

Sitting your exams at KBA



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Timetables

- Your exam timetables will be given out to you in advance
- They will tell you the time of your exam, the room you are in and, most importantly, the exams you are taking
- You must read through this carefully. Spot something wrong? Come and see me or send me an email:
- jemmafreeman@kba.uk
- Exams will also show on your daily Arbor calendar and your parents can download a copy of your full timetable from the Arbor parent app. Check this regularly as I can change rooms/seats as things crop up



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Your exam paper – the front cover

- Check the front of your exam paper carefully...
- Is it the paper you were expecting?
- Is the tier correct (for maths, science and MFL papers)?
- **If you notice something wrong, it is YOUR responsibility to say something.**
- Put your hand up and speak to an invigilator immediately if you notice something wrong. This includes having the correct access arrangements.

Once you leave the exam room, it is too late to do anything about it!

Write your name here			
Surname		Other names	
Pearson Edexcel Level 1 / Level 2 GCSE (9–1)		Centre Number	Candidate Number
		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Mathematics			
Paper 3 (Calculator)			
			Foundation Tier
Tuesday 13 June 2017 – Morning Time: 1 hour 30 minutes			Paper Reference 1MA1/3F
You must have: Ruler graduated in centimetres and millimetres, protractor, pair of compasses, pen, HB pencil, eraser, calculator. Tracing paper may be used.			Total Marks

Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your name, centre number and candidate number.
- Answer **all** questions.
- Answer the questions in the spaces provided
– *there may be more space than you need.*
- You must **show all your working**.
- Diagrams are **NOT** accurately drawn, unless otherwise indicated.
- **Calculators may be used.**
- If your calculator does not have a π button, take the value of π to be 3.142



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Your exam paper – the front cover

- You will find your candidate number on the card on your desk.
- Remember you need to write your **full legal name** on the front of your paper. This will be the name that ends up on your certificate and will need to match the information the DFE holds for you.

Write your name here			
Surname		Other names	
Pearson Edexcel Level 1 / Level 2 GCSE (9–1)		Centre Number	Candidate Number
		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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What to bring into your exam

- You can bring your stationery loose or in a clear pencil case
- You are allowed a clear drinks bottle with water inside. If bringing in a bottle from a shop with a wrapper around it, then this wrapper must be removed
- **You will need a black ballpoint pen. All exam boards insist on this. No gel pens or other colours are allowed**
- A highlighter can be used but can only be used in the question
- You can bring any other exam stationery allowed for that specific exam. For example a calculator or protractor



What NOT to bring into your exam

You will see the posters displayed outside every exam room with the items not allowed in an exam room. These include:

- Earphones or earbuds (e.g. AirPods)
- Mobile phones
- MP3/4 players or similar devices
- Smart glasses
- Tablets (e.g. iPads or iPods)
- Watches
- Any other smart devices



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Warning posters – outside every exam room

Appendix 3 Warning to candidates



- 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.

JCQ CIC © 2026 – Effective from 1 September 2026



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Malpractice – What is malpractice?

- Malpractice is any practice which is a breach of the JCQ regulations (and there are many!), or which compromises the integrity of any qualification or the validity of an examination, result or certificate
- All malpractice **MUST** be reported to the exam board and there **WILL** be a consequence
- It is worthwhile having a think about this before your exams so that you are clear of the expectations and the potential consequences of any breach



Malpractice – Some examples

- Having unauthorised material on your person after the invigilator announcement and not handing it over. For example a phone in your pocket or wearing a watch
- Communicating or attempting to communicate with another candidate
- Poor behaviour
- Plagiarism
- Using AI and not declaring it
- Graffitiing of an exam paper – this includes swear words and doodling, as well as offensive, obscene or discriminatory content
- Discussing/sharing exam content on social media



Malpractice – the consequences

- The awarding bodies issue penalties – it is not the school's decision. These can include:
 - A warning
 - Loss of all marks for a section
 - Loss of all marks for a component
 - Loss of all the marks for a unit
 - Disqualification from a unit
 - Disqualification from all units in one or more qualifications taken during the exam series
 - Disqualification from the whole qualification
 - Disqualification from all qualifications taken in that exam series

THINK ABOUT THE CONSEQUENCES AND WHAT THAT COULD MEAN FOR YOU



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Malpractice – mobile phones

- Mobile phones are our biggest issue at KBA
- They **MUST** be **switched off** and left in your bag. If you have forgotten to put it in your bag then tell an invigilator immediately – **BEFORE** the exam begins
- Having a mobile phone on your person, **even if it is switched off**, will have a consequence. JCQ have a **ZERO TOLERANCE** policy when it comes to mobile phones



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Invigilators

- It is the invigilator's job to ensure the integrity of the exam process – they make sure all the rules are being followed
- They are there to make sure you are safe and well and they can help answer any questions you have about the exams
- They cannot help you with the content of the exam paper but can help with anything on the front cover
- Please **respect** these members of staff who are there to make sure your exams run smoothly



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Our Website – kba.uk

- You will find lots of useful information on our school website, including the summer series exam timetables
- Take a look under the secondary information tab – **exam information**
- There is also an exams noticeboard, full of information, on the SO corridor, next to my office

Exam Information for Candidates

AI and Assessments - a Student guide

 Preparing to sit your exams - 2026-27

 Information for Candidates - Coursework assessments 2026-27

 Information for Candidates - Non-examination assessments 2026-27

 Information for Candidates - On-screen examinations 2026-27

 Information for Candidates - Using social media 2026-27

 Information for Candidates - Written examinations 2026-27

Results Days – Summer 2027

- GCE results will be available to students from 8am on Thursday 12th August 2027.
- GCSE results will be available to students from 8am on Thursday 19th August 2027.



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Access Arrangements

- You will already know if you have an approved exam access arrangement. It is your responsibility to make sure you have this in place at the start of the exam.

For example, if you know you should have a colour paper but it is not in front of you then put your hand up and speak to an invigilator.

If you have a question about access arrangements, please speak to:

- Ms Henderson – clarehenderson@kba.uk
- Mrs Potts – jenniepotts@kba.uk
- Mrs Freeman – jemmafreeman@kba.uk



Movement passes and 5 minute passes are NOT approved access arrangements and do not count in exams



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Leaving the exam room

You will not be able to leave the exam room once an exam has started.

If you finish before the exam time ends, you will need to remain in your seat, in silence, until the exam ends.

Toilet breaks cannot be taken within the first or last 15 minutes of an exam. If you are permitted a toilet break, you will be accompanied by an invigilator.

Anyone who leaves an exam room unaccompanied WILL NOT be allowed to return and it will be reported to the exam board



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Fire Safety

- The rules for fire drills are a little different if you are sitting an exam as you cannot have access to other students
- The invigilators know the protocols so please listen to their instructions carefully
 - If your exam is in the sports hall, you will go to the basketball courts
 - If your exam is in the main building, you will go out the front entrance and wait on the grass area



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Documents to read

There are some documents that it is important you are aware of. These are available on our school website at all times so you can look at them at a time that suits you. Please make sure you have an awareness of the contents of the following JCQ documents before you sit your summer exams:

Exam Information for Candidates

[AI and Assessments - a Student guide](#)

[Preparing to sit your exams - 2026-27](#)

[Information for Candidates - Coursework assessments 2026-27](#)

[Information for Candidates - Non-examination assessments 2026-27](#)

[Information for Candidates - On-screen examinations 2026-27](#)

[Information for Candidates - Using social media 2026-27](#)

[Information for Candidates - Written examinations 2026-27](#)



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Information for candidates – AI and Assessments

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

You can find this guide on the exam noticeboard should you want more information.



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Information for candidates AI (Artificial Intelligence and assessments)

What is AI?
AI stands for artificial intelligence and can be used to create text, images, videos, music and artwork based on instructions given to an AI tool.

What is an AI tool?
AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*

*The list of certain suppliers of AI-related products is for information purposes only and does not constitute an endorsement by JCQ and awarding bodies. It is each centre's responsibility to investigate and verify any suppliers they use, including any terms and conditions which govern the sale or use of the supplier's products. The list provided is not exhaustive.

When can I use AI?

- Your teachers may use it in class when teaching the course, but remember teaching in the classroom is not an exam!
- There are some assessments where you can use AI – your teachers will tell you if you can or cannot use an AI tool.
- Remember, the rules are different for different assessments and subjects, so always check with your teachers first!
- When an AI tool is allowed, **you must acknowledge**** the AI tools and the material produced by the AI tool that you have used in your work. If you do not acknowledge AI use, it will be considered as cheating.

When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply. This includes use or possession of hidden AI-enabled technology like smart glasses.
- This is what exam boards call **AI misuse and it is a form of cheating.**

**Acknowledgment – When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words, for example, ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>). 25/01/2025

IF YOU USE AN AI TOOL, YOU CANNOT GET MARKS FOR WHAT THE AI TOOL HAS PRODUCED, AS IT IS NOT YOUR OWN WORK

If I'm allowed to use AI, how is this breaking the rules?

AI misuse is:

- when you use an AI tool in an exam or assessment where you are not allowed to; and/or
- where you use an AI tool to create work and then say it's your own.

AI misuse can have serious consequences including possible disqualification.

How to make sure you don't misuse AI

ACKNOWLEDGE
If you are allowed to use an AI tool in your assessment (remember to check!), you must do the following:

- reference the AI tool you have used
- give the date of when the AI tool generated the content
- give details of how you used it
- save screenshots of what you have asked or instructed the AI tool to do and what answer the AI gave you, and include this with the work submitted.

DECLARE

- Remember to sign your declaration form when handing in your work for final assessment.
- Your signature on the declaration form tells your teacher and the exam board that you are saying all the work you're handing in is your own.
- If you have used an AI tool, **you must declare***** that you have used it before signing the declaration form

***Declare – this means that when you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

LAST CHECKS **Know the rules** **Check with your teachers** **ACKNOWLEDGE and DECLARE**

EFFECTIVE FROM 1 SEPTEMBER 2025



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How can AI be misused in assessments?

AI misuse is when you take something made by AI and say it's your own work.

**THIS IS
CHEATING!**



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How do I make sure I don't misuse AI?

- 1 Know the rules
- 2 Reference reference reference!
- 3 Declare it's all your own work



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Know the rules!

- You're not allowed to use AI tools when you're in an exam
- You're not allowed to take AI-enabled devices (for example smart glasses) into 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



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2

Reference reference reference!

- **Include the AI tool name:** State the specific tool used, such as "ChatGPT".
- **Note the version and access date:** Specify the date the content was generated (e.g., "25/01/2025").
- **Provide the URL (if applicable):** Include the URL of the tool, such as `https://openai.com/blog/chatgpt/`.
- **Example:** ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2025. 



2

Reference reference reference!

Appendix or reference list

- **Save and include a screenshot:** Keep a record of the specific prompts you entered and the answers you received in a non-editable format, like a screenshot.
- **Provide an explanation:** Briefly describe how you used the AI tool to produce your work. For example, you might state that you used the tool to brainstorm ideas or to refine the language in a particular section.
- **Combine with a bibliography:** Add a separate entry to your bibliography with the details of the AI tool and its usage, following the instructions for referencing computer-generated content. 



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



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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!



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REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly



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Finally...

- Remember, this is **YOUR** exam, **YOUR** future
- Don't worry about what other students are or are not doing. None of that will be relevant to you in a few years time
- Think about what these exams mean to you. Revise as best you can, use your time efficiently and, most importantly, ask for help if you need it.



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