



GATEWAYS
SCHOOL

CANDIDATE EXAM INFORMATION BRIEFING

SUMMER 2026 EXAMS

EXAMS OFFICER – MRS JOHNSTONE

WRITTEN TIMETABLED EXAMS



You already received your Statement of Entry detailing qualifications that you have been entered for and you will receive your provisional exam timetable this week.

Please check that your name and date of birth shown are correct as this information will appear on your exam certificates. Please let me know of any amendments that are required.

The tier of entry for some of you may still be subject to change. If you are concerned about the tier that you have been entered for you must let me know as soon as possible so this can be resolved.

An exam overview timetable has been provided by Mrs Carver

A final exam timetable will be issued to you after the Easter holidays and by no later than **Tuesday 28th April**. This will include all rooming/seating arrangements and final tier of entry for Maths/Sciences/MFL

COURSEWORK & NON-EXAMINED ASSESSMENTS

Teaching staff will mark candidates' work and candidate will be informed of their mark before this mark is submitted to the exam board.

Date for submission of final marks to the exam boards for most subjects are:

A Level - 15th May 2026

GCSE - 7th May 2026

The deadline for submitting marks for Art and Design is 31st May 2026 so following the exams in April/May the department will provide your marks to you on dates shown below. You are responsible for collecting your mark at the times shown below and you will be asked to sign as confirmation.

Art/Photography/3D Design GCSE

Release of marks - **THURSDAY 14TH MAY 11.20 am to 12.45 pm** (L5 to L7)

Mrs Harrison

Art/Photography/Textiles A Level

Release of marks - **MONDAY 11TH MAY 11.20 am to 12.20 pm** (L5 and L6)

Mrs Stephenson

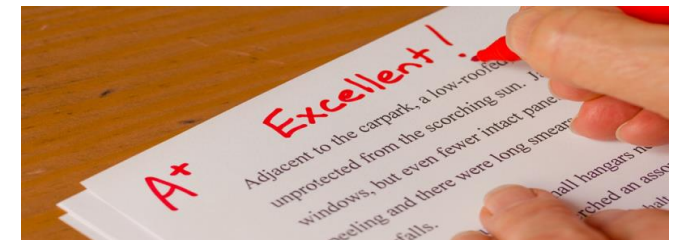


COURSEWORK & NON-EXAMINED ASSESSMENTS

You do have the right to appeal the mark, but you must act on this immediately so that the Internal Appeals Procedure can be followed. A copy of this policy is available from Mrs Carver, or myself and is also available on the school website.

In the first instance, please speak to either Mrs Carver or myself so that we can advise you on how to proceed.

Please be aware that marks submitted to the exam board are subject to moderation and can be reduced by the exam board.



MALPRACTICE



What is malpractice?

- Introduction of unauthorised material into the exam room
- Any breach of exam conditions
- Exchanging, obtaining, receiving or passing on information (or attempting to) which could be exam related.
- Offences relating to the content of a candidate's work
- Undermining the integrity of exams/assessments

JCQ Regulations stipulate the school must investigate any alleged, suspected or actual incidents of malpractice and report them to the exam board(s).

SOCIAL MEDIA



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[Jcq.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

AI AND ASSESSMENTS



AI and Assessments

A quick guide for students



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



How can AI be misused in assessments?

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

THIS IS CHEATING!



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



1 Know the rules

- You're **not allowed** to use AI tools when you're in 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

- ##### 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

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!



REMEMBER
Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly

MALPRACTICE

Candidates need to be aware of:

- Social media
 - Do not buy/ask for/share exam content
 - Pass on rumours of what is in exams
 - Share your work
 - Work with others so that your coursework is not your own independent work
- Non-Examined Assessments and Coursework
 - If you have used computer generated content (e.g. AI Chatbot) you **must** reference the name of the AI bot used and the date the content was generated.
 - Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. This is a form of cheating and will be treated seriously.
 - [JCQ-AI-teacher-presentation-for-students-1.pptx](#)



YOU SIGN AND SUBMIT YOUR WORK TO THE EXAM BOARD CONFIRMING IT IS YOUR OWN

MALPRACTICE SANCTIONS

Any case of malpractice that is reported to the exam board can result in one of the following sanctions:

1. Warning
2. Loss of all marks gained for a section
3. Loss of all marks gained for a component
4. Loss of all marks gained for a unit
5. Disqualification from the unit
6. Disqualification from all units in one or more qualifications
7. Disqualification from the whole qualification
8. Disqualification from all qualifications taken in the exam series
9. Barred from entering exams for a set period of time



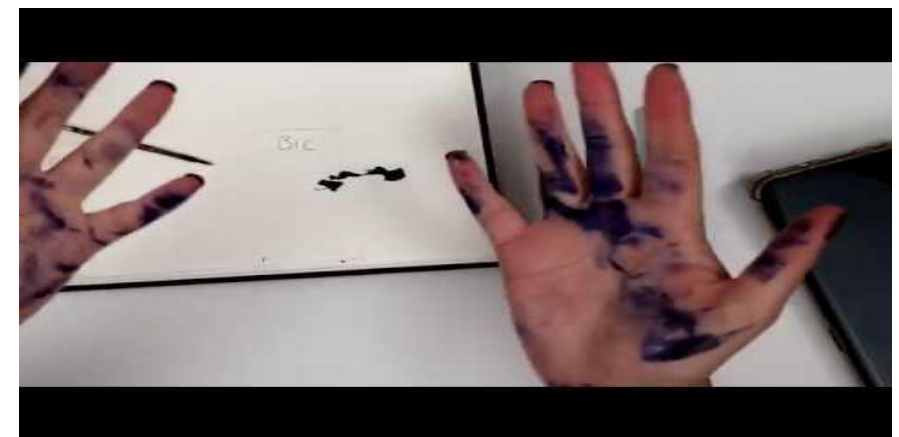
TOTAL NUMBER OF MALPRACTICE CASES IN 2025 - 5250

EQUIPMENT

Please make sure you have all of the following for your exams:

- Clear plastic pencil case/bag
- Black pens (more than one)
- Pencils
- Ruler
- Eraser
- Pencil sharpener
- Highlighter pens
- Compass
- Protractor
- Calculator (no lid/cover)

PLEASE DO NOT BRING ANYTHING ELSE TO YOUR EXAM



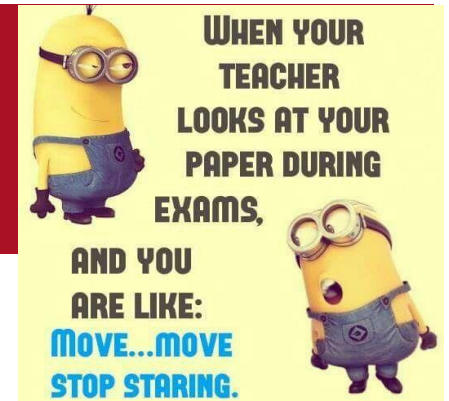
EXAM TIME

- Start times :
 - 9 am
 - 1.30 pm
- Meeting points:
 - Sports Hall
 - Outside Dining Hall (D25, W5, PAC, L3, LC, LSR)
- Please arrive at your meeting point at least 15 minutes before the start time.
 - AM – go to form room to leave all bags/phones/coats/etc
 - PM – you can go to your form room during lunch break to leave all bags/phones/coats/etc
- Wait outside quietly for a member of exams staff
- School bus – if you have an exam that is scheduled to finish after school transport collection times, you will need to arrange alternative transport home

Don't be late...
FOR THESE VERY
IMPORTANT DATES!



INVIGILATORS



- They cannot discuss the exam paper with you, explain any question/word or read any part of the questions to you. They cannot give you advice on which section of a paper to answer, how long you should spend on a question ...
- If you feel unwell at any time during your exam please raise your hand to let the invigilator know so they can assist you.
- If you require any additional paper or equipment, please raise your hand to let the invigilator know. Any additional paper has to be exam stationery and must be handed in with your exam paper and will be sent to the exam board.
- A specific ratio of invigilators to candidates must be maintained at all times, so often staff will have to call for additional staff if a candidate is asking to leave the exam room for any reason.
- If you do take a toilet break this is your exam time that you are losing. The only exception to this would be if you are unwell.

There is a limited amount of additional equipment available to borrow

JCQ WARNING TO CANDIDATES POSTERS

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 exam/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, only speak to an invigilator.

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.

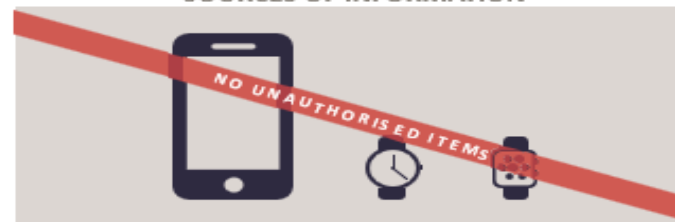


AQA City & Guilds CCEA NCFE OCR Pearson WJEC

NO MOBILE PHONES

NO WATCHES

**NO TECHNOLOGICAL OR WEB-ENABLED POTENTIAL
SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone or any watch, 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.

RULES

- No mobile phones/airpods/watches/notes/bags - BRING NOTHING BUT YOUR PENCIL CASE!
- Clear plastic water bottles (no labels)- water only
- No food
- No writing on your skin
- No communication with any candidates from when you enter the exam room and until you have left the exam room
- Calculators are allowed unless exam paper states it is not allowed
- No calculator lids/covers allowed
- Do not write on your exam paper/answer booklet until instructed to do so
- Do not open your question paper until you have been told the exam has started.



MORE RULES

- Do not write inappropriate/offensive material on your exam paper – you could be disqualified from an exam
- Do not leave the exam room unaccompanied
- Do not borrow anything from another candidate
- Write clearly in black ink
- Read instructions on the question paper
- Write your name and candidate number on any additional paper that you use
- You must stop writing when instructed to do so by the invigilator
- All candidates must remain seated and in silence until they are dismissed by a member of exams staff



ACCESS ARRANGEMENTS

- 25% Extra Time
- Rest Breaks
- Word Processor
- Coloured Paper
- Reading Pen
- Prompt

Any candidates who are entitled to any of the above will have already been invited to a separate meeting with Mrs Wilson (Head of Learning Support) to discuss your arrangements. If you have missed this invitation, please let me know so it can be rearranged

WHAT TO DO IF...



If you are unwell:

- You or your parent/carer should ring the school reception and let them know so we can help you as best we can when you arrive.
- Once you arrive in school speak to either Mrs Johnstone or Mrs Carver before your exam and let us know how you are feeling.
- We will do what we can to help
- If you feel unwell during the exam let the invigilators know as soon as possible so they can take measures to assist you.
- Always try to come in for your exam as there are no guarantees that the exam board will make an adjustment if you are absent.

WHAT TO DO IF...



If you are going to be late (after the start time of the exam):

- Ring school reception and ask them to let Mrs Johnstone or Mrs Carver know you are running late.
- When you arrive in school go straight to reception and wait for a member of the exams staff to collect you.
- We will plan for you to take your exam, making any required arrangements and ensure that you have the full-time allowance.
- Please be aware if you arrive after 10 am (or 2.30 pm for afternoon exams), you will be classed as "very late" and we must submit an application to the exam board informing them. It is possible that the exam board will not accept your paper.

CONTINGENCY DATES

Contingency Days (in the event of national or significant local disruption to examinations in the UK)

24th June 2026 – Full Day

ALL STUDENTS MUST BE AVAILABLE UP TO THIS DATE.

SPECIAL CONSIDERATION

Occasionally there may be something that happens during the examination season that is out of your control. This could be illness, family bereavement, or a domestic crisis at the time of the examination. It is also possible that something happens in school (e.g. power cut) that causes a disturbance to an examination.

In these cases, an application for special consideration can be made to the exam board by the school. The exam board will then decide as to whether to award an allowance.

Please be aware the maximum allowance is 5%

Deadlines for applications:

Edexcel – 1st July 2026

AQA – 24th July 2026

OCR – 1st July 2026

WJEC – 1st July 2026

You or your parents/carers need to contact either myself or Mrs Carver to discuss any issue and then make the application if it meets the requirements. All applications have to be approved by Mrs Carver or Dr Johnson.

RESULTS DAYS

A Level Results – Thursday 13th August 2026

GCSE Results – Thursday 20th August 2026

Further information about results day will be provided later in the summer term.



THE RESULTS ARE IN...

POST RESULTS SERVICES

Post Results Services:

- Review of marking
- Access to scripts

Further information and costs of these services will be made available during the summer term. This will include the various services, deadlines, fees and how to make a request.

POLICIES

The following policies are available upon request from Mrs Johnstone, Exams Officer or Mrs Carver, Deputy Head.

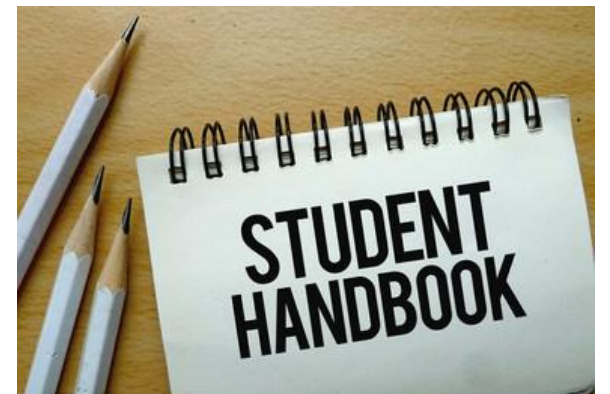
- Complaints Policy (Exams)
- Internal Appeals Procedure (Exams)
- Malpractice Policy
- Word Processor Policy (Exams)
- Special Consideration Policy
- Exam Contingency Plan

CANDIDATE EXAM HANDBOOK

You will be provided with an electronic Candidate Exam Handbook which gives further detail about the information given to you in this session. A copy will also be available on the school website.

Please read through this handbook and use the various links to the JCQ documents to read the candidate information provided by JCQ. Please be aware that this is your responsibility and is a requirement of JCQ Regulations.

If you have any questions or concerns, please ask. You can email me on diane.johnstone@gatewaysschool.co.uk



PUBLIC EXAMINATIONS INFORMATION

For all the public examinations information you might need, please see the forms below. For any other queries, please email the examinations officer Mrs Di Johnstone : examsofficer@gatewaysschool.co.uk

[IFC-NE_Assessments_2025_FINAL](#)

[IFC-On-Screen_Examinations_2025_FINAL](#)

[IFC-Written_Examinations_2025_FINAL](#)

[JCQ AI teacher presentation for students](#)

[JCQ Social Media Infographic v4](#)

[JCQ-AI-poster-for-students-2](#)

[JCQ-ICE-Warning-to-candidates-2025](#)

[JCQ-Preparing-to-sit-your-exams_-2025_2026](#)

[2025 Unauthorised-Items-poster](#)

[IFC-Coursework_Assessments_2025_FINAL](#)