



HIGHWORTH
WARNEFORD SCHOOL

Information for Exam Candidates 2025/26

This information is reviewed and updated annually

Reviewed by	
K Gibson – Exams Officer	
Date of next review	Sept 26

Highworth Warneford School rigorously follows the guidelines and regulations provided by the JCQ (Joint Council for Qualifications^{CIC}) when conducting public examinations.

You will find below a variety of '**Information for Candidates**' documents which you are required to read **before** embarking on your written exams and your coursework/non-exam assessments.

These can be found on the Warneford website and are also linked below:–

<https://www.warnefordschool.org/Parents & Students/Exam Information>

- [Preparing To Sit Your Exams 2025-26](#)
- [Written Examinations 2025-26](#)
- [Coursework Assessments 2025-26](#)
- [Non Examination Assessments 2025-26](#)
- [Malpractice](#)
- [Artificial Intelligence & Assessments](#)
- [On-Screen Tests 2025-26](#)
- [Social Media](#)

Key Exam Dates 2025-26

Year 11 MFL Practice Speaking Exams	10-11 November 2025
Year 11 Mock Exams All subjects except Sports Science & Sports Studies	17 Nov - 4 Dec 2025 *Except 21 Nov 2025 Inset Day
Year 10 and Year 11 CNat NEA Submission Deadline National January Exam Season - Sports Science, Sports Studies	10 January 2026
Year 11 MFL Mock Speaking Exams	10-11 February 2026
Year 11 Food GCSE Practical Exam	24-27 February 2026
Year 11 Mock Exams English, Maths, Science, Geography, History	9-13 March 2026
Results Day for January Exam Season GCSE/Cambridge National Results	19 March 2026
Year 11 Drama Practical Exam	TBC March 2026
Year 11 Art GCSE Practical Exam 10 hours over 2 x full days (5 hour sessions)	15 & 22 April 2026
Year 11 Digital Photography GCSE Practical Exam 10 hours over 2 x full day/5 hour sessions	17 & 21 April 2026
Year 11 MFL GCSE Speaking Exams	30 April - 1 May 2026
Year 11 WJEC GCSE NEA Submission Deadline National Summer Exam Season - Music	5 May 2026
Year 11 AQA GCSE SLE Mark Submission Deadline National Summer Exam Season - English Language	6 May 2026
Year 11 2026 GCSE & CNat Exams National Summer Exam Season	11 May – 15 June 2026
Year 10 and Year 11 Cambridge OCR & AQA, CNat & GCSE NEA Mark Submission Deadline National Summer Exam Season - Design Technology, Drama, MFL, Child Development, Food, Sports Science, Sports Studies	15 May 2026
Year 11 AQA GCSE Art & Digital Photography Mark Submission Deadline National Summer Exam Season	31 May 2026
Year 10 Mocks All subjects except Sports Science & Sports Studies	16-31 June
Contingency Day for Summer Exam Series The Awarding Bodies have designated this date as a Contingency Day, to be used in the event of national or local disruption impacting significantly on the exam timetable. Candidates must remain available until Wednesday 24 June 2026 should examinations need to be rescheduled.	24 June 2026
Results Day for Summer Exam Season - GCSE/Cambridge National Results	19-20 August 2026

Before the Exam Season

Exam Entries

Your subject teachers will let the Exams Office know what exams you will be entered for and where appropriate (ie Maths, Science and MFL) whether you will be entered for Foundation or Higher GCSE. For public exams, you will be issued with a Candidate Statement of Entry within a month of the official entry deadline so that you can check that you have been entered for the exams you expect and make changes if required.

Candidate Timetables

Two weeks before the exam season starts you (and your parents/carers) will receive a copy of your personalised **Candidate Timetable** via **email**, so please check your school Outlook account. You must let Mrs Gibson in the Exams Office know of any issues you have with your allocated exam seat/space as soon as possible. Please do not wait until the day of the exam to report such issues as it may not be possible to resolve immediately.

Access Arrangements

Candidates who have JCQ approved Access Arrangements will be informed of their arrangements before the exam season starts and will be given the opportunity to discuss them or any other special requirements with **SEND** and the **Exams Office** at a pre-arranged meeting.

Exam Sessions

Arrival

	AM Session	PM Session
Go to tutor group for registration	08:50	n/a
Candidates to go Hall for pre-exam briefing by SLT	08:55	13:15
Transfer to exam room	09:00	13:20
Examination starts	09:10	13:25

Formal Exam Conditions – what does it mean?

From the moment you walk into the exam room until the moment you leave, you **must** comply with Formal Exam Conditions. Failure to do so will result in being reported for **malpractice**

- Be on time
- No unauthorised materials/smart devices
- Follow the instructions of the invigilator at all times
- Do not sit an exam in the name of another candidate
- Do not communicate with or disturb/disrupt other candidates
- Do not get involved with dishonest practice
- Raise your hand if you need to speak to an invigilator

What you bring into the Exam Room

See checklist [Preparing to sit your exams.](#)

Only bring what you **NEED** for the exam in your **CLEAR** pencil case. **NO SCISSORS, NO GLUE STICKS**

Invigilators will check your pencil cases if they are excessively filled.

I.e. If you don't need a calculator for the exam, don't bring a calculator. Here's what we suggest:-

- 2 x **BLACK pens** (not gel pens) – all exams
- 1 x **pencil** (Maths, Geography, Design Tech (Resistant Materials),)
- 1 x **eraser** (Maths, Geography, Design Tech (Resistant Materials),)
- **Calculator** (Maths Papers F1/F3/H4/H6, Geography, Biology, Chemistry, Physics, RM, Business)
- **Ruler** (Maths, Geography, Biology, Chemistry, Physics, RM)
- **Geometrical instruments** eg. Protractor, Compass – **removed from casing** (Maths, RM)
- 1 x **highlighter** – all exams (just to highlight questions, not answers)
- 1 x **bottle of water** in a clear transparent bottle with no labelling – coloured/opaque bottles will be confiscated.

Water Bottles in Exams

Must be clear, with no labels. Large opaque tops are not advised as these could conceal unauthorised items and may be checked by invigilators.



Your Exam Paper

Do not open your exam paper until you are instructed to do so by the Invigilator.

If you open it before being told to do so, this will be reported as **malpractice**.

You need to fill in your **LEGAL** candidate name in **CAPITAL LETTERS** so that it can be read clearly by the examiner.

Leaving the Exam Room During the Exam

It is a formal JCQ regulation that candidates are not allowed to leave the exam room **unsupervised**. In order to minimise the level of disruption during the exam you are kindly asked to observe to the following:-

Candidates who leave the exam room without first asking permission from an invigilator will be followed. Only candidates who have remained under exam supervision will be permitted back into the exam room.

Toilet Breaks and Supervised Rest Breaks

- Candidates are reminded to go to the toilet **BEFORE** an exam starts
- Toilet breaks will **NOT BE ALLOWED** within the **FIRST HOUR**, or the **LAST QUARTER HOUR** of the exam **UNLESS** a candidate has informed the Exams Office, in advance, of an existing medical condition
- Candidates with authorised supervised rest breaks will be able to leave the exam for a maximum period of **10 minutes per hour**.

Candidates who *complete* the exam early are **not** permitted to leave the exam room until the exam is officially finished and scripts are collected. Candidates who have extra time but do not wish to take all or some of it, can leave the exam room from the official finish time onwards. Their time of finishing will be logged by the invigilator

Malpractice

Details of how malpractice may affect you can be found in the following documents linked below:-

- [Malpractice](#)
- [Artificial Intelligence & Assessments](#)
- [Use of Calculators in Exams](#)

Examples of Candidate Malpractice [\(Source JCQ Malpractice 2025/26 p.42\)](#)

- the alteration or falsification of any results document, including certificates;
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- the unauthorised use of alternative electronic devices or technology during remote assessment and remote invigilation;
- accessing the internet, online materials or AI tools during remote assessment and remote invigilation, where this is not permitted;
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- collusion: working collaboratively with others, beyond what is permitted;
- copying from another candidate (including the use of technology to aid the copying);
- allowing work to be copied, e.g. posting work on social networking sites prior to an examination/assessment;
- the deliberate destruction of another candidate's work;
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- failing to report to the centre or awarding body the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information online;
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking or electronic, written or non-verbal communication;
- making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;
- allowing others to assist in the production of controlled assessments, coursework, nonexamination assessments, examination responses or assisting others in the production of controlled assessments, coursework, non-examination assessments or examination responses;
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);
- being in possession of unauthorised confidential information about an examination or assessment;
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);
- the inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
- personation: pretending to be someone else for fraudulent purposes, arranging for another person to take one's place in an examination or an assessment;
- plagiarism: unacknowledged copying from, or reproduction of, third party sources or incomplete referencing (including the internet and artificial intelligence (AI) tools);
- theft of another candidate's work;
- being in possession (whether used or not) of unauthorised material during an examination or assessment, such as: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), watches, instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, AirPods, smart glasses, smart devices, MP3/4 players, pagers, or other similar electronic devices;
- the unauthorised use of a memory stick or similar device where a candidate uses a word processor;
- facilitating malpractice on the part of other candidates;
- behaving in a manner so as to undermine the integrity of the examination

Additional Contact Information Required From You

When you do your GCSE exams in the Summer Season, you will likely be on study leave. We are therefore asking you to provide additional contact information so that we can contact you during the season and once you have formally left Warneford to assist you with results, post results, appeals and certificates. Please complete the Microsoft Form by clicking [here](#).

Results Days

Mock exams results will be distributed via subject teachers or will form part of your Tracker Reports
Official public exams results will be available to collect from the school on **Thursday 20th August 2026**.
Results can be emailed to you but you must provide a personal email address in advance (see above).

Post Results Services

Post Results Services (PRS) are offered by all exam boards and allow for exam papers to be checked and/or reviewed in case of concerns over an awarded grade.

Initially, candidates should discuss any such concerns with their subject teacher or the appropriate head of department to see if a clerical check or a review of marking is necessary.

Such services will need to be applied for by the candidate (not a relative) and fees will be applicable. Further details will be available in June.