access arrangements you have in place and any instances these may not apply such as supervised rest breaks during an MFL listening exam. Should you have any queries regarding your access arrangements speak to the SENDCo for clarification.

Results

GCSE Results Day 2026 is Thursday 20th August.

You will be able to collect your provisional results from 8.30am – 11am from the atrium.

- Results will not be given to any person other than the candidate.
- If you are unable to attend results day and you would like your results emailing, this can be done with prior written consent from you (not your parent/carer!). These will not be sent until after the in-person collection has taken place. *See below for email address.*

- Any uncollected results will be posted to your home address at the end of the day – ensure we have the correct address on the school system if you have recently changed address.

They are called provisional as you may not be happy with some and would like to use the post results services if you were close to the grade boundary of the grade above. After any post result services, the grade is then made final.

Should you be unable to collect your results in person on the day you must contact Ms Hanse via email lynette.hanse@bggs.bdat-academies.org

Post-results services

If you are unhappy with your results, there are services provided by the exam boards which you may apply for via school –

- **Access to scripts** – is a free service which we can use with your written consent to look at copies of your exam papers to see if subject staff think it would be worth applying for a review of marking. If there are areas where your paper hasn't been marked fairly, and you could gain extra marks by using this service we would advise you of such.
- **Review of Results** – is a paid service where a second examiner will look through your paper to look for any genuine marking errors or unreasonable marking. During this service you must be aware that the marks can go up, down or stay the same. BGGs staff will look through papers which are 3 or less away from the next grade boundary and pay for any Reviews of Marking. For any papers which are more than 3 marks away from the next grade boundary students will need to cover the costs if they want to proceed with a Review of Marking. This must be paid before the application can be submitted via bank transfer. Ask for more information regarding payment on results day as this year's fees have yet to be released by the exam boards (when this handbook was printed). Fees will be up in the atrium on the day.

The deadlines for these services are as follows. Access to scripts – **3/9/26**. Review of marking – **24/9/26**. Late requests **will not** be accepted by the exam boards.

BGGs **cannot** submit requests for any post result services without written consent from the student. You will be asked to complete a post result consent form once you have collected your results on results day to ensure a prompt submission should you wish to use a service.

Members of SLT will be available on results day should you need advice.

Full details will be given to you on results day, but in the meantime any school policies relating to post results are available on the school website including our Appeals Policy.

Certificates

BGGs will hold a GCSE Ceremony to celebrate our students' successes where they can also collect their GCSE certificates (date tbc). You will be emailed/texted an invite once a date has been arranged.

- Certificates will be available in the Autumn term following results day.
- Certificates are all originals and cannot be replaced by the school. They cost around £70 each to replace via the exam boards. Keep them safe.
- If certificates are not collected at the given time, they will be available by appointment from the Exams Office. They must be signed for and can only be collected by someone other than the person named on the certificate with prior written permission from the candidate (not your parent/carer).
- We only retain certificates for two academic years so please make sure these are collected asap! After this time, they are confidentially and securely destroyed and you will need to buy replacements.

Internal appeals and Complaints procedure

The complaints and appeals procedure can be found on the school website under the exams section.

Potential Malpractice Sanctions

The awarding bodies will determine the application of a sanction or penalty according to the evidence presented, the nature and circumstances of the malpractice, and the type of qualification involved.

Not all the sanctions and penalties are appropriate to every type of qualification or circumstance. Awarding bodies may, at their discretion, impose the following sanctions against candidates.

Warning

The candidate is issued with a warning that if they commit malpractice within a set period of time, further specified sanctions will be applied.

Loss of all marks for a section

The candidate loses all the marks gained for a discrete section of the work. A section may be part of a component, or a single piece of non-examination assessment if this consists of several items.

Loss of all marks for a component

The candidate loses all the marks gained for a component.

Loss of all marks for a unit

The candidate loses all the marks gained for a unit.

Disqualification from a unit

The candidate is disqualified from the unit.

Disqualification from a whole qualification

The candidate is disqualified from the whole qualification taken in that series or academic year.

Candidate debarral

The candidate is barred from entering for one or more examinations for a set period of time.

JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment. Provided with this handbook.

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment. Provided with this handbook.

JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed written exams. Provided with this handbook.

JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media. Provided with this handbook.

JCQ *Unauthorised items* poster

This poster will be displayed outside each exam room. You **must** note that "*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.*"

Provided with this handbook.

JCQ *Warning to candidates* poster

This poster will be displayed outside each exam room. You **must** note all the warnings. Provided with this handbook.

JCQ AI poster for students

This poster is a quick guide to help you to better understand the rules for use of AI in assessments. Provided with this handbook.

All of the above information can be found on the BGGGS website.

CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to Ms Hanse by **25/3/26**.

If there is anything you do not understand, you should ask Ms Hanse Exams Officer for clarification.



CANDIDATE EXAM HANDBOOK

NAME: Overwrite your name here

Date I received the handbook: DD / MM / YYYY

I have read the contents

I understand (Tick all of the boxes that apply)

- What constitutes malpractice (and what AI misuse is) in examinations/assessments and the consequences of committing malpractice
- What my personal data is used for by awarding bodies
- Copyright

I have read and understand the current JCQ information for candidates documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
- Non-examination assessments
- On-screen tests
- Social media
- Written exams

By signing here, I am confirming all of the above

Candidate Signature: Overwrite your signature here

Date of signature: DD / MM / YYYY

