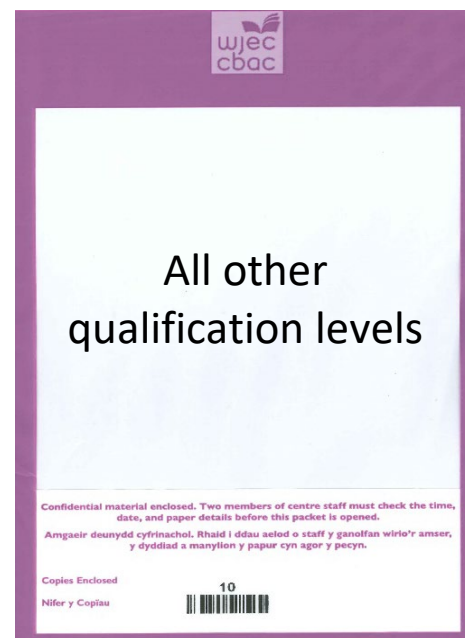
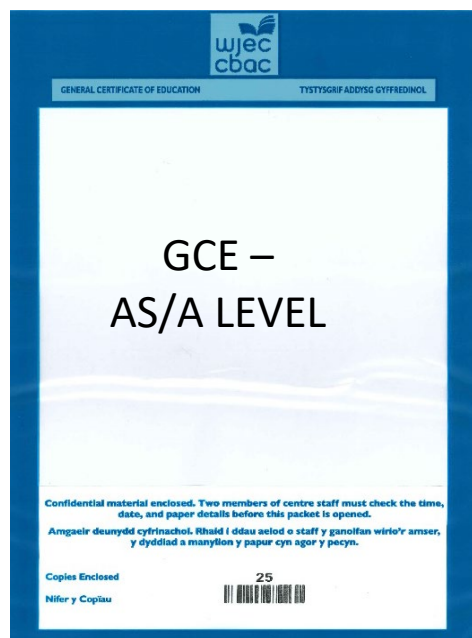


Examination Requirements June 2025

Question Paper Packets



To avoid potential breaches of security, care must be taken to ensure the correct question paper packets are opened.

The Examinations Officer, with another member of the examinations team, must check the time, date and any other paper details before a packet is opened.

Subject & Paper Number

This is the number printed on the question paper and the attendance register.

Answer Books

For each examination, an indication is given as to the **likely** requirement per candidate. Clearly, this information can only be a guide as some candidates will write more than others. However, it does provide an indication as to the basic requirements, and it identifies those subjects where this stationery is not required at all.

The following indicators have been used:

Y - 16p pink scannable booklet.

This answer booklet must be used for all examinations that require an answer booklet. If any candidate requires additional writing space, a pink 4-page scannable booklet should be used.

Candidates must follow the instructions on the front of the question paper for indicating question numbers in the answer booklet.

N - No booklets are required.

This applies to examinations where answers to all questions are written in a question-and-answer booklet. If a candidate requires additional writing space a 4p scannable booklet should be used.

Further information regarding answer booklets can be found on our websites:

[WJEC](#) and [Eduqas](#)

WJEC Supplied Materials

This covers additional items which are issued with the question papers and which candidates will require **in addition to a copy of the question paper e.g. Resource Material, Data Booklets.**

Centre/Candidate Supplied Materials

This covers other items which candidates may require in the examination which are provided by the centre/candidate (e.g. calculators, dictionaries etc.). Centres must not provide candidates with exam related materials which are not listed. Such materials would be considered as unauthorised and may constitute malpractice.

Special note relating to Calculators - Calculators are only listed in this booklet where they are likely to be required by candidates. They are however now permitted in all WJEC examinations unless specifically prohibited in the specification.

General Information

A range of subject specific information is included, e.g. whether dictionaries are permitted in the examination room.

Additional Information

Removing question papers from secure storage

In order to avoid potential breaches of security care must be taken to ensure the correct question paper packets are opened.

An additional member of centre staff, who can be an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened.

This check must be recorded. The JCQ has produced a template for centres to use. This can be found at:

<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/second-pair-of-eyes-check-form>

Non-Interactive electronic question papers (NIQP) are available for all qualifications/levels in PDF format.

Download will now be available 60 mins prior to the published examination start time from Portal in '**Today's Question Papers**' under **Key Information**'. Pdfs will be presented on the day of the assessment where your centre has made a corresponding entry.

<https://portal.wjec.co.uk/>

Scribe / Word Processor cover sheets

For **Examination scripts**: the cover sheet **must** be completed and attached to the candidate's completed script using treasury tags.

If an examination has been completed using a word processor and no answer books have been used to record any answers, centres must not despatch those answer books.

Please note that we require candidates using a word processor to:

- add a header or footer to include **centre number, candidate name and number and the unit/ component code**. This ensures that candidate information is on every sheet.
- use a minimum font size of 12pt
- use double spacing
- include page numbers on each sheet

When printing the script after the examination, candidates should be present to confirm that the work is theirs and that it has been printed in its entirety.

Where the candidate uses a combination of a question and answer book and a word-processed document, the printed pages must be attached to the question and answer book prior to despatch to the examiner.

[Word processor cover sheets](https://www.wjec.co.uk/home/administration/examinations/#tab_0) are available on the website.
https://www.wjec.co.uk/home/administration/examinations/#tab_0

Question Paper Download

Question papers will be available on the Portal on the day of examinations. Examination Officers and Admin users will be able to access these files in '**Today's Question Papers**' under '**Key Information**' and centres will need a corresponding entry in place to view and download.

If the required assessment/resource is not listed, please phone the department below for assistance to access these files.

<https://portal.wjec.co.uk/>

Audio-visual resources

Audio files

For audio files for summer 2025, no confidential CDs will be issued to centres in advance of the examinations taking place. Instead, MP3 files can be accessed via Portal at 8.00am, one working day before the relevant timetabled examination for the purposes of digitising the audio-visual materials on a centre's computer network. Examinations officers and Admin users will be able to access these files via Portal in in '**Today's Question Papers**' under '**Key Information**'. As with question papers that are made available on the secure website on the day of examinations, centres will need a correct corresponding entry to view and access these files.

It is recommended that a member of staff from the centre's IT department or the exams officer with no conflict of interest undertakes this task. The material must be downloaded to the secure part of a centre's network, i.e. the part of the network which is accessible to IT staff and not to centre staff undertaking the playback within the examination until the permitted time. Subject teachers cannot check the downloaded materials.

If the required resource is not listed, please phone the relevant department below for assistance to access these files.

<https://portal.wjec.co.uk/>

Audio-visual files

For audio-visual assessments, DVDs will have been issued as part of the despatch of question papers.

In advance of the examinations taking place, centres must test the equipment to be used to play DVDs during the examinations using non-confidential standard DVDs to ensure that sound and visuals are of sufficient levels and clarity suitable for the examinations. Confidential DVDs supplied for use in examinations must not be used to test equipment. We advise that the equipment being used for examinations is tested in the locations where examinations are being held to ensure that examination conditions on the day of the exam are replicated in the testing. If required, DVDs supplied for use in the examinations can be accessed no earlier than one working day before the relevant timetabled examination for the purposes of digitising the audio-visual materials on a centre's computer network. Prior permission does not need to be sought from the awarding body. It is recommended that a

member of staff from the centre's IT department or the exams officer with no conflict of interest undertakes this task.

The material must be downloaded to the secure part of a centre's network, i.e. the part of the network which is accessible to IT staff and not to centre staff undertaking the playback within the examination until the permitted time. Subject teachers cannot check the downloaded materials.

The confidential DVD materials supplied by the awarding body for the examination must be returned to the centre's secure storage facility as soon as the download has been completed.

The exams officer must keep a log of the date when the confidential material was accessed and downloaded to the secure part of the centre's network and ensure the security packaging of DVD material is resealed and the seal is signed and dated.

As in previous years, we advise you to contact the technical support within your centre should any issues arise as a result of the testing you have completed prior to the examination, or on the examination day. Should your technical support be unable to resolve your issues, as an emergency measure only, mp4 files will be available on the Portal one working day prior to the timetabled examinations. Examination Officers and Admin users will be able to access these files in 'Today's Question Papers' under 'Key Information'. As with question papers that are made available through Portal on the day of examinations, centres will need a corresponding entry in place to view and download. If the required assessment/resource is not listed, please phone the relevant department below for assistance to access these files.

Please note that the JCQ Instructions for conducting GCSE & GCE Modern Foreign Languages Listening Examinations must be adhered to.

<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>

Contacts

029 2026 5336 - GCE

029 2026 5154 - GCSE

029 2026 5444 - Level 1/Level 2 General Qualifications, Vocational, Applied, Entry Level and HSCC