Appendix 3
Warning to candidates

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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 during your examination, raise your hand to speak to an invigilator.
Do not speak to or disturb anyone else.

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.

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Appendix 4
Information for candidates for written examinations – effective from 1 September 2026

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This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, ask your teacher.
You should also check with your teacher which calculator you may use in your exams.

A	**Regulations – Make sure you understand the rules**
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	**Do not** become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat or break the rules in any way, you could be disqualified from **all** your exams.
4	You **must not** take any unauthorised material into the exam room, including: a) notes; b) earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods); c) a mobile phone; d) a watch (e.g. analogue, digital, smartwatch); Any pencil cases taken into the exam room **must** be see-through. **Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.**
5	**Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	**Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
7	You **must not** write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
9	**Do not** borrow anything from another candidate during the exam.
B	**Information – Make sure you attend your exams and bring what you need**
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of your exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other permitted equipment needed for the exam.
5	You **must** write clearly and in black ink. Coloured pencils or inks may be used for only diagrams, maps, charts, etc., unless the instructions printed on the front of the question paper state otherwise.
C	**Calculators, dictionaries and computer spellcheckers**
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in its memory and make sure it is in exam mode; c) remove any parts such as cases, lids or covers which have printed instructions or formulae; d) **do not** bring any operating instructions or prepared programs into the exam room.
3	**Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D	Instructions during the exam
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed; c) you think you have not been given the expected access arrangement(s).
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	**Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and place any additional answer sheets inside your answer booklet. (For CCEA examinations place any additional sheets **behind** your answer booklet.) Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.
E	**Advice and assistance**
1	If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are not sure what you should do; b) you do not feel well; c) you need more paper.
3	You **must not** ask for, and will not be given, any explanation of the questions.
F	**At the end of the exam**
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional sheets should be placed **behind** your answer booklet.
2	**Do not** leave the exam room until told to do so by the invigilator.
3	**Do not** take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	

[1] This document takes account of BS ISO/IEC 23988:2007, which is the British Standard Code of Practice for the use of information technology in the delivery of assessments.

Appendix 5
Information for candidates for on-screen examinations – effective from 1 September 2026

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This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, ask your teacher.

A	Regulations – Make sure you understand the rules
1	Be on time for your on-screen exam(s). If you are late, your work might not be accepted.
2	**Do not** become involved in any unfair or dishonest practice during the on-screen exam.
3	If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
4	Only take into the exam room the materials and equipment which are allowed for that exam.
5	You **must not** take into the exam room any unauthorised material including: a) notes; b) earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods); c) a mobile phone; d) a watch (e.g. analogue, digital and smartwatch); Unless you are told otherwise, you **must not** have access to: e) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. memory sticks, social media sites, spreadsheets or the internet; f) prepared templates. **Bringing unauthorised material into the exam room is breaking the rules, whether you intend to use it or not. You will be subject to sanctions and possible disqualification.**
6	**Do not** talk to, try to communicate with or disturb other candidates once you have entered the exam room.
7	If you leave the exam room unaccompanied by an invigilator before the on-screen exam has finished, you **will not** be allowed to return.
8	**Do not** borrow anything from another candidate during the on-screen exam.
B	**Information – Make sure you attend your on-screen exam and bring what you need**
1	Know the date and time of your on-screen exam(s). Arrive at least ten minutes before the start of your on-screen exam.
2	If you arrive late for an on-screen exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the on-screen exam, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen exam.

C	**Calculators, dictionaries and computer spellcheckers**
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in its memory and make sure it is in exam mode; c) remove any parts such as cases, lids or covers which have printed instructions or formulae; d) **do not** bring any operating instructions or prepared programs into the exam room.
3	**Do not** use a dictionary or computer spellchecker unless you are told otherwise.
D	**Instructions during the on-screen exam**
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: a) you have been entered for the wrong on-screen exam; b) the on-screen exam is in another candidate's name; c) you experience system delays or any other IT issues; d) your access to the on-screen exam has not been set up correctly; e) adjustments to the on-screen exam have not been made for you, e.g. additional time has not been added, computer reading software or speech recognition software has not been uploaded.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are told that the exam has begun.
E	**Advice and assistance**
1	If, on the day of the on-screen exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen exam if: a) you have a problem with your computer and are not sure what you should do; b) you do not feel well.
3	You **must not** ask for, and will not be given, any explanation of the questions.
F	**At the end of the on-screen exam**
1	Ensure that the software closes at the end of the on-screen exam.
2	If you are required to print off work outside the time allowed for the on-screen exam, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	**Do not** leave the exam room until told to do so by the invigilator.
4	**Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen exam.
This information must be made available to all candidates in advance of their on-screen exam(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	

Appendix 6

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NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES

NO STORAGE OR WEB-ENABLED DEVICES

Possession of unauthorised items 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.

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