Exams and Formal Assessments Guidance for Students

2026-2027

Fullbrook
Inspired to Achieve

The Sports Hall



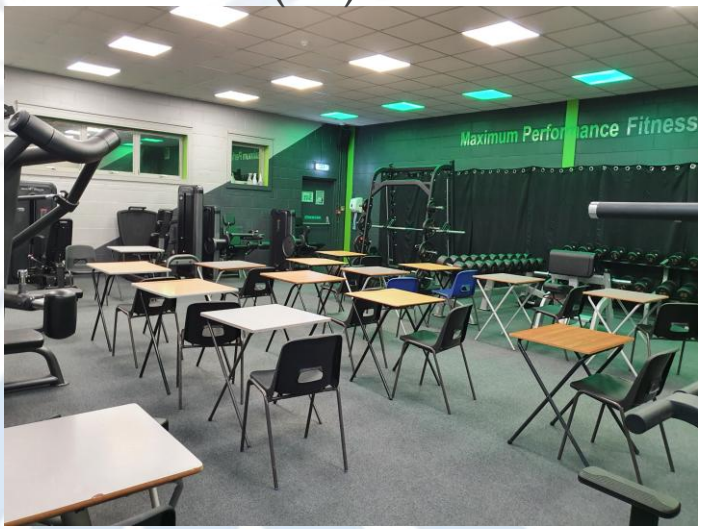




Fullbrook
Inspired to Achieve

Small/other exam rooms

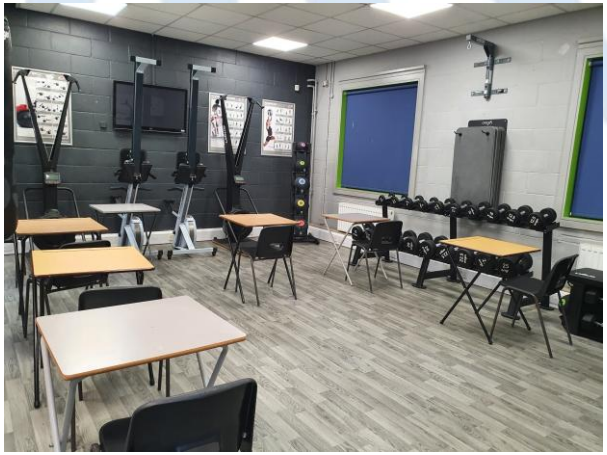
Dance Studio (DS)



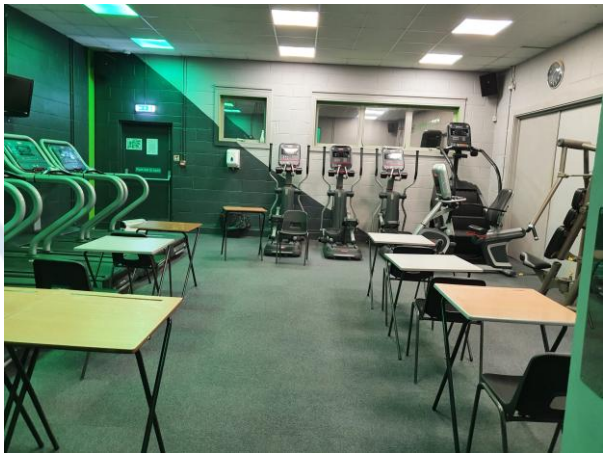
Office (NI Office)



Sports Hall Lounge (SHL)



Fitness Suite (FS)



Fullbrook
Inspired to Achieve

Before PPEs and formal assessments

Your tutors and HoY team will:

- provide instructions on when and where to line up for your PPE/formal assessment
- share the seating plans during tutor time
- give information for any final arrangements
- Reconfirm the rules of the exam room where required

- Timetable on the exams page of the website
- Yr11-13 receive personalised exam timetables from exams office
- All other Yr groups – timetables from Yr group team

Fullbrook
Inspired to Achieve

Lining up

Yr11 PPEs

- Time:
  - AM: 8:15am
  - Mid-AM: 11:00am (media P2 11:15am)
  - PM: 1:05pm
- Location:
  - AM: Core - tutor bases
  - AM: Options - Old Gym
  - Mid-AM & PM exams - Old Gym
- Expectations:
  - On-time
  - Uniform
  - Exam ready **with** equipment AND **without** prohibited items
  - Behaviour

Fullbrook
Inspired to Achieve

PPEs, Exams and Formal Assessments

the rules…

- All PPEs and formal assessments are run in the same way as real exams and follow the exam regulations from the Joint Council for Qualifications (JCQ)
- Exam rooms are zero tolerance zones – all students MUST follow the rules
- Make sure you understand the rules – now is the time to ask questions if you are not sure
- Follow the instructions of the Exams Team and Invigilator(s) at all times



Fullbrook
Inspired to Achieve

JCQ Rules - Information for Candidates

- All students should read and understand the JCQ 'Information for Candidates – Written Exams' document

- You should also watch the 5 minute **Information For Candidates Video** that explains the rules for written exams
  https://www.youtube.com/watch?v=wNuOqs1C50M

All JCQ information and rules are available on the exams page of the website fullbrook.surrey.sch.uk/exams/

- JCQ – Preparing to sit your examinations
- Information for Candidates-Written Exams
- Information for Candidates-AI (Artificial Intelligence and Assessments)
- Information for Candidates-Coursework
- Information for Candidates-Non Exam Assessments
- Candidate Declaration Form – Non-Exam Assessments and Coursework
- Information for Candidates-Onscreen Examinations
- Information for Candidates-Privacy Notice
- Information for Candidates-Social Media
- Prohibited Items Poster
- Warning to Candidates Poster
- JCQ AI Poster for Students

JCQ CIC Joint Council for Qualifications CIC

NEW video Information for Candidates – Non-examination Assessments

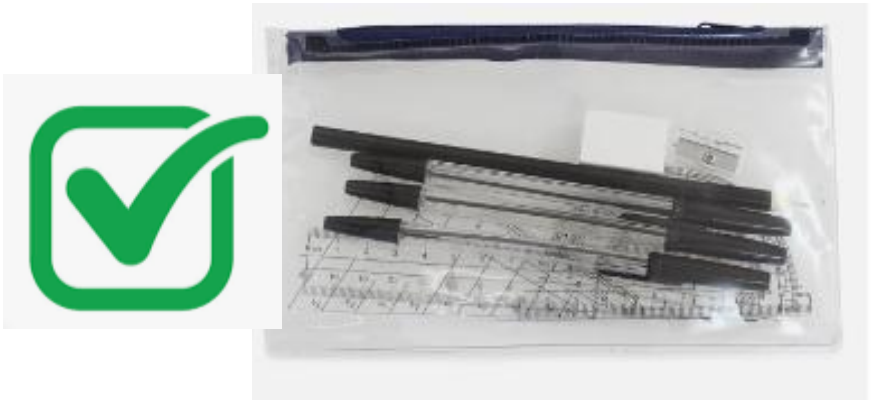
Fullbrook Inspired to Achieve

Equipment

- No equipment will be loaned in the exam room

(except replacements in event of breakages)

You **must** have your own equipment



- All equipment must be in a clear, see-through pencil case or plastic bag. No other pencil cases will be allowed. Maths equipment containers are not permitted.







- Only bring into the exam room the equipment you need

Fullbrook
Inspired to Achieve

Equipment









You must have

- Black pen x 2
- Green pen (students with extra time allowance PPEs only)
- Pencil (plus spare and/or a sharpener)
- Rubber
- Ruler
- Highlighter
- Maths equipment
  - Calculator WITHOUT case, lid or operating instructions (unless it is a paper where a calculator in not permitted)
  - Protractor
  - Compass



- You **MUST** write in black pen for all exams. Pencil should only be used for drawing unless the instructions on the paper state otherwise
- You must **NOT** use correcting pens, fluid or tape, erasable inks or gel pens
- You must **NOT** use highlighter pens in your answers, but may use them to highlight extracts or parts of questions

Fullbrook
Inspired to Achieve

Prohibited equipment

Leave these items in your bags / lockers

- Correcting pens, fluid or tape
- Erasable pens
- Gel pens
- Scissors
- Glue Sticks
- Make-up or lip balms
- Glasses cases
- Calculator cases/lids/instructions
- Tissues

(ask an invigilator if you need a tissue)



















Fullbrook
Inspired to Achieve

Prohibited Items

Do not bring into the exam room

















Fullbrook
Inspired to Achieve

Prohibited Items – continued…



No eating

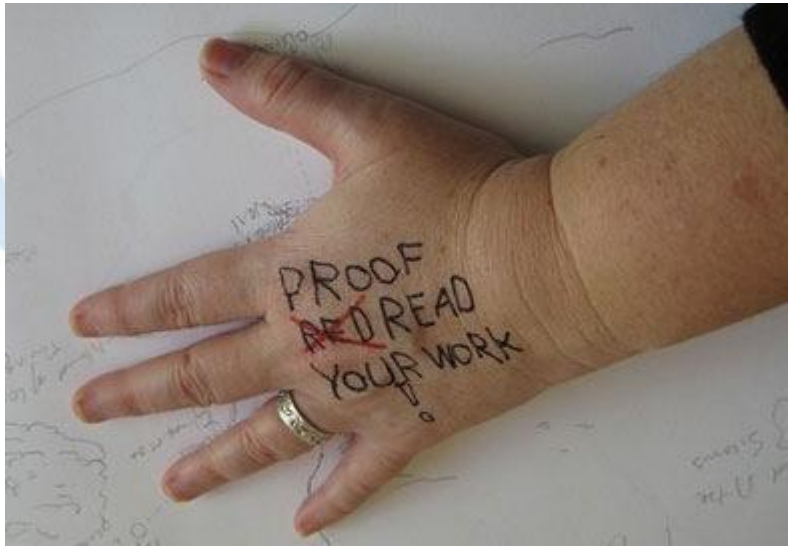


you must **not** have writing on your hands

You must **not** write on your hands during the exam



NO CHEWING GUM



Fullbrook
Inspired to Achieve

JCQ unauthorised items

- **Only** bring in materials needed for the exam paper

- Unauthorised items must **not** be brought into the exam room – these include;
  - Phones, iPods, MP3/4 players or similar devices
  - Smart glasses or other smart devices
  - Watches of any kind
  - Headphones/buds/airpods
  - Notes of any kind (including; paper, tissues or writing on hands)
    - Tissues are available in all exam rooms (students can request from an invigilator)
  - Items such as glue sticks or lip balms – they contain writing and are not exam equipment
  - Maths tins and other non-transparent cases/items
  - Calculator cases/covers or instructions/formulae

- Remember: possession of unauthorised material is breaking the rules (malpractice), even if you do not intend to use it, and you will be subject to penalty and possible disqualification

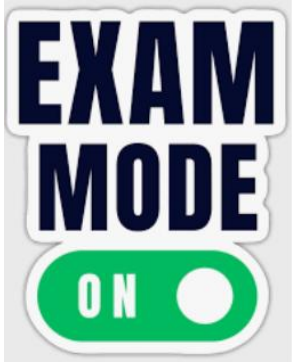


Fullbrook
Inspired to Achieve

Exam rules – continued

Calculators

- Are permitted in exams unless the paper states otherwise (i.e Non-calculator Maths and Computer Science papers)
- It is the student's responsibility to ensure that there are no pre-prepared programmes, formulae, or data stored in the memory
- Your calculator **must** be set to exam mode





Water Bottles (water ONLY)

- Students may bring a drink of water into the exam room. It must be in a clear, transparent, see-through bottle with no labels, writing or images.
- Water bottles with measurements are **not** permitted
- Sports cap bottles are recommended to avoid spillages



Fullbrook
Inspired to Achieve

Prohibited items – spot checks

- Invigilators will be 'spot checking' students for prohibited items upon entry to exams
- These items include, but are not limited to, mobile phones and watches of any kind
- Exams staff and invigilators will use an electronic wand scanner to complete this process



Fullbrook
Inspired to Achieve

Malpractice



- In simplest terms 'malpractice' is a failure to follow the rules of an examination or assessment (including during production of NEA/coursework)
- All rules contained in the JCQ Information for Candidates documents must be adhered to
- Candidates must follow the instructions of the invigilator
- Any breech of rules may constitute malpractice, which Fullbrook must report directly to the exam board
- Where exam boards find that malpractice has occurred they may impose one or more sanction(s) upon candidates

Fullbrook
Inspired to Achieve

Possible Penalties for malpractice

- Formal warning from the exam board
  (delivered by the Centre to the candidate)
- Loss of marks:
  - on a section/sections of an exam paper/component
  - for a whole component/paper/unit
- Disqualification from:
  - a unit/paper
  - whole qualification
  - from the exam series and all qualification within that series
- Candidate debarral from entering one or more qualification for a set period of time

Fullbrook
Inspired to Achieve

Malpractice further information

Further information can be found on the exams page of the Fullbrook website and the JCQ site:

https://fullbrook.surrey.sch.uk/exams/

https://www.jcq.org.uk/

The JCQ malpractice documents

https://www.jcq.org.uk/exams-office/malpractice/

Additional Information

For further information, please visit the exams page of the website https://fullbrook.surrey.sch.uk/exams/

- **Fullbrook Exams Policy**
- **Fullbrook Malpractice Policy**
- **Fullbrook Non-Examination Assessment Policy**
- **JCQ Information for Candidates Documents**
- **JCQ Suspected Malpractice Policies and Procedures**

Fullbrook
Inspired to Achieve

Malpractice examples



- Introducing a prohibited item into an exam room (whether you intend to use it or not)
- Talking to or attempting to communicate with another candidate
- Disturbing or distracting other candidates
- Not following the instructions of the invigilator



- Do **not** turn around in your seat
- Do **not** take any exam materials from the exam room

Fullbrook
Inspired to Achieve

Malpractice examples



- Cheating or attempting to cheat
- Do **not** allow others to copy your work
- No writing on hands



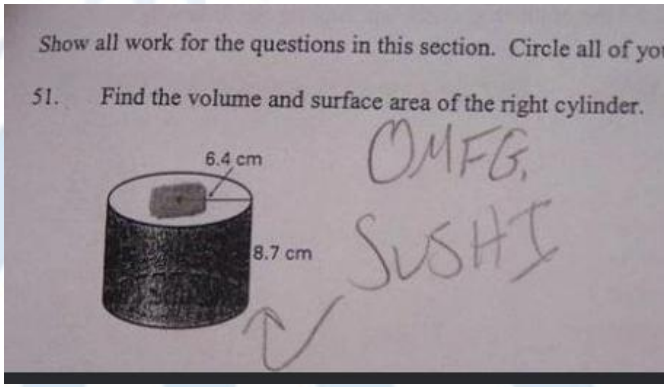


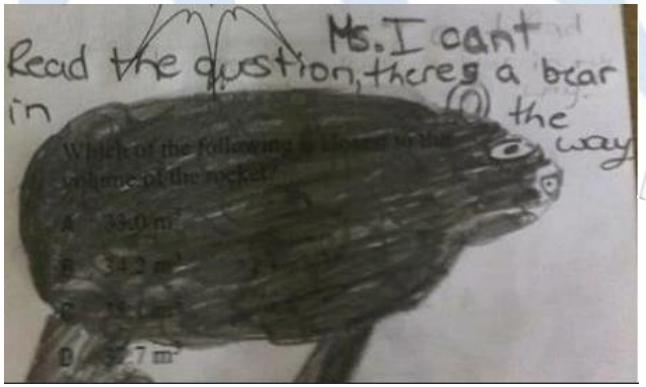


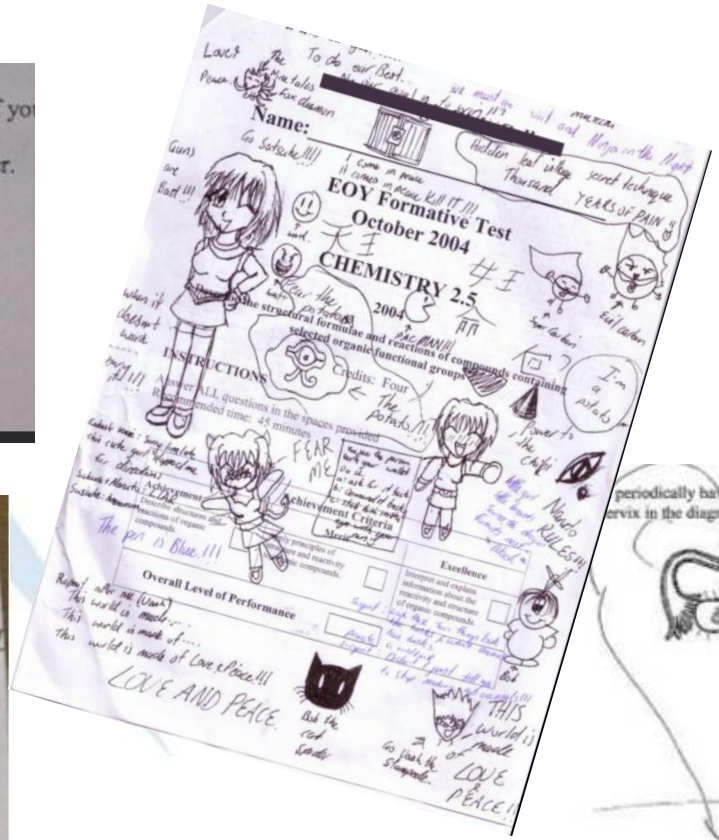
Fullbrook
Inspired to Achieve

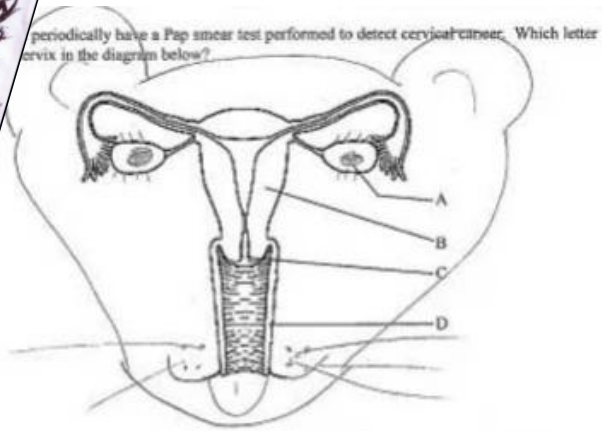
Malpractice – examples

- Do **NOT** deface your exam paper or write profanities – you may lose marks or be subject to other malpractice investigations









Possessions

- NO bags, coats, hats/hoods, scarves etc are allowed into the exam room
- Remember to remove any prohibited items from pencil cases and pockets
- Be prepared and arrange to leave belongings and any prohibited items in your locker

Fullbrook
Inspired to Achieve

Behaviour and Punctuality



- Behaviour exemplary at all times
- Students must arrive on time, and in **correct uniform**
- F6 students must bring their ID lanyard (display face-up on exam desk)
- If you are wearing **incorrect school uniform**, or **arrive too late**, you may not be allowed to sit the exam
- You may score zero and receive a sanction

Fullbrook
Inspired to Achieve

Entering the exam room



- Enter in SILENCE
- Find your seat and sit down
- Check you have been given the correct EAA
- Wait in silence for instructions
- Do not open your paper or write anything until instructed
- Remain facing the front at all times

There is NO communication (including non-verbal) with any other student once in the exam room

If you need help…
raise your hand and ask an invigilator

Fullbrook
Inspired to Achieve

In the exam room

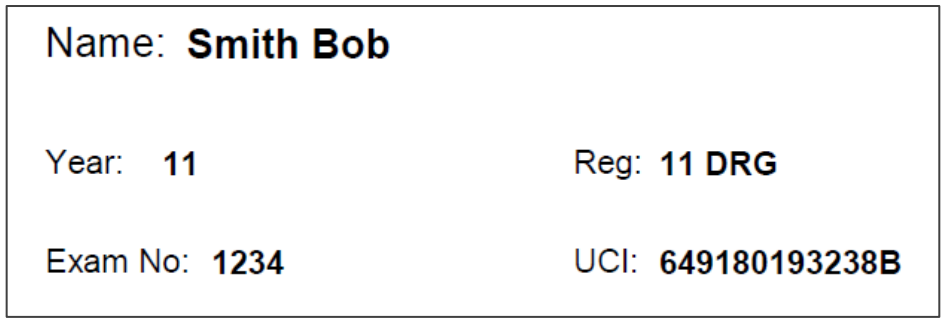


- Follow the instructions of the Exams Team and Invigilators at all times
- Start and end times will be written on the board. You will be told when to start.
- If you feel unwell or need the toilet… raise your hand and wait for an invigilator to come to you. Explain the problem
- No toilet breaks are permitted for exams of 90 minutes or under (unless there is a known medical reason). Exams of over 90 minutes, no toilet use in the first or last 30 minutes, unless there is a medical need
- If you need assistance please raise your hand and wait for an invigilator to come to you. Explain the problem. The invigilator cannot help you with the exam paper



Fullbrook
Inspired to Achieve

Candidate Cards



- You will have a candidate card on your desk
- Check you are sitting at the correct desk
- Your 4-digit 'Exam No' must be written on all exam papers
- Always write your legal first and last name on your exam paper (not your preferred or known as name)
- Do NOT damage or deface your exam candidate card

Fullbrook
Inspired to Achieve

If you finish early...

- You **CANNOT** leave early. Spend the time checking your paper and correcting any mistakes.
- **DO NOT** leave anything blank. Always have a go at answering the questions.

Fullbrook
Inspired to Achieve

When the exam has finished...

- You will be told to stop writing and close papers
- Remain silent whilst invigilators collect exam papers
- Do NOT remove any exam materials - malpractice
- **Wait** to be dismissed – one row at a time
- Do not tuck chairs under desks – scraping noise
- Leave in silence and remain in silence until you are away from the exam hall. Other students may have extra time and will still be working on their exams. Be considerate!



Fullbrook
Inspired to Achieve

After the exam

- After you have left the exam room you will **not** be permitted to re-enter

- You MUST return to lesson

- If for any reason you are very late leaving your exam room (after the 'extra time end time') your invigilator will give you a late leaving slip

Fullbrook
Inspired to Achieve

EAA – Exam Access Arrangements

- All students with EAA should have been informed
- Your EAA is marked on your candidate card – if you have been told you have EAA and it is not on your card/provided on your desk, you must tell an invigilator
- Extra time students in PPEs and assessments – at the end of normal exam time, switch to green pen (unless it is a final real exam)
- Students who take a rest break must stay for their 'added back' gained time and complete their full time in the exam room

Fullbrook
Inspired to Achieve

Public Exam Dates

- Exam boards (and the JCQ) set the dates for exams – nationally all students sit paper at same time
- Public exams cannot be rescheduled to a different time/day
- If you are unwell on the day of your exam, try to come in just for the exam – tell your year group team or exams team that you are feeling unwell
- If you are too unwell to sit the exam you MUST report absence in the normal Fullbrook way – PLUS also tell the exams office immediately (exams@fullbrook.surrey.sch.uk)
- Candidates that meet the JCQ criteria may be eligible for special consideration

Fullbrook
Inspired to Achieve

Public Exams... Summer 2027

Key dates

- Pre-season – April 2027 (art, graphics, textiles, MFL speaking)
- May and June 2027
- Contingency day – Wednesday 23rd June 2027
  - All students MUST remain available
- Statements of Entry issued during tutor time in February
- Personalised timetables issued in March
- Results Days:
  - A-Level – Thursday 12th August 2027
  - GCSE – Thursday 19th August 2027
- Post Results Services – fees apply
  - access to scripts and reviews of marking
- Certificates
  - Results on results days only provisional
  - ONLY final proof of grades are certificates
  - Collection periods:
    - F6 students in November, ex-students in December 2027

Fullbrook
Inspired to Achieve

If you have questions ...

- You can ask your year group teams, tutor, or the Exams Office (Mrs Seddon)

Fullbrook
Inspired to Achieve