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

JCQ CIC

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.

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| **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:<br><br>a) notes;<br>b) earphones or earbuds (e.g. AirPods), MP3/4 players or similar devices, smart devices, smart glasses, tablets (e.g. iPads or iPods);<br>c) a mobile phone;<br>d) a watch (e.g. analogue, digital and smartwatch);<br><br>Unless you are told otherwise, you **must not** have access to:<br><br>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;<br>f) prepared templates.<br><br>**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 |
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| 1 | You may use a calculator unless you are told otherwise. |
| 2 | If you use a calculator:<br><br>a) make sure it works properly; check that the batteries are working properly;<br>b) clear anything stored in its memory and make sure it is in exam mode;<br>c) remove any parts such as cases, lids or covers which have printed instructions or formulae;<br>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:<br><br>a) you have been entered for the wrong on-screen exam;<br>b) the on-screen exam is in another candidate's name;<br>c) you experience system delays or any other IT issues;<br>d) your access to the on-screen exam has not been set up correctly;<br>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:<br><br>a) you have a problem with your computer and are not sure what you should do;<br>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.<br>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.<br>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.** | |